

2004 – 2005
May 2004 Volume I



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 1: MAY 2004

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COUNCIL
AND
COUNCIL
COMMITTEES

GENERAL PURPOSES
AND LICENSING
PANELS

LICENSING PANEL

22 OCTOBER 2003

Chair: Councillor O'Dell

Councillors: * Councillor Bluston (1) * Knowles
* Branch (Vice-Chair in the Chair)* Denotes Member present
(1) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**80. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor O'Dell	Councillor Bluston

81. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.82. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. Application for a Renewal of a Public Entertainments Licence – The Fat Controller, 362-366 Station Road, Harrow	Councillor Bluston	The Fat Controller public house is in the Greenhill Ward for which Councillor Bluston is the Ward Member.

83. **Minutes:****RESOLVED:** That the minutes of the meetings held on 25 June, 29 July and 28 August 2003, having been circulated, be taken as read and signed as correct records.84. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.85. **Application for a Renewal of a Public Entertainments Licence - The Fat Controller, 362-366 Station Road, Harrow:**

The Panel received a report of the Chief Environmental Health Officer detailing an application submitted by Joelson Wilson & Co Solicitors on behalf of Broken Foot Inns, the owners of the premises. The application was for an annual licence for public music and dancing on weekdays with an extension of hours to midnight on Thursdays, Fridays and Saturdays.

The premises are in the main commercial part of central Harrow, with some domestic accommodation in the area, and has no parking for patrons.

The Chief Environmental Health Officer advised the Panel that the Police had not objected to the application, but had raised observations regarding security and CCTV arrangements, as outlined in the letter included in the report.

Mrs McCullum, representative of Joelson Wilson & Co Solicitors, in her opening statement informed the Panel that the premises was managed well by Miss Slinn, the licensee. She further advised that the entertainment would be in the form of either a DJ playing 70's, 80's or pop music or live bands, mainly tribute bands. Mrs Cullum confirmed that the applicant was happy to comply with the conditions set out in paragraph 8.3 of the Chief Environmental Health Officer's report and in Sergeant Carl

Davis' letter.

The Panel were further advised that this was the first application made by the licensee who felt that there was sufficient demand for late openings on Thursdays, Fridays and Saturday nights. Members were informed that the clientele mainly consisted of office-based workers from the surrounding area. The applicant went on to explain that CCTV was in the process of being installed and all works were due to be completed by the middle or end of November. The CCTV cameras were being placed at focal points to cover the whole of the ground floor, stairs and outer lobby to the toilets.

A Member asked if the tapes from the CCTV would be available to the Police for viewing at any time. Responding, Mrs McCullum confirmed they would be available, as agreed with Sergeant Davis. She advised the Panel that Miss Slinn had co-operated with the police in every way.

Sergeant Davis confirmed that there had been no reported serious incidents at the premises and that he was satisfied with the licensee's proposals.

RESOLVED: That (1) the application for an annual public entertainments licence for the Fat Controller, 362-366 Station Road, Harrow, be granted for 12 months, with the addition of the following conditions:

CONDITIONS:

1. CCTV is installed on the premises
2. Door supervisors are used on the nights that entertainment takes place/ the licence is used.
3. Door supervisors are registered
4. Door supervisors are in possession of a 'Magic Wand' or similar metal detecting device
5. One of the door supervisors is female to facilitate searching of female customers
6. No entertainments will take place until outstanding works have been completed and the emergency arrangements at the premises have been finalised to the satisfaction of the Chief Environmental Health Officer.

(2) the Chief Environmental Health Officer be authorised to review the detailed wording of the standard Conditions as now applied to ensure that they were appropriate to the circumstances of this case, and thereby properly enforceable, and that officers liaise with the Police and the Applicant in revising any wording.

[Note: The Chair having asked the licensee, Miss Slinn, if she consented to the above conditions, she confirmed that she did consent].

86. **Application for a Renewal of a Public Entertainments Licence - Rayners Hotel, Village Way East, Rayners Lane:**

The Panel received a report of the Chief Environmental Health Officer detailing an application for the renewal of a public entertainments licence for the Rayners Hotel, Village Way East, Rayners Lane. The application was submitted by Scottish and Newcastle Retail Ltd, licencees of the premises.

The Rayners Hotel is a public house with a large function room located on Village Way East, Rayners Lane. The premises is sited in an area that is principally commercial in nature, however, there are a number of residential properties in the area.

The application was referred to the Panel as there was initially an unresolved Police objection, due to a serious incident which occurred in June 2003, which raised concerns over the security arrangements on the premises. However, following conciliation and correspondence between the Police, Environmental Health and the Area Manager of the premises, a compromise had been reached.

Sergeant Carl Davis confirmed that he was satisfied with the compromise reached, and hoped that this would give the licensees an opportunity to put things right. He hoped that the Panel would consider adding the conditions suggested in the letter from the Licensing Officer.

The Manager, Mr Wright, informed the Panel that the CCTV system had been in operation for approximately 4 years, with 9 cameras placed in strategic points throughout the premises. In response, Sergeant Davis told Members that at the time of inspection some of the cameras were ineffective and not facing focal points, although this had now been rectified.

Members queried some of the conditions set out in the letter from Environmental Health

to the Area Manager of the Rayners Hotel. Mr Wright informed the Panel that there were no admissions after 10pm so condition 9 was already in effect. They were also curious as to why condition 7 stated that the CCTV screens had to be monitored by employees of the licensees and not the security door staff. Sergeant Davis explained that ultimately, the licensee was responsible for the liquor licence and the onus should be on him, as opposed to the door staff who were, in most cases, contractors.

Mr Wright explained that the premises has a car parking facility for 50/60 cars. He also confirmed that they would not be using the promoter involved in the incident in June, and that most events would be ticketed in order to maintain crowd control.

RESOLVED: That the renewal of the public entertainments licence to Rayners Hotel, Village Way East, Rayners Lane, be granted for 12 months, with the additional conditions:

CONDITIONS: (numbering refers to the continuity of the numbers on the previous licence)

2. The licensee is to employ a suitable number of trained badged door staff at the premises during all of the times the premises are open and trading. The ratio is to be based on 1 door supervisor to every 50 patrons.
3. Full details of the door staff be supplied to the Police and a register of the door staff employed at the premises per day be retained at the premises. The Register to be available to the Police and Council Officers at all reasonable times.
4. A closed circuit television recording system is to be in operation both inside and outside the premises throughout the trading areas of the premises, during all times the premises are open for trading. The operational efficiency of the CCTV system is to be approved by the Police.
5. The tapes to be stored and monitored in accordance with the current CCTV policy of the Metropolitan Police, Harrow.
6. The tapes are to be available for the Police to view at all reasonable times.
7. The CCTV system is to be monitored at all times the premises are open for trading by employees of the licensee and not by members of the door security staff.
8. The air conditioning system is to be properly maintained and working in order that windows and doors are shut to prevent disturbance.
9. There will be no entry or re-entry to the premises after 10pm.
10. Door supervisors will be in possession of at least one metal detecting device (such as the "magic wand")
11. At least one door supervisor will be female in order to facilitate searching of female patrons.

REASON: To promote public safety.

[Note: The Chair having asked Mr Wright, the manager, if he consented to the conditions listed, he confirmed that he did consent].

(Note: The meeting having commenced at 7.30 pm, closed at 8.13 pm)

(Signed) COUNCILLOR JOHN BRANCH
Vice-Chair (in the Chair)

LICENSING PANEL

24 FEBRUARY 2004

Chair: * Councillor O'Dell

Councillors: * Branch * Knowles

* Denotes Member present

[Note: Councillor Camilla Bath also attended this meeting in a speaking role. See Minute 96].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**87. **Attendance by Reserve Members:**

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

88. **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.

(See also Minute 89).

89. **Councillor Knowles' Statement:**

1) Item 8, Referral Back to the Panel of the Application for the Renewal of a Public Entertainments Licence – The Trinity Bar, 378/380 Station Road, Harrow: Councillor Knowles wanted it recorded that whilst he did dine at Eden Restaurant which is owned by one of the licensees of the Trinity Bar he had no prejudicial or personal interest in the application.

2) Councillor Knowles made a statement that he wished to be recorded. He said that he was making the statement as a result of a contact from a third party. He was not going to disclose either that person's name, the item on the agenda to which he was referring, or which way he was asked to vote.

He said that any decisions he made would be an objective decision and not as a result of a threat that he should vote a particular way. He did not take lightly a threat of report to the Standards Board for England if he did not vote in a particular way.

90. **Arrangement of Agenda:**

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

91. **Minutes:**

RESOLVED: That the minutes of the meeting held on 22 October 2003 be deferred until printed in the Council Bound Minute Volume.

92. **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).

93. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Committee Procedure Rule 15 (Part 4B of the Constitution).

94. **Deputations:**

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

95. **Referral Back to the Panel of the Application for the Renewal of a Public Entertainments Licence - The Trinity Bar, 378/380 Station Road, Harrow:**

The Panel received an update from the Chief Environmental Health Officer of an application for the renewal of a public entertainments licence for the Trinity Bar. An application was previously submitted by the owners Shaun Eyles and Martin Blake on 29th July 2003 when the Panel renewed the licence application with variations for a 6 month trial period. The trial period expired on 28th January 2004 and the Panel were asked to determine the renewal following that period.

The Panel were informed that during the trial period there had been no complaints and in addition the Metropolitan Police were not objecting to the renewal.

Councillor Knowles congratulated the licensees on the effectiveness of the measures taken by the Management of the Bar to clear up the problem of fly-posting associated with the bar.

RESOLVED: That the application be granted for a full 12 months starting from 29th January 2004 and that the applicants pay a fee equivalent to 6 months of an annual licence as 6 months' fee had previously been paid.

96. **Application for a New Public Entertainments Licence - The Crazy Horse (formerly known as The Stanley Moors Public House), 43 Church Road, Stanmore, Middx:**

The Panel received a report of the Chief Environmental Health Officer detailing an application for a new public entertainment licence for The Crazy Horse, 43 Church Road, Stanmore as submitted by Patricia Negus Fancey, solicitor representing Food and Drinks Ltd who own the lease for the premises, together with Peter Batkin, owner, and Daniel Ovide, manager of the premises.

The premises are situated in a mixed residential and commercial part of the town centre. The application is for a capacity of 200 persons for the whole premises with limited parking on site for patrons' cars. Additional works to install CCTV and ventilation systems to the premises are yet to be completed. Recently a new residential block of apartments, The Pynacles, was built adjacent to the Crazy Horse.

The officer outlined the case and informed the Panel that the application has been referred to the Panel as the hours were outside the Council's standard hours. In addition, objections were received from local residents and the Metropolitan Police. However, further to the Police's letter of objection, the applicants met with the Police and agreed to accept conditions to satisfy their concerns. Accordingly, the Police withdrew their objections to the application.

The Panel agreed to Councillor Mrs Bath, Ward Councillor for Stanmore Park, making a statement on behalf of her constituents from whom she had received several letters of objection to the application. She told the Panel that the high density of the area and the fact that part of Stanmore was a Conservation area were sufficient reasons not to grant such an application. She raised concerns over the age of the building, which at the time had no soundproofing. She wanted reassurance from the owner that air conditioning would be installed by the summer in order to keep windows and doors closed thereby preventing any noise leakage from the premises. The constituents had also raised the issues of the lack of Police in the area, and the additional crime that may be associated with a venue with a capacity of 200. Councillor Mrs Bath wanted to know where the patrons were expected to park, as there were only 20 spaces at the rear of the property. In addition she asked if there was going to be female door security in order to facilitate the searching of females. She also raised the issue of the closing hours and the noise from patrons leaving the premises. Summing up, she asked the Panel to consider her constituents' objections and not to grant the application.

Responding to Councillor Mrs Bath's statement, Patricia Negus Fancey informed the Panel that out of the 22 objections 3 had been withdrawn. She also advised Members that some of the issues raised by Councillor Mrs Bath and the objectors had been addressed by the owner, who was also happy to comply with the conditions set by the Police in their letter.

Peter Batkin, owner of the premises, confirmed that he had invested £280,000 on the refurbishment, air conditioning and soundproofing of the property. He informed the Panel of the previous establishment known as the Stanley Moors Pub and the historical problems associated with it. Mr Batkin assured the Panel that his venue was aimed at young professionals who wanted a quiet drink locally and did not want the bother of travelling to the West End. He confirmed that all the windows were soundproofed and did not open and that the air conditioning was in its final stages of installation. In addition, notices were placed throughout the premises asking patrons to leave quietly.

The door staff regularly patrolled the car park and nearby vicinity at closing times to ensure that patrons were not causing a disturbance. Door staff also reminded patrons not to park in Pynacles Close, but to park at Sainsburys' car park and 2 other allocated car parks. Mr Batkin had made an assurance to the police that there would be no entry after 11pm, as stipulated in their letter of objection. He also addressed the issue of the car park light, which glared into one of the flats on Pynacles Close; he confirmed that it would be adjusted to get rid of the nuisance. He had invited residents to come and inspect the premises and make their own minds up, as the Elm Parks Residents' Association had done.

A Panel Member asked Mr Batkin about the preventative measures taken to ensure that the maximum capacity of 200 patrons was not exceeded. In response, he told Members that the premises had 2 door entries which were controlled by security staff using door clickers, and 6 exits which were a push bar facility.

The Director of Gemini Security, Frank McFarlane, introduced himself to the Panel. He explained his role as Director and told Members that he also sometimes worked on the door. He explained the systematic way in which his staff pick and choose and search the clientele. His staff are required to patrol the car park and the immediate surrounding area to ensure there is no anti-social behaviour from patrons leaving the premises. In addition they ensured that there was no noise leakage from the venue. He advised Members that he had never had the need to call for the Police as back up, but would not hesitate if he had to.

A Panel Member queried the effectiveness of the sound insulation and the incident of noise emanating from the premises on New Year's Eve. Responding, Daniel Owide, Manager, explained that most evenings a sound check was made immediately outside the premises to ensure no noise leakage. He told the Panel that the level of music noise was adjustable from inside the premises so that the sound level could either be increased or decreased. He explained that the entertainment used on New Year's Eve had been hired and was not their own. They did not realise the amount of noise emanating from the venue and he and Mr Batkin reassured the Panel and the objectors that such an incident would not recur.

Doctor P Malde, an objector speaking on behalf of Pynacles Close Residents' Association, was then allowed to present her case to the Panel. She explained that 90% of the residents were elderly and the other 10% were young professionals with families, and that the venue's location, which was only 6.5 metres away from their block of flats, was unsuitable for that reason. She went on further to give examples of noise from the venue particularly on New Year's Eve when there was excessive noise until 3am in the morning. The residents felt that it was an infringement of their privacy. The residents were also concerned about the overspill of cars into Pynacles Close, a private road with parking restrictions until 11pm, which was resulting in a lack of parking spaces provided. It was understood that patrons could use Sainsburys' car park although it was believed that no formal agreement had been made; notwithstanding that, there was a concern, if Sainsburys' car park was not available, about where the overspill would be expected to go. The Chair advised that he also held the Portfolio Holder responsibility for traffic and the environment and would take up the issue of the parking enforcement in Pynacles Close outside the meeting. Another issue was the increase of crime and disorder associated with venues with such large numbers of patrons. Dr Malde felt that the properties in Pynacles Close would be devalued and that when she bought her property she did not know that such an establishment was going to be on her doorstep. She also asked for the light in the car park to be adjusted as the beam shone directly into one of the residents' flats. Dr Malde asked the Panel not to grant the application based on the concerns of the residents of Pynacles Close.

Replying to Members' questions, Dr Malde said she had lived in Pynacles Close for 6 months and that she had kept a log of complaints, which she had not addressed with the owner. She felt that it was more convenient to bring those concerns to the Panel meeting. She had not visited the Crazy Horse and did not agree with the views of the Elm Park Residents' Association, as they did not live so close to the premises. Dr Malde did not agree that the refurbished venue, in contrast with the run-down venue and the trouble previously associated with that site, would add value to her property. Summing up, Dr Malde told the Panel that the proximity alone was sufficient grounds not to grant the application and she asked the Panel to consider her request.

Summing up, Miss Fancey told Members that the client wanted to cater for the residents of Stanmore, particularly those who did not want to travel to the West End. She reassured the Panel that the major refurbishments, soundproofing, CCTV and the experienced staff would make the venue more inviting to the locals. They certainly did

not want to alienate the residents but wanted to live harmoniously with them. Having considered the representations of the objectors and the applicant, the Panel

RESOLVED: To grant the application for the times stated in the application after conciliation with the police for a full 12 months, with the following conditions attached:

CONDITIONS:

1. A colour CCTV is operated in the premises and is to be maintained in good working order. A 31 day tape storage system is to be used and adhered to.
2. All entry/exit routes are to be monitored by CCTV cameras.
3. An analogue CCTV system must record in SVHS quality; a Digital CCTV must have the facility to download images to a CD.
4. The CCTV recording equipment must be kept in a secure cabinet or office.
5. Door supervisors are used on the nights that entertainments take place/the licence is used.
6. Door supervisors are registered.
7. Door supervisors are in possession of a 'Magic Wand' or similar metal detecting device.
8. Door supervisors are to be employed on a ratio of 1 door supervisor to 50 patrons.
9. One of the door supervisors is to be female to facilitate searching of female customers.
10. No entry or re-entry to the premises by patrons every night after 11pm.
11. Numerical counters are to be used on all doors to ensure the maximum capacity of the premises is not exceeded.
12. A noise limiter is to be fitted to the satisfaction of the Chief Environmental Health Officer.
13. Air conditioning is to be fitted throughout the premises so that the doors and windows can be kept closed at all times except for the purposes of admission to and exit the premises.
14. That no entertainments will take place until outstanding works have been completed and the emergency arrangements at the premises have been finalised to the satisfaction of the Chief Environmental Health Officer.

REASON: To safeguard the amenity of the local residents.

[Note: The Chair asked Mr Batkin and Mr Owide if they consented to the conditions listed above. Responding, they both agreed to the conditions].

(Note: The meeting having commenced at 7.40 pm, closed at 10.05 pm)

(Signed) COUNCILLOR PHILLIP O'DELL
Chair

CHIEF OFFICER APPOINTMENTS PANEL**13 NOVEMBER 2003**

Chair: * Councillor Miss Bednell (1) (see Minute 118)

Councillors: * Burchell (2) * Dighé (4)
* John Cowan (3) * Miss Lyne

* Denotes Member present

(1), (2), (3) and (4) Denote Nominee substitutes (see Minute 120 below).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**118. **Chair of the Panel:**

The appointed Chair for the Municipal Year 2003/04, 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 Miss Bednell having been duly nominated and seconded, it was

RESOLVED: That Councillor Miss Bednell be appointed Chair of the Panel for the purposes of this meeting.

119. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda (Minute 123 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.

120. **Membership:**

RESOLVED: That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

Original Member

Councillor D Ashton
Councillor Foulds
Councillor C Mote
Councillor N Shah

Nominee Member Attending

Councillor Miss Bednell
Councillor Burchell
Councillor John Cowan
Councillor Dighé

121. **Declarations of Interest:**

RESOLVED: That it be noted that there had been no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.

122. **Minutes:**

RESOLVED: That the minutes of the previous meetings of the Panel held on 11, 24, 25, 30, 31 July and 11 September 2003 having been printed into the relevant Minute Volume be signed as correct records.

123. **Appointment of Director of Financial and Business Strategy (Business Connections):**

The Panel having interviewed three short-listed, external candidates for the post of Director of Financial and Business Strategy, it was

RESOLVED: That Mrs Myfanwy Barrett, Head of Core Finance, Greater London Authority, be appointed to the post of Director of Financial and Business Strategy (Business Connections) 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 9.30 am, closed at 1.30 pm)

(Signed) COUNCILLOR MISS BEDNELL
Chair

CHIEF OFFICER APPOINTMENTS PANEL**15 DECEMBER 2003**

Chair: * Councillor Dighé (4) (see Minute 124)

Councillors: * Margaret Davine (2) * Jean Lammiman (3)
* Ann Groves (1) * Miss Lyne

* Denotes Member present

(1), (2), (3) and (4) Denote Nominee substitutes (see Minute 126 below).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**124. **Chair of the Panel:**

The appointed Chair for the Municipal Year 2003/04, 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 Dighé having been duly nominated and seconded, it was

RESOLVED: That Councillor Dighé be appointed Chair of the Panel for the purposes of this meeting.

125. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda (Minute 123 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 with that Authority.

126. **Membership:**

RESOLVED: That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

Original Member

Councillor D Ashton
Councillor Foulds
Councillor C Mote
Councillor N Shah

Nominee Member Attending

Councillor Ann Groves
Councillor Margaret Davine
Councillor Jean Lammiman
Councillor Dighé

127. **Declarations of Interest:**

RESOLVED: That it be noted that there had been no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.

128. **Minutes:**

RESOLVED: That the minutes of the previous meeting of the Panel held on 13 November 2003 be deferred until printed into the relevant Minute Volume.

129. **Appointment of Director of Organisational Performance (Organisational Development):**

The Panel having interviewed two short-listed candidates for the post of Director of Organisational Performance, it was

RESOLVED: That Mr Paul Najsarek, Acting Head of Policy, Audit Commission, be appointed to the post of Director of Organisational Performance (Organisational Development) 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 9.00 am, closed at 12.20 pm)

(Signed) COUNCILLOR SANJAY DIGHÉ
Chair

CHIEF OFFICER APPOINTMENTS PANEL

23 FEBRUARY 2004

Chair: * Councillor Burchell (2) (See Minute 130)

Councillors: * Mrs Kinnear (3) * John Nickolay (1)
* Miss Lyne * O'Dell (4)

* Denotes Member present

(1), (2), (3) and (4) Denote Nominee substitutes (see Minute 132 below).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**130. **Chair of the Panel:**

The appointed Chair for the Municipal Year 2003/04, 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 Burchell having been duly nominated and seconded, it was

RESOLVED: That Councillor Burchell be appointed Chair of the Panel for the purposes of this meeting.

131. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda (Minute 135 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 with that Authority.

132. **Membership:**

RESOLVED: That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

Original Member

Councillor D Ashton
Councillor Foulds
Councillor C Mote
Councillor N Shah

Nominee Member Attending

Councillor John Nickolay
Councillor Burchell
Councillor Mrs Kinnear
Councillor O'Dell

133. **Declarations of Interest:**

RESOLVED: That it be noted that there had been no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.

134. **Minutes:**

RESOLVED: That the minutes of the previous meetings of the Panel held on 13 November and 15 December 2003 be deferred until printed into the relevant Minute Volume.

135. **Appointment of Director of Strategy (Urban Living):**

The Panel having interviewed four short-listed candidates for the post of Director of Strategy, it was

RESOLVED: That Mrs Anna Robinson, Director of Development and Estates, National Society for Epilepsy, be appointed to the post of Director of Strategy (Urban Living) 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 2.00 pm, closed at 7.00 pm).

(Signed) COUNCILLOR KEITH BURCHELL
Chair

CHIEF OFFICER APPOINTMENTS PANEL

27 FEBRUARY 2004

Chair: * Councillor Dighé (2) (see Minute 136)

Councillors: * Jean Lammiman (1) C Mote
* Miss Lyne * N Shah

* Denotes Member present
(1) and (2) Denote Nominee substitutes (see Minute 138 below).

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

136. **Chair of the Panel:**
The appointed Chair for the Municipal Year 2003/04, 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 Dighé having been duly nominated and seconded, it was

RESOLVED: That Councillor Dighé be appointed Chair of the Panel for the purposes of this meeting.
137. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda (Minute 141 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 with that Authority.
138. **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 Foulds | Councillor Jean Lammiman
Councillor Dighé |
139. **Declarations of Interest:**

RESOLVED: That it be noted that there had been no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.
140. **Minutes:**

RESOLVED: That the minutes of the previous meetings of the Panel held on 13 November and 15 December 2003 and 23 February 2004 be deferred until printed into the relevant Minute Volume.
141. **Appointment of Director of Organisational Effectiveness and Human Resources (Organisational Development):**
The Panel having interviewed two short-listed external candidates for the post of Director of Organisational Effectiveness and Human Resources, it was

RESOLVED: That Ms Susan Styles, former H R Executive, Raytheon Systems Limited, be appointed to the post of Director of Organisational Effectiveness and Human Resources (Organisational Development) 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 9.30 am, closed at 1.15 pm).

(Signed) COUNCILLOR SANJAY DIGHÉ
Chair

CHIEF OFFICER APPOINTMENTS PANEL**27 APRIL 2004**

Chair: * Councillor N Shah (see Minute 142)

Councillors: * Burchell (2) * Miss Lyne
* Knowles (1) * C Mote

Advisers: * Mrs Jo Price * Ms Marion Turner

* Denotes Member present
(1), (2) Denote Nominee substitutes (see Minute 144 below).

[Note: The Advisers are members of the Spire Community Homes (Shadow) Board (the ALMO) in attendance for the purposes of the appointment to the office referred to at Minute 147 below].

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

142. **Chair of the Panel/Chair for the Meeting:**
The appointed Chair for the Municipal Year 2003/04, 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 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.
143. **Arrangement of Agenda:**
RESOLVED: That the item appearing in Part II of the agenda (Minute 147 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 with that Authority.
144. **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 Foulds | Councillor Knowles
Councillor Burchell |
145. **Declarations of Interest:**
RESOLVED: That it be noted that Councillor Knowles and Councillor Miss Lyne each declared the interest which was their membership of the Spire Community Homes (Shadow) Board.
146. **Minutes:**
RESOLVED: That the minutes of the previous meetings of the Panel held on 13 November and 15 December 2003, 23 February and 27 February 2004 be deferred until they are printed into the relevant Minute Volume.
147. **Appointment of Arms Length Management Organisation (ALMO) Managing Director (designate):**
The Panel having interviewed one short-listed internal candidate for the post of ALMO Managing Director (designate), it was
RESOLVED: That no appointment be made at this time and the post of ALMO Managing Director (designate) be advertised externally in open competition.
(Note: The meeting having commenced at 9.15 am, closed at 12.00 noon)

(Signed) COUNCILLOR NAVIN SHAH
Chair

SOCIAL SERVICES APPEALS PANEL**8 JANUARY 2004**

Chair: * Jane Dunn (Independent Person)

Councillors: * Blann * Omar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**26. **Appointment of Chair:****RESOLVED:** That Jane Dunn be appointed Chair of the Panel for the purposes of this meeting.27. **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 indicated below:

<u>Item</u>	<u>Reason</u>
6. The Keeping of a Child in Secure Accommodation	This item was considered to contain exempt information as defined in Paragraph 6 of Part I to Schedule 12A of the Local Government (Access to Information) Act 1985 in that it contains information relating to the care of a particular child.

28. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.29. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.30. **The Keeping of a Child in Secure Accommodation:**

The Panel considered a report of the Director of Children's Services which set out the background to the current situation and outlined the reasons why a secure placement was still considered necessary. A report from the Independent Investigator set out the views of the child, and a report from the Secure Unit was read out at the meeting.

The Panel carefully reviewed the case, taking into account verbal updates from Social Services Officers, the Independent Investigator and the child.

Having carefully considered the wishes and feelings of the child, together with all the views expressed at the meeting, the Panel

RESOLVED: That the child remain in the Secure Unit for a period of 3 months from the period 21 November 2003.

(Note: The meeting having commenced at 11.30 am, closed at 1.15 pm)

(Signed) JANE DUNN
Chair

(Note: Minutes of Social Services Appeals Panels:

The minutes of each Appeals Panel meeting is 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.)

SOCIAL SERVICES APPEALS PANEL

18 MARCH 2004

Chair: * Jane Dunn (Independent Person)

Councillors: * Blann * Toms

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

31. **Appointment of Chair:**

RESOLVED: That Jane Dunn be appointed Chair of the Panel for the purpose of this meeting.

32. **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 indicated below:

<u>Item</u>	<u>Reason</u>
6. The Keeping of a Child in Secure Accommodation	This item was considered to contain exempt information as defined in Paragraph 6 of Part I to Schedule 12A of the Local Government (Access to Information) Act 1985 in that it contains information relating to the care of a particular child.

33. **Terms of Reference:**

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

34. **Guidance Notes:**

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

35. **The Keeping of a Child in Secure Accommodation:**

The Panel considered a report of the Director of Children's Services which set out the background to the current situation and outlined the reasons why a secure placement was still considered necessary. The Panel also considered a report from the Independent Investigator setting out the views of the child, and a report from the Secure Unit.

The Panel carefully reviewed the case, taking into account the verbal updates from the Social Services Officer and the Independent Investigator. The Panel also considered additional reports from the Secure Unit tabled at the meeting.

Having carefully considered all the views expressed at the meeting including the wishes of the child not present at the meeting, the Panel

RESOLVED: That the child remain in the Secure Unit for a period of 7 weeks from the period of 20 February 2004.

(Note: The meeting having commenced at 10.22 am, closed at 12.35 pm)

(Signed) JANE DUNN
Chair

(Note: Minutes of Social Services Appeals Panels:

The minutes of each Appeals Panel meeting is 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.)

SOCIAL SERVICES APPEALS PANEL**23 APRIL 2004**

Chair: * Havva Karabeyaz (Independent Person)

Councillors: * Blann * Mitzi Green

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**36. **Appointment of Chair:****RESOLVED:** That Havva Karabeyaz be appointed Chair of the Panel for the purposes of this meeting.37. **Arrangement of Agenda:****RESOLVED:** That the item listed in Part II of the agenda be considered with the press and public excluded for the reason set out below:

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

38. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.39. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.40. **Complaint About the Provision of Social Services:**

The Panel considered a response from the Department of Children's Services (People First), a report of the Quality, Performance and Review Manager (People First), the Independent Investigator and the Independent Person which set out the background to the complaint.

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

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

(Note: The meeting having commenced at 10.00 am, closed at 3.45 pm)

(Signed) HAVVA KARABEYAZ
Chair

(Note: Minutes of Social Services Appeals Panels:

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

PERSONNEL APPEALS PANEL

5 MARCH 2004

Chair: * Councillor Ray

Councillors: * Arnold

* Miss Lyne

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**26. **Appointment of Chair:****RESOLVED:** That Councillor Ray be appointed Chair of the Panel.27. **Membership of the Appeals Panel:****RESOLVED:** That the Membership of the Panel be confirmed.28. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present with the exception of the following items for the reasons set out below:

<u>Item</u>	<u>Reason</u>
5. Appeal Against Dismissal	The report is included in Part II of the agenda, as it contains exempt information in accordance with Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.
6. Appellant's Case Statement	The report is included in Part II of the agenda, as it contains exempt information in accordance with Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.

29. **Minutes:****RESOLVED:** That the minutes of the meetings held on 15 May 2003 and 4 September 2003, having been circulated, be taken as read and signed as correct records.30. **Appeal Against Dismissal - Mrs W:**

Following careful consideration of both the verbal and written evidence presented by the appellant and management, the Panel:

RESOLVED: That the appeal be upheld.

(Note: The meeting having commenced at 11.23 am, closed at 6.47 pm)

(Signed) COUNCILLOR RAJ RAY
Chair

PENSION FUND INVESTMENTS PANEL

1 APRIL 2004

Chair: * Councillor Bluston

Councillors: * D Ashton
* Idaikkadar

* Myra Michael (2)

* Denotes Member present

(2) Denotes category of Reserve Member

[Note: Other Attendance: Mr R Thornton attended in an observer role, as the representative of Harrow UNISON]**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**61. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary Member

Councillor Romain

Reserve Member

Councillor Myra Michael

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

[Note: During the discussion on Agenda Item 9, Councillor David Ashton explained that he was a member of a Mediation Panel and requested that officers investigate whether the Authority invested in any closed split ended investment trusts via the Pension Fund as he would need to declare interests accordingly].

63. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present, with the exception of the following items which be considered with the press and public excluded for the reason indicated:Item

Agenda Item 11 – Transfer of Equity Portfolio from Merrill Lynch Investment Managers to Baillie Gifford

Reason

The report relating to this item contains exempt information under paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it contains information relating to the financial or business affairs of a particular person ie Company other than the Council.

Agenda Item 12 – Fund Managers' Performance for quarter ending 31 December 2003

As above

64. **Minutes:****RESOLVED:** That the minutes of the meeting held on 4 September 2003, having been circulated, be taken as read and signed as a correct record of that meeting.65. **Public Questions:****RESOLVED:** To note that there are no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).

66. **Petitions:**

RESOLVED: To note that there are no petitions to be received under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution) at this meeting.

67. **Deputations:**

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

68. **Employers' Contributions to the Pension Fund:**

The Panel received a report of the Director of Financial and Business Strategy and the report appended thereto, which it was noted had been submitted to the Budget Review Working Group.

The report set out the latest position in respect of the funding of the Pension Fund and discussed the possible change to the employer's contribution rate arising from the Actuarial Valuation currently being undertaken. It then set out information relating to the new Government requirement for the Authority to prepare a Funding Strategy Statement by 31 March 2005.

During the discussion which followed, Members sought clarification on a number of issues. In response to a query regarding the relative benefits of carrying out more frequent valuations as against the current system of triennial valuations, officers pointed out that more frequent valuations would incur extra cost and also indicated that they considered triennial valuations to afford a more long-term view of the fund's performance than annual valuations.

It was noted that the Actuaries would submit an initial report on the results of the Triennial Valuation in September which should take into account the impact of issues likely to arise from the Government's ongoing stock take of the Local Government Pension Scheme. This would enable the initial results to be reflected in the initial Medium Term Budget Strategy.

It was requested that a report detailing measures being taken by the Authority and other local authorities to address the fund deficit be submitted to a future meeting.

RESOLVED: That (1) the report on the Employer's Contribution, submitted to the Budget Review Group, and the potential increase in Employer's contributions following the Actuarial Review be noted;

(2) the requirement to publish a Funding Strategy Statement by 31 March 2005 be noted; and

(3) officers be requested to submit a report regarding measures being taken by the Authority and other local authorities to address the fund deficit.

[REASON: To enable the Panel to undertake its responsibilities regarding the management of the Harrow Pension Fund].

69. **Statement of Investment Principles:**

The Panel received a report of the Director of Financial and Business Strategy which set out the Authority's amended Statement of Investment Principles and Statement of Compliance with the principles set by the Government for investment of Pension Funds. A further copy of the statement of compliance with tracked changes highlighted was circulated at the meeting.

During the discussion which followed, the reasoning behind a number of the elements of both statements was queried and explained. The arrangements for the planned investment workshop for Panel Members, Reserve Members and UNISON observers were also discussed. Members made a number of suggestions relating to the arrangements, including that invitations to the workshop be extended to all Members and that the Fund Managers be approached to provide the training as part of their responsibilities to the Authority, and the Director of Financial and Business Strategy sought suggestions for the content of the workshop. It was agreed that a report setting out the detailed proposals for the workshop would be submitted to the next meeting of the Panel.

RESOLVED: That (1) the revised Statement of Investment Principles, including the statement of compliance with the principles issued by the Government for investment of Pension Funds and the reasons for non-compliance, be formally approved as set out at Appendices A1 and A2 to the officer report;

(2) the detailed reasons of compliance as set out at Appendix B to the officer report be noted; and

(3) the previous commitment to arrange a workshop for Members be reaffirmed and officers be requested to submit a detailed report on arrangements for the workshop to the next Panel meeting.

[REASON: To enable the Panel to undertake its responsibilities in managing the Harrow Pension Fund Investments].

70. **Changes to the Pension Fund Management and Investment Regulations:**

The Panel received a report of the Director of Financial and Business Strategy which advised of changes to the Local Government Pension Scheme Regulations which had come into force in November 2003 and which, it was explained, introduced a 'two tier' system of limits to apply to local government pension fund investment, the lower tier of which would apply to the Authority unless the Panel specifically approved use of the higher one in a particular case.

With reference to the table within the officer report which set out the two-tier structure, a Member queried the meaning of the dashes in some of the columns. In response it was advised that these indicated that the limit for that particular section was the same for both the upper and lower limit.

During further discussion, the Chair requested that officers investigate whether any income was generated from sub-underwriting and, if so, how much it amounted to.

RESOLVED: That (1) the contents of the Local Government Pension Scheme (Management and Investment of Funds) (Amendment) Regulations 2003 be noted;

(2) it be agreed that the lower tier will apply, subject to the submission of further reports for the Panel's consideration where officers consider it to be in the fund's interests to adopt an upper tier limit in a particular case;

(3) officers be requested to investigate whether any income is generated from sub-underwriting and how much it amounts to and report back to the next meeting of the Panel.

[REASON: To enable the Panel to undertake its responsibilities regarding the management of the Harrow Pension Fund].

71. **Transfer of Equity Portfolio from Merrill Lynch Investment Managers to Baillie Gifford:**

The Panel considered a confidential report of the Director of Financial and Business Strategy relating to the above matter under Part II of the agenda.

Following discussion it was

RESOLVED: That (1) the details of the transfer of the equity portfolio from Merrill Lynch Investment Managers to Baillie Gifford be noted; and

(2) it be agreed to retain the Fund's holdings in Mercury Unlisted Securities Trust.

[REASON: To enable the Panel to undertake its responsibilities to monitor the investments of the Harrow Pension Fund].

72. **Fund Managers' Performance for the Quarter ending 31 December 2003:**

The Panel considered a confidential report of the Director of Financial and Business Strategy relating to the above matter under Part II of the agenda.

In response to a query during the discussion on this item regarding the meaning of 'bespoke benchmark' in this context, it was explained that benchmarks were usually set by taking the average of all other funds in the Local Authority sector, but this bespoke benchmark had been determined by an actuary following an asset liability study on the basis of what he considered to be the most effective mix of assets for the Harrow fund specifically.

RESOLVED: That the performance of the three fund managers for the quarter ending 31 December 2003 and for the year to date against their bespoke benchmarks be noted.

[REASON: To enable the Panel to undertake its responsibilities to monitor the investments of the Harrow Pension Fund].

73. **Any Other Business:**

- (i) **Default Agenda Items:** It was requested that 'Any Other Business' be added to the list of default agenda items for this Panel.
- (ii) **Local Government Pension Scheme Newsletter:** The Chair praised officers for their efforts in producing the recently circulated Local Government Pension Scheme Newsletter. The Pensions Manager advised that the Newsletter for active members of the scheme would be published in June.
- (iii) **Rescheduling of the Meeting of the Panel due to be held on 15 July 2004:** The Chair requested that the meeting of the Panel due to be held on 15 July 2004 be rescheduled as he had another commitment on that date. It was provisionally agreed that the meeting be moved to Thursday 22 July at the earlier time of 6.00pm or 6.15pm but it was agreed that this would be discussed further at the next Panel meeting.
- (iv) **Investment Award:** The Panel formally noted the Authority's receipt of the Public Treasurers Investment Award for the Total Bonds Category (excluding Index Linked) in 2003. In 2002 Harrow had won in the Property Fund Category and had also come third in the Total Bonds Category (excluding Index Linked).

RESOLVED: That the action/information set out above be agreed/noted.

(Note: The meeting having commenced at 7.30 pm, closed at 8.50 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

**NATIONAL NON-DOMESTIC RATE -
DISCRETIONARY RATE RELIEF APPEAL PANEL**

23 APRIL 2004

Chair: * Councillor Toms

Councillors: * Currie * John Nickolay

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**20. **Appointment of Chair for the Meeting:****RESOLVED:** That Councillor Toms be appointed as Chair for the meeting.21. **Membership:****RESOLVED:** That it be confirmed that there is a quorum for the meeting.22. **Arrangement of Agenda:****RESOLVED:** That the item listed under Part II of the agenda at Item 4 be considered with the press and public excluded on the grounds that the report relating to this item contains exempt information under Paragraph 5 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1972 (as amended) in that it contains information relating to a particular applicant for financial assistance provided by the Authority.23. **Top Up Discretionary Rate Relief Appeal:**

An Appeal against the decision not to grant Top Up Rate Relief for Charities for the period 1 April 2004 to 31 March 2007 was received from the organisation in question, as detailed in the report of the Director of Business Services. Verbal representations from representatives of the organisation and the Assistant Revenues Manager were also received.

It was explained that cases where relief had previously been awarded under the 'Benefit to the Local People' conditions laid down under Section 4 of the policy were required to be reviewed by officers every three years, and this review had recently taken place.

Under the review, the organisation, as a charity, had received 80% mandatory relief but had been refused further Top Up Rate Relief over and above this amount on the grounds that insufficient information had been provided to determine the application. The organisation had also confirmed that it did not meet the conditions under Section 4 of the policy. To qualify for relief under this section, organisations were required to meet at least four conditions.

Under the appeals procedure, the Panel were now able to use their discretion to consider the application outside of the guidelines and on its own merit.

It was noted that, the organisation had also been referred to the Panel at the previous three year review as officers had again been unable to determine entitlement and at that time the Panel had agreed to grant 20% relief to the organisation.

Deliberating the matter in private, and having taken into account the additional information the organisation supplied verbally, at the meeting, the Panel were satisfied that the organisation provided an extremely valuable service to the community and agreed that the Local Authority's decision not to grant Top Up Rate Relief for the period 1 April 2004 to 31 March 2007 should be revised. The Panel agreed that 20% relief should be granted for the period in question.

RESOLVED: That the decision not to grant Discretionary Top Up Rate Relief for the period 1 April 2004 to 31 March 2007 be revised and 20% relief be granted for that period.

(Note: The meeting having commenced at 12.00 am, closed at 12.16 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

[Notes: (1) 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 are not submitted to subsequent appeals Panels, which will be considering relevant cases under different Chairpersons;

(2) all minutes of the Appeals Panels for a particular cycle are printed in the Council's Minute Volume.]

MEMBER
DEVELOPMENT
PANEL

MEMBER DEVELOPMENT PANEL

15 JANUARY 2004

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Omar (2)
* Miss Lyne

* Denotes Member present
(2) Denotes category of Reserve Member

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**103. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Marie-Louise Nolan	Councillor Omar

104. **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.

105. **Arrangement of Agenda:**

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

106. **Minutes:**

RESOLVED: That the minutes of the meetings held on 23 July and 11 September 2003, having been circulated, be taken as read and signed as correct records.

107. **Matters Arising from the Minutes of the Meeting held on 11 September 2003:**

Learn Direct: (Minute 95): The Training and Development Manager reported that she had requested clarification on the charging for phone lines from the ICT Manager.

Members Intranet and Internet Training: (Minute 99): It was noted that the first session of the Intranet and Internet training, held on 7 January 2004, had proved useful for Members and was well received.

Special Educational Needs (SEN): (Minute 99): The Panel noted that Special Educational Needs had been moved from this year's programme to next year's programme, following consultation with Members.

RESOLVED: That the matters arising from the meeting held on 11 September 2003 be noted.

108. **Public Questions:**

RESOLVED: To note that no public questions were received.

109. **Petitions:**

RESOLVED: To note that no petitions were received.

110. **Deputations:**

RESOLVED: To note that no deputations were received.

111. **Revised Programme 2003-04:**

The Training and Development Manager informed the Panel that due to a number of clashes with re-arranged Council meetings, the Revised Programme would be subject to further change.

Housing Strategy

The Panel was informed that the Housing Strategy event, due to be held on 22 January 2004, had been moved to 28 January 2004. Members reported that they had yet to receive notification of this event from Housing Services.

Media Training

The Training and Development Manager noted that the Head of Communications had requested that the Media Training Session be postponed to the next municipal year. The Panel requested that all Members who had booked a place on the session be notified of this change.

I.T Skills Workshop

The Training and Development Manager noted that a number of Members had already booked a place onto the IT Skills Workshop due to be held on 2 March. It was further noted that the 5pm-6pm and 6pm-7pm time slots were already booked, although there remained available places from 1pm onwards.

Leadership Programme

Members also noted that the first session of the Leadership Programme, due to be held on 16 March, would have to be changed due to a clash with a Cabinet meeting. It was noted that four dates had been suggested to replace the original date. The Panel felt that all efforts should be made to find a date to replace the first session of the Leadership Programme before the second session took place. However, the Panel noted that finding a date to suit Members as well as the speaker would be difficult. It was agreed that once a date had been finalised a letter would be sent to all Members. The Chair suggested that another opportunity to undertake the training should be provided for Members who were unable to attend due to clashes with Council meetings.

Representing the Council on Outside Bodies

The Panel noted that due to a clash with the Lifelong Learning Scrutiny Sub-Committee on the 22 April 2004, the Representing the Council on Outside Bodies event had been rescheduled for 27 April at 7-9pm.

RESOLVED: That the Training and Development Manager circulate a revised calendar of events to all Members.

112. **Planning the 2004/05 Programme for Member Development:**

Members discussed the training and development needs of Cabinet Members. It was felt that Cabinet Members should be encouraged to inform the Panel of organisational priorities for their own training and development needs, although it was noted that there was currently no established procedure for this objective to be achieved.

The Chair queried whether the Executive Director (Organisational Development) or the Portfolio Holder for Finance, Human Resources and Performance Management would highlight the Member Development Budget at Cabinet meetings. In response, the Training and Development Manager advised that Cabinet would consider the Member Development Budget alongside all the other budgets. The Panel agreed that the issue of Cabinet Members' training and development needs be raised with the Portfolio Holder for Finance, Human Resources and Performance Management.

Human Resources Strategy 2004-05

A Member informed the Panel that there was no mention of Member Development in the Human Resources Strategy 2004-05. The Panel agreed that the strategy should include Member Development and that the draft strategy should be examined by the Panel, in order for Members to contribute to its development.

Evaluation of 2003/04 Programme

The Chair noted that strict deadlines needed to be applied to the responses from Members. The Panel agreed that the form should include details of whether a Member had been absent from a particular training event due to a clash with meetings. The Panel added that it would be useful for research purposes if the form allowed Members to indicate whether the meeting was a Council meeting or an Outside Body meeting.

Public Speaking

At the request of the Panel, the Training and Development Manager agreed to add a public speaking event onto the 2004/05 Member Development Programme.

Mentoring

The Panel discussed the Mentoring Schemes that had been run by the political groups. It was noted that they had achieved mixed results. The Panel expressed an interest in

seeing the response to the mentoring question in the questionnaire.

Member Development Questionnaire

The Panel discussed various options for improving the effectiveness of the questionnaire. It was suggested that the questionnaire should seek to emphasise the development aspect of Member Development as well as the training aspect. Members suggested a number of slogans for inclusion into the Evaluation form as well as quotes from Members who had completed training courses.

It was suggested that Members be required to undertake compulsory training in order to make them fully aware of their legal obligations as well as to establish and clarify how Members are expected to conduct themselves. The lack of any such compulsory training courses was identified as a possible gap in the 2004/05 programme.

RESOLVED: That (1) a draft copy of the 2004/05 programme be circulated to Members in advance of the next Member Development meeting on 21 April 2004;

(2) the issue of Cabinet Members' training and development needs be raised with the Portfolio Holder for Finance, Human Resources and Performance Management;

(3) the Human Resources Strategy include Member Development and the draft strategy be examined by the Panel.

113. Leadership Academy:

The Training and Development Manager informed the Panel of an external training course known as the Leadership Academy. The course, run by the IDeA, is specifically designed to cater for Members. The Training and Development Manager felt this was a programme worthy of consideration by the Panel. It was noted that the course involved a commitment for Members in terms of time and would place a substantial financial burden on the Member Development Budget (approximately £1,500.00 per Member).

The Training and Development Manager showed Members a promotional video from the IDeA outlining the benefits of the programme. The Chair thanked the Training and Development Manager for giving Members an opportunity to view the video. Members expressed concern that the video did not detail any of the specific skills acquired or developed during the programme. It was agreed that the Panel could not make an informed decision without taking a comprehensive look at the course programme and other similar courses.

RESOLVED: That the Training and Development Manager bring the Leadership Academy course programme to the next meeting of the Member Development Panel for further consideration.

(Note: The meeting having commenced at 6.13 pm, closed at 7.28 pm)

(Signed) COUNCILLOR ANN GROVES
Chair

MEMBER DEVELOPMENT PANEL

21 APRIL 2004

Chair: * Councillor Ann Groves

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

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1: Annual Development Programme**

Your Panel received a report from the Executive Director, Organisational Development, which detailed the evaluation of the 2003/04 programme and presented the provisional Member Development Programme for 2004/05. The Training and Development Manager advised the Panel that both Members and officers had been consulted over the 2004/05 programme in order for all views to be taken into account.

Your Panel were asked to consider the training sessions detailed in the Provisional Member Development Programme for 2004/05. The Schools Admissions Policy session was felt to be of considerable importance, given that the subject forms a great deal of Members casework and that changes to schools admissions had recently taken affect. Members agreed that holding training sessions on 12 & 13 July 2004 would cause problems in terms of attendance. The Panel heard that as part of the CPA Action Plan, Members were required to undergo media training. Therefore it was decided to move the Waste Management session to later in the year. The Training and Development Manager advised that she would consult with the relevant officer to arrange an alternative date. Members also agreed that the Human Resources Strategy session should be moved to a later date in the year. Members agreed to move the session on the Future Role of Local Government from 21 September to 29 September in order to avoid a clash with the Lifelong Learning Scrutiny Sub-Committee. The Licensing session, previously scheduled for 29 September, would be re-arranged at a more appropriate time following consultation with the relevant officer. Members agreed that the first Directorate Overview session would remain on 5 October. It was felt that letters from the relevant Executive Directors would encourage Members to attend. The Panel felt that attendance at the Code of Conduct session was imperative and hoped that all Members would be able to attend one of the sessions.

It was agreed that the session on Special Educational Needs (SEN) would be re-arranged for 5 January 2005. It was further agreed that Local Government Finance would not be held on 19 January 2005 but would rather be moved to another date in January. Members were advised that the Public Speaking session would be taken out of the programme and replaced by one-to-one coaching from an external consultant. The Training and Development Manager noted that Leadership and Development Programme, scheduled to be held on 1 and 3 March 2005, would be similar to the 2003/04 course, although new ideas would be sought in order to improve participation.

Your Panel also requested that a number of sessions be re-named in order to increase their appeal and help to illustrate their importance to Members.

Resolved to RECOMMEND: (to the Standards Committee)

That, subject to the above amendments, the Provisional 2004/05 Member Development Programme be approved.

(See also Minute 121).

PART II - MINUTES**114. Attendance by Reserve Members:**

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

115. 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.

116. **Arrangement of Agenda:**

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

117. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 15 January 2004 be deferred until printed in the next Council Bound Minute Volume.

118. **Public Questions:**

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

119. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

120. **Deputations:**

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

121. **Annual Development Programme:**

The Panel received a report from the Executive Director, Organisational Development, which included details of the 2003/04 evaluation and the Provisional Member Development Programme for 2004/05.

Members were advised that the problem of low attendance had been particularly evident at a number of training events throughout the 2003/04 programme. Members were invited to express their opinions on how to address the problem of low attendance. It was noted that poor attendance at some training events was symptomatic of the four-year Council cycle. This factor coupled with other commitments, including Council meetings and Outside Body meetings, were thought to make poor attendance inevitable to some extent.

The Chair pointed out that the results of the questionnaire were pleasing in that Members were still asking for a wide array of training events to be included in the programme. Members were also asked to consider that training events, which returned poor attendance figures were wasteful in terms of officers' time and resources, particularly given the added costs of catering and outside speakers. A further problem was identified in that Members often did not indicate that they were unable to attend a session they had previously committed to. It was felt that Members should be persuaded to see the benefits of attending such sessions, particularly as they provide an opportunity to engage senior officers on crucial local issues. This was thought to be of added importance, given the number of sessions in the 2004/05 programme that would deal with recent changes within the Council. The Panel agreed that Members should raise the issue of attendance at their respective group meetings in order to make them aware of the importance of Member training. The Training and Development Manager advised the Panel that the Area Director, People First, had written directly to Members informing them of a training event on 6 May 2004. It was agreed that letters from senior officers would be an effective way of increasing attendance and it was hoped that the event would see improved attendance.

The Chair suggested that the Panel write a covering letter to all Members, with the draft 2004/05 programme, stressing the importance of Member training and detailing the reasons why.

RESOLVED: That (1) a covering letter with the 2004/05 Member Development Programme be sent to all Members on behalf of the Panel, stressing the importance of Member training; and

(2) prior to each training session, the senior officer involved, be asked to write to Members in order to advise them to attend.

(See also Recommendation 1).

122. **Update on the Leadership Programme:**

Despite the disappointing attendance at the recent Leadership and Development Programme, the Chair felt that the sessions were informative and wished to extend the Panel's thanks to Steve Rogers of INLOGOV. A central theme of the two sessions was

that of Community Leadership. It was noted that this was closely linked to the increasing degree of public engagement that was expected of Members. The newly introduced Safer Neighbourhood Schemes were noted as an example. Therefore such sessions were thought essential in order to provide Members with sufficient confidence to deal with a wide range of queries from their constituents.

RESOLVED: That the above be noted.

123.

Any Other Business:

The Panel heard that the second Member session on scrutiny, conducted by an outside speaker, had been very disappointing and failed to meet Members needs. A complaint had been made to the company, who had subsequently offered a free session. Members noted that the speaker had been briefed by a number of officers and Members, but had failed to take note.

The Chair informed Members that a Portfolio Holder had attended an external training event on Local Government Finance. Following consultation with the Executive Director, Organisational Development, payment for the course had been authorised retrospectively. It was noted that this was an exception and any further such requests would be declined. A letter was to be sent to Members reminding them of the correct procedure and reiterating that retrospective payments would not be accepted.

The Corporate Solicitor distributed a copy of *A Guide for Councillors Serving on Outside Bodies*. The Chair thanked the officer for this helpful guidance.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 5.30 pm, closed at 6.45 pm)

(Signed) COUNCILLOR ANN GROVES
Chair

COUNCIL



MINUTES
of the
ANNUAL MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
 held on
THURSDAY 13 MAY 2004

Present: **His Worship the Mayor (Councillor Mano Dharmarajah)**
 The Deputy Mayor (Councillor Lurline Champagne)

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
 Sanjay Dighé
 A.T. Foulds
 Brian Gate
 Mitzi Green
 Ann Groves

Cyril Harrison
 C. Harriss
 T. Idaikkadar
 Mark 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
 A. Omar
 P. Osborn
 Anjana Patel
 A. Pinkus
 R. Ray
 R.D. Romain
 Anthony Seymour
 Navin Shah
 Mrs Rajeshri Shah
 E. Silver
 Bill Stephenson
 Keekira Thammaiah
 S. Thornton
 Keith Toms
 M. Versallion
 A.E. Whitehead
 G.G.V. Williams

PRAYERS

The meeting opened with Prayers offered by the
 Deacon Tony Martin

197. DEACON TONY MARTIN:

At the commencement of the Annual Meeting, preceding Prayers, the outgoing Mayor's Chaplain, Deacon Tony Martin, thanked the Council for the support provided through the last year, and the dedication and passion with which Members of the Council carried out their duties.

A PROCEEDINGS FOR THE ELECTION OF A MAYOR**198. ELECTION OF MAYOR:**

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

Councillor Mrs Bath nominated and Councillor John Nickolay seconded that **COUNCILLOR MRS LURLINE CHAMPAGNIE** be elected Mayor for the Municipal Year 2004/2005.

Councillors Foulds, Branch, Silver, Williams, Osborn, Myra Michael and Dighé also spoke in support of the nomination of Councillor Mrs Champagnie.

There being no further nominations, the Mayor, Councillor Dharmarajah, asked for a vote by a show of hands.

The election of Councillor Mrs Champagnie was secured unanimously by the whole number of the Council present. The Mayor declared Councillor Mrs Champagnie as duly elected Mayor.

RESOLVED:

THAT COUNCILLOR MRS LURLINE CHAMPAGNIE BE ELECTED MAYOR OF THE LONDON BOROUGH OF HARROW FOR THE MUNICIPAL YEAR 2004/2005.

199. INSTALLATION OF NEWLY APPOINTED MAYOR:

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

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

The Mayor's Consort, Mr Clive Champagnie, was then invested by the retiring Mayoress with his Medallion of Office.

The Mayor, Councillor Mrs Champagnie, then returned thanks for her election.

200. VOTE OF THANKS TO THE RETIRING MAYOR:

Councillor Toms formally moved a vote of thanks to the retiring Mayor, **Councillor Dharmarajah** and to the retiring Mayoress, **Mrs Seedeви Dharmarajah**, which was seconded by **Councillor Currie.**

Councillors Chris Mote, Miss Lyne, Idaikkadar, Ismail, Ray, Jean Lammiman, Lavingia, Mark Ingram, Anne Whitehead, Thammaiah and Gate also endorsed the vote of thanks.

RESOLVED:

THAT THE COUNCIL PLACE ON RECORD ITS UNANIMOUS APPRECIATION OF AND SINCERE THANKS TO COUNCILLOR MANOHARAN DHARMARAJAH AND MRS SEEDEVI DHARMARAJAH FOR THEIR YEAR OF OFFICE AS MAYOR AND MAYORESS OF THE LONDON BOROUGH OF HARROW FOR 2003/2004.

201. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR:

Councillor Manoharan Dharmarajah congratulated the incoming Mayor, Councillor Mrs Champagnie, on her appointment to the Office of Mayor. He added that the office of the Mayor was a symbol of our community, a prestigious position with which comes great responsibilities and privileges. He added that as the servant of the Borough he

had attended nearly all the functions to which he had been invited.

He expressed his heartfelt thanks to his wife, Mrs Seedevi Dharmarajah, and his daughters for the wonderful support and encouragement they had given to him in his role as Mayor through the last year.

He offered his special thanks to the Mayoral staff, Mrs Ball, Mrs Gresty, Mr Deans and Mr Carlin and other staff for their support and guidance. They were a commendable team who had contributed so much to his Mayoral Year.

Councillor Dharmarajah also thanked the Borough Solicitor and the Democratic and Member Services' Manager for their assistance, guidance and advice relating to the Constitution and charring Council which, as a result, had not been as traumatic as he had originally envisaged.

In recalling his Mayoral Year, Councillor Dharmarajah referred especially to the many functions which he had attended and the opportunities to meet the people of the Borough. He had been impressed by the generosity and kindness of the people of the Borough and the welcome given everywhere to the Mayor and the sense of well-being he had derived from these occasions.

He added that the highlight of his Mayoral Year had been the visit by Her Majesty The Queen and His Royal Highness The Duke of Edinburgh to mark the 50th Anniversary of the Borough's Charter. He added that it had been a privilege to be the Mayor during the 50th Anniversary of Harrow's incorporation as a Borough. Additionally, the granting of the Freedom of the Borough to Sir Roger Bannister to mark the fiftieth anniversary of his 1954 world record mile run had been a joyous occasion.

In conclusion, Councillor Dharmarajah extended his thanks to the Council for the honour of being the Borough's Mayor in 2003/04 and offered his best wishes to the new Mayor and Mayor's Consort, Councillor Mrs Lurline Champagnie and Mr Clive Champagnie, for their Mayoral Year ahead. He also thanked the people of Harrow for making his Mayoral Year special.

202. PRESENTATION OF MEDALLIONS TO THE IMMEDIATE PAST MAYOR AND MAYORESS:

The Mayor, Councillor Mrs Champagnie, on behalf of the Council presented a replica of the Mayor's Medallion to Councillor Dharmarajah in commemoration of his Mayoralty of the Borough 2003/04.

The Mayor's Consort, Mr Clive Champagnie, presented to the immediate past Mayoress, Mrs Seedevi Dharmarajah, a Medallion to commemorate her year as Mayoress of the Borough 2003/04.

Councillor Dharmarajah then left the dais and was escorted by the Macebearer to his seat in the Council Chamber.

203. APPOINTMENT OF DEPUTY MAYOR AND DEPUTY MAYORESS:

The Mayor signified in writing that she had appointed **Councillor Asad Omar** to be Deputy Mayor for the Municipal Year 2004/2005.

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

The Mayor's Consort then invested the Deputy Mayoress, **Mrs Kausar Omar**, with her Medallion of Office.

The Deputy Mayor, Councillor Asad Omar, then returned thanks for his appointment.

204. CHAPLAINCY:

The Mayor confirmed to the Council that she had appointed the Reverend Clive Pearce as her Mayor's Chaplain for the Municipal Year 2004/05.

B ELECTION OF THE EXECUTIVE**205. ELECTION OF LEADER OF THE COUNCIL:**

Further to Item 4 on the Council Summons and the provisions of Article 7 of the Constitution ("The Executive"), Paragraph 7.03 thereof provided for the annual appointment of the Leader of the Council.

RESOLVED:

THAT COUNCILLOR ARCHIE FOULDS BE RE-ELECTED LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2004/2005.

206. ELECTION OF DEPUTY LEADER OF THE COUNCIL:

Item 4 on the Annual Council Summons also proposed that the Meeting consider the appointment of a Deputy Leader of the Council.

RESOLVED:

THAT COUNCILLOR NAVIN SHAH BE RE-ELECTED DEPUTY LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2004/2005.

207. APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF THE GROUPS:**RESOLVED:**

THAT THE CONFIRMATION PROVIDED BY THE THREE POLITICAL GROUPS OF THEIR RESPECTIVE LEADERS AND DEPUTY LEADERS FOR THE MUNICIPAL YEAR 2004/05 BE NOTED AS FOLLOWS:

<u>Group</u>	<u>Leader</u>	<u>Deputy Leader</u>
Labour	Councillor Foulds	Councillor Navin Shah
Conservative	Councillor C Mote	Councillor D Ashton
Liberal Democrat	Councillor Miss Lyne	Councillor Thornton

208. EXECUTIVE FUNCTIONS 2004/2005:

Under Article 7 of the Constitution the Executive Functions for the following Municipal Year are reported to Annual Council by the Leader. Further to Item 5 on the Summons and the confirmation provided in a document circulated within the Supplemental Summons, it was,

RESOLVED:

THE EXECUTIVE FUNCTIONS FOR 2004/2005 BE APPROVED (as set out at Appendix 1 to these Minutes).

C PROCEDURAL MATTERS**209. COUNCIL MINUTES:****RESOLVED:**

THAT THE MINUTES OF THE PREVIOUS COUNCIL MEETING, HELD ON 29 APRIL 2004, BE DEFERRED UNTIL PRINTED INTO THE COUNCIL MINUTE BOOK.

210. CIVIC FUNCTIONS:

Further to the notification provided by the Mayor of forthcoming functions,

RESOLVED:

THAT THE COUNCIL NOTE THE DATES OF THE FOLLOWING CIVIC FUNCTIONS:-

- (1) Annual Civic Service at St. Mary's Church, Harrow-on-the-Hill, at 10.30 am on Sunday 27 June 2004.
- (2) Fiftieth Anniversary Garden Party at the Grimsdyke Hotel on Monday 21 June 2004.
- (3) Battle of Britain Thanksgiving Service on Sunday 19 September 2004.
- (4) Fiftieth Anniversary RAF Bentley Priory Freedom of the Borough March through Harrow on Friday 24 September in celebration of the Borough's 50th Anniversary.
- (5) Remembrance Day Service at the Civic Centre on Sunday 14 November 2004.

211. MAYORAL ANNOUNCEMENT: SPECIAL APPEAL 2004/05:

The Mayor, Councillor Mrs Champagnie, advised the Council that her Special Appeal for the forthcoming Municipal Year would be in aid of Save the Children.

The Mayor also advised the Council that she had been invited to be Patron of the West House and Heath Robinson Charity for 2004/05, a charity she intends to offer her unqualified support in her Mayoral Year 2004/05.

212. ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL:

It was noted that there were no announcements to be made by the Leader of the Council.

213. DECLARATIONS OF INTEREST:

It was noted that there were no declarations of interest to be made by Members of Council in relation to the business on the Annual Council Summons.

214. PROCEDURAL MOTIONS:

It was noted that there were no procedural motions from Members of the Council.

D ESTABLISHMENT OF COMMITTEES AND DELEGATIONS 2004/05

215. ESTABLISHMENT OF AN AD-HOC AUDIT COMMITTEE:

There being consensus between the political groups that the Ad-hoc Audit Committee should comprise five members and be designated as non-proportionate, it was

RESOLVED:

THAT AN AUDIT COMMITTEE BE ESTABLISHED WITH THE FOLLOWING TERMS OF REFERENCE:

"To approve the Council's Statement of Accounts".

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

Further to the provisions of the Local Government (Committees and Political Groups) Regulations 1990, the Borough Solicitor had prepared and notified to the political groups on the Council, a Determination under the Regulations as to their proportional entitlements to places on Committees for the Municipal Year 2004/05.

RESOLVED:

THAT THE DETERMINATION AS TO THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES BE HEREBY CONFIRMED.

217. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES:

The Annual Council Meeting received in a Supplementary Summons further to Item 12 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. In addition, the membership of the Audit Committee was received in the form of a paper tabled at the meeting.

RESOLVED:

THAT THE COMMITTEES OF THE COUNCIL BE ESTABLISHED WITH THE MEMBERSHIPS NOW AGREED FOR THE MUNICIPAL YEAR 2004-05 (as set out in Appendix 2 to these minutes).

[Note: The Annual Council meeting noted that the Panels of the Licensing and General Purposes Committee and the Sub-Committees of the Overview and Scrutiny Committee would be appointed at their special meetings scheduled to be held on Monday 17 May 2004].

218. APPOINTMENT OF CHAIRS TO COUNCIL COMMITTEES:

Further to Item 13 of the Summons, the Council Meeting received in a Supplementary Summons confirmation from the Political Groups of nominations to the office of Chair of certain Committees of the Council, which were formally approved. In addition, the Labour Group's nomination for the Chair of Audit Committee was received in the form of a paper tabled at the meeting.

Two of the appointments as Committee Chair were determined on a vote.

Councillors Idaikkadar and John Cowan were each nominated to be Chair of the Audit Committee: Councillor Idaikkadar was appointed.

Councillors Anne Whitehead and Marilyn Ashton were each nominated to be Chair of the Development Control Committee: Councillor Anne Whitehead was appointed.

RESOLVED:

THAT THE FOLLOWING CHAIRS OF COMMITTEES BE APPOINTED FOR THE MUNICIPAL YEAR 2004-05:-

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

[Notes: (1) The above appointments are also reflected in Appendix 2 of these Minutes – see Resolution 217 above.

(2) The Chair of the Cabinet is the Leader of the Executive (the Leader of the Council) as elected at Resolution 205 above.

(3) The Chair of the Standards Committee would be appointed at its first meeting, to include the two Independent Persons as part of the Committee's membership.

(4) A Chair of the School Organisation Committee and of the Standing Advisory Council on Religious Education is each required to be appointed respectively at a meeting of the School Organisation Committee and SACRE].

219. TERMS OF REFERENCE FOR COUNCIL COMMITTEES AND DELEGATED POWERS:

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to the terms of reference and delegated powers for Committees of the Council, it was advised that the existing arrangements as set out in Part 3 of the Constitution continue.

RESOLVED:

THAT THE TERMS OF REFERENCE AND DELEGATED POWERS FOR COMMITTEES OF THE COUNCIL IN PART 3 OF THE CONSTITUTION BE CONFIRMED.

220. DELEGATIONS TO OFFICERS:

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to certain delegations to Chief Officers of the Council it was advised that the existing arrangements as set out in Part 3 of the Constitution continue.

RESOLVED:

THAT THE DELEGATIONS TO OFFICERS IN PART 3 OF THE CONSTITUTION BE CONFIRMED.

E COUNCIL MEETINGS**221. DATES OF COUNCIL MEETINGS 2004/05:****A. SCHEDULED MEETINGS:**

Further to the information provided at Item 16 of the Summons, it was

RESOLVED:

THAT THE FOLLOWING DATES FOR MEETINGS OF THE COUNCIL IN THE MUNICIPAL YEAR 2004/05 HEREBY BE CONFIRMED

21 OCTOBER 2004

20 JANUARY 2005 (COUNCIL TAX TAXBASE) (subject to any change to the current Constitution to delegate the statutory decision to the Executive)

24 FEBRUARY 2005 (COUNCIL TAX)

21 APRIL 2005

12 MAY 2005 (ANNUAL COUNCIL)

B. EXTRAORDINARY MEETING:

Further to the proposal at Item 16 of the Summons that an Extraordinary Council Meeting be convened for 24 June 2004, upon a vote this was not agreed.

RESOLVED:

THAT AN EXTRAORDINARY COUNCIL MEETING NOT BE CONVENED ON 24 JUNE 2004.

222. OUTSIDE BODY APPOINTMENTS 2004/05:

- (i) Item 17 on the Summons provided for the receipt of proposals from the Groups as to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2004/05.
- (ii) The nominations of the political Groups to places on outside bodies were notified in the circulated Supplemental Summons. In addition, corrections and appointments to vacancies in the places on outside bodies in the circulated Supplemental Summons and amendments from the Conservative Group were received in the form of a paper tabled at the meeting.
- (iii) The Council received and agreed the following changes to the nominations as had been proposed:-

<u>Outside Body</u>	<u>Original Nomination</u>	<u>Revised Nomination</u>
2. Association of London Government Committees and Panels		

- | | | | |
|-----|---------------------------|------------------|-----------------------------------|
| (x) | Housing Panel | Deputy (Vacancy) | Deputy
(Councillor Ann Groves) |
| 31. | Hertfordshire Rural Forum | Councillor Blann | Councillor Seymour |
| 59. | Refugees into Jobs Board | Deputy (Vacancy) | Deputy
(Councillor Ismail) |

- (iv) Councillor C Mote moved and Councillor D Ashton seconded an amendment proposing the deletion of certain nominations and their substitution by new nominations, as follows:-

	<u>Outside Body</u>	<u>Original Nomination</u>	<u>Substitute Nomination</u>
2.	Association of London Government Committees and Panels		
(i)	Leaders' Committee	Appointee Cllr Foulds Deputies Cllr N Shah Cllr Dighé	Cllr C Mote Cllr D Ashton Cllr Romain
(iii)	Associated Joint Committee (ALG Grants Committee)	Appointee Cllr Thammaiah Deputies Cllr N Shah Cllr Omar Cllr Bluston Cllr Nana Asante	Cllr Joyce Nickolay Cllr Arnold Cllr Anjana Patel Cllr Marilyn Ashton Cllr John Cowan
(iv)	Associated Joint Committee (Transport and Environment Committee)	Appointee Cllr Anne Whitehead Deputies Cllr Blann Cllr Kinsey Cllr O'Dell Cllr Gate	Cllr Mrs Kinnear Cllr John Nickolay Cllr Harriss Cllr Arnold Cllr Kara
(vii)	Economic Development Panel	Appointee Cllr Burchell Deputy Cllr Dighé	Cllr Knowles Cllr Harriss
(viii)	Education Panel	Appointee Cllr Stephenson Deputy Cllr Ray	Cllr Miss Bednell Cllr Mrs J Mote
25.	Harrow Primary Care Trust Management Board	Observer Cllr Ann Groves	Cllr Silver
55.	North West London Strategic Health Authority – Continuing Care Criteria Review Panel	Cllr Ann Groves	Cllr Silver

The Council undertook a separate vote on the proposal in relation to each outside body as listed above. In all but one of these votes an equality was recorded for and against the amendment proposals. Upon there being an equality of votes, the amendment was not carried. In respect of "55. North West London Strategic Health Authority – Continuing Care Criteria Review Panel" the amendment was carried on the vote.

- (v) The substantive proposal, as varied at (iii) and (iv) above, was approved.

RESOLVED:

THAT THE SUBSTANTIVE MOTION AS TO THE OUTSIDE BODY APPOINTMENTS FOR THE MUNICIPAL YEAR 2004/05 (INCLUDING THE AGREED AMENDMENTS) BE APPROVED (the list of the appointments is attached as Appendix 3 to these Minutes).

223. CHANGES TO THE COUNCIL'S CONSTITUTION:

RESOLVED:

THAT CONSIDERATION OF THIS REPORT BE DEFERRED TO A FUTURE MEETING OF THE COUNCIL.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 9.32 pm).

APPENDIX 1ITEM 5 ON THE SUMMONSEXECUTIVE FUNCTIONS 2004/2005REPORT OF THE LEADER OF THE COUNCIL

(Rule 3.2, Executive Procedure Rules of the Constitution).
(Article 7 of the Constitution – The Executive).

The following information is required to be reported to the Annual Meeting by the Leader of the Council.

(1) THE EXECUTIVE

Paragraph 7.02 of Article 7 provides for the determination by the Council of the size and membership of the Executive (to consist of the Executive Leader (see Resolution 205), together with at least two but not more than nine other Councillors).

The proposal as to the Members of the Executive and the allocation of portfolios is as follows (Rule 3.2, paragraphs (a), (b), (c), (d) and (e)):-

<u>Executive Member (Ward)</u>	<u>Office/Portfolio</u>	<u>Delegated Authority</u>
		(This remains unchanged: the existing delegations as set out in Part 3 of the Constitution continue).
Councillor Foulds (Kenton East)	Leader Strategy and External Affairs	No change
Councillor Navin Shah (Kenton East)	Deputy Leader Partnership and Property	No change
Councillor Burchell (Edgware)	Planning, Development, Housing and Best Value.	No change
Councillor Margaret Davine (Edgware)	Social Services	No change
Councillor Dighé (Kenton West)	Finance, Human Resources and Performance Management	No change
Councillor O'Dell (Marlborough)	Environment and Transport	No change
Councillor Stephenson (Headstone South)	Education and Lifelong Learning	No change
Councillor Chris Mote (Pinner South)	-	-
Councillor David Ashton (Belmont)	-	-
Councillor Miss Lyne (Harrow Weald)	-	-

APPENDIX 2(I) AUDIT COMMITTEE (5)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(2)	(2)	(1)
<u>I.</u> <u>Members</u>	Idaikkadar (CH) Ingram	John Cowan Romain	Branch
<u>II.</u> Reserve Members	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. Members</u>	Bluston Choudhury Idaikkadar Miles Anne Whitehead *(CH)	Marilyn Ashton* Mrs Bath Janet Cowan Knowles Mrs Joyce Nickolay	Thornton
<u>II. Reserve Members</u>	1. Ismail 2. Blann 3. Thammaiah 4. Mrs R Shah 5. Ray	1. Billson 2. Kara 3. Versallion 4. Arnold 5. Seymour	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>	Blann Bluston * (CH) Dharmarajah Ann Groves O' Dell	Mrs Bath Janet Cowan Knowles * Vina Mithani John Nickolay	Branch
<u>II. Reserve Members</u>	1. Omar 2. Lavingia 3. Idaikkadar 4. Gate 5. Ray	1. Billson 2. Myra Michael 3. Osborn 4. Harriss 5. Versallion	1. Thornton 2. Miss Lyne

(CH)
(VC)

= Chair

= Vice-Chair

* 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)
<u>I. Members</u>	Blann Mitzi Green* Ann Groves Ingram Marie-Louise Nolan Thammaiah	Jean Lammiman* (CH) Osborn Pinkus Seymour Versallion	
<u>II. Reserve Members</u>	1. Gate 2. Nana Asante 3. Lent 4. Lavingia 5. Toms 6. Omar	1. Myra Michael 2. Mrs Champagnie 3. Mary John 4. John Nickolay 5. Janet Mote	

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

(CH) = Chair
 (VC) = 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>
	(4)	(3)
Members	Gate* Ray Stephenson Thammaiah	Miss Bednell * Jean Lammiman Anjana Patel
<u>Alternate Members</u>	1. Miles 2. Toms 3. Margaret Davine 4. Ismail	1. Janet Cowan 2. Janet Mote 3. -

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	Ms E Yates	
(v)	Schools (Parents/Secondary):	Mrs C Millard	(Vacancy - Alternate)
	Schools (Parent/Primary):	Vacancy (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 Champagne**

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

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

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(3)	(2)	(1)
<u>I. Members</u>	Ann Groves Harrison* Thammaiah	Janet Cowan* Mrs Joyce Nickolay	Branch
<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: Membership rules:	Mrs Bijal Shah (VC) and Reverend Peter Broadbent, Bishop of Willesden Ms Judy Bertram and Mr Edward Keal).	
	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.		

(Note: The Chair of the Standards Committee would be appointed at its first meeting).

APPENDIX 3APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2004/05

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2004/05</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
1.	(1) Age Concern London Conference	1	1. Ann Groves	N/a
	(2) Age Concern Harrow	2	1. Kara 2. Ann Groves	N/a
2.	Association of London Government Committees and Panels			
	(i) Leaders' Committee (s1010 Joint Committee)	1 (+ 2 Deputies)	<u>Appointee:</u> 1.Foulds	<u>Deputies:</u> 1. N Shah 2. Dighe
	(ii) Greater London Provincial Council	2 Deputies	N/a	<u>Deputies:</u> 1. Dighe 2. Stephenson
	(iii) Associated Joint Committee (ALG Grants Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Thammaiah	<u>Deputies:</u> 1. N Shah 2. Omar 3. Bluston 4. Nana Asante
	(iv) Associated Joint Committee (Transport & Environment Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Anne Whitehead	<u>Deputy:</u> 1. Blann 2. Kinsey 3. O'Dell 4. Gate
	(v) Culture & Tourism Panel	1 (+ 1 Deputy)	<u>Appointee:</u> 1. Ann Groves	<u>Deputy:</u> 1. Stephenson
	(vi) Crime and Public Protection Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. N Shah	<u>Deputy:</u> 1. Omar
	(vii) Economic Development Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Dighé
	(viii) Education Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Stephenson	<u>Deputy:</u> 1. Ray
	(ix) Health & Social Care Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Margaret Davine	<u>Deputy:</u> 1. Currie
	(x) Housing Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Ann Groves
	(xi) ALG Lead Member for Equalities	1	1. Dighé	N/a
3.	Bentley Priory Nature Reserve	4	1. Mrs C Bath 2. Blann 3. Pinkus 4. Stephenson	N/a
4.	Carequest Board	1	1. Staff Development and Training Officer	N/a
5.	Court of City University	1	1. Stephenson	N/a

6.	Deputy Lord Lieutenant's Committee	5	1. The Mayor 2. The Deputy Mayor 3. Thornton 4. Mrs C Bath 5. C Mote	N/a
7.	Edward Harvist Charity	1	1. Bluston (Sept 2001 - Aug 2005)	N/a
8.	Edward Robinson Education Foundation	2	1. Lent 2. Miss Lyne	N/a
9.	Environment Agency Thames Region, Regional Flood Defence Committee	(Joint appointment with Boroughs of Barnet, Brent and Hounslow for 2002-2006)	1. Councillor B Colman (London Borough of Barnet)	N/a
10.	Environmental Forum (Local Agenda 21)	4 (+ Reserves)	<u>Appointees:</u> 1. Blann 2. Harriss 3. Mary John 4. O'Dell	<u>Reserves:</u> 1. Miles 2. Billson 3. Janet Cowan 4. Marie-Louise Nolan
11.	Greater London Enterprise Ltd	1	1. Burchell	N/a
12.	Harrow (and District) Telecommunications Advisory Committee	1	1. Choudhury	N/a
13.	Harrow Association of Disabled People	3	1. Ann Groves 2. Mary John 3. Silver	N/a
14.	Harrow Association of Voluntary Service	3	1. Choudhury* 2. Mary John* 3. Lavingia (* to serve on Executive Committee)	N/a
15.	Harrow Citizens' Advice Bureau (Management Committee)	2	1. Arnold 2. Gate	N/a
16.	Harrow Colleges' Further Education Corporation Board	2	1. Stephenson (1 May 2003 – 30 April 2005) 2. Senior Adviser (Secondary) School Development Services (September 2001- August 2005)	N/a
17.	Harrow Community Trust	1 (+ Deputy)	<u>Appointee:</u> 1. Bluston	<u>Deputy:</u> 1. C Mote
18.	Harrow Council for Racial Equality	3	1. Dharmarajah 2. Ismail 3. John Nickolay	N/a
19.	Harrow Heritage Trust Executive Committee	4	1. Stephenson 2. Janet Mote 3. O'Dell 4. Versallion	N/a

20.	Harrow in Business (Enterprise Agency) - Board of Management	2	1. Bluston 2. Executive Director (Business Connections)	N/a
21.	Harrow in Europe Committee	5	1. Blann 2. Dharmarajah 3. Nana Asante 4. Knowles 5. Jean Lammiman	N/a
22.	Harrow Nature Conservation Forum	1	1. Blann	N/a
23.	Harrow on the Hill Forum	6	<u>Ward Members:</u> 1. Billson 2. Mrs Kinnear 3. Versallion <u>Group members:</u> 1. Branch 2. Anjana Patel 3. Ray	N/a
24.	Harrow Police and Community Consultative Group	4	1. Janet Cowan 2. Thammaiah 3. Dharmarajah 4. C Mote	N/a
25.	Harrow Primary Care Trust Management Board	1	<u>Observer:</u> 1. Ann Groves	N/a
26.	Harrow Sports Council	3	1. Bluston 2. C Mote* 3. Miles (* to serve on Executive Committee)	N/a
27.	Harrow Town Centre Forum	3	1. Bluston 2. Burchell 3. Mrs R Shah	N/a
28.	Harrow Unified Mental Health Service Partnership Board	3 (+ Reserves)	<u>Appointees:</u> 1. Margaret Davine 2. Ann Groves 3. Silver	<u>Reserves:</u> 1. Mrs R Shah 2. Gate 3. Jean Lammiman
29.	Harrow Weald Common Board of Conservators	5	1. Mrs Ashton 2. Miss Lyne 3. Thornton 4. Toms 5. Anne Whitehead	N/a
30.	Harrow Young Musicians - Managing Body	2	1. Toms 2. Jean Lammiman	N/a
31.	Hertfordshire Rural Forum	1	1. Seymour	N/a
32.	Investigation of Air Pollution Standing Conference	2	1. Omar 2. Chief Environmental Health Officer	N/a
33.	John Pardoe Charity	4	1. Mrs C Bath 2. Miss Bednell 3. Mr M Carmody 4. Dharmarajah	N/a
34.	League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	<u>Appointee:</u> 1. Mary John	<u>Deputy:</u> 1. Mrs A Diamond

35.	Lee Valley Regional Park Authority [Note: At the expiry of the statutory 4 year term, the Council may (upon invitation from the ALG) nominate a Member to stand for election to one of eight places available to non-riparian London Authorities]	1	1. Anne Whitehead (1 July 2001 - 30 June 2005)	N/a
36.	Local Authorities Aircraft Noise Council	2	1. Omar 2. Chief Environmental Health Officer	N/a
37.	Local Government Association - General Assembly Meetings (Two - inclusive of AGM)	3 (+ Deputies)	<u>Appointees:</u> 1. Foulds 2. John Cowan 3. Thornton (Representing each of the political groups)	<u>Deputies:</u> 1. N Shah 2. C Mote 3. Miss Lyne
38.	Local Government Association - Urban Commission	2	1. Burchell 2. Director of Professional Services (Urban Living)	N/a
39.	Local Government Information Unit	1	1. Lent	N/a
40.	London Accident Prevention Council	3	1. Ismail 2. Joyce Nickolay 3. Senior Road Safety Officer	N/a
41.	London Arts Board Local Authority Forum	2 (+ non-voting officer)	1. Ann Groves 2. Stephenson Manager, Arts and Leisure Services	N/a
42.	London Borough of Harrow (a) Bus & Highways Liaison Meeting (b) Rail Liaison Meeting	4 4	1. Blann 2. Ismail 3. John Nickolay 4. Pinkus 1. Blann 2. Choudhury 3. John Nickolay 4. Pinkus	N/a N/a
43.	London Home and Water Safety Council	2	1. Romain 2. Chief Environmental Health Officer	N/a
44.	(i) London Housing Unit Committee (ii) London Housing Unit Executive Sub-Committee	1 (+Deputy) 1 (Deputy)	<u>Representative:</u> 1. Foulds (Leader) <u>Representative:</u> 1. Burchell	<u>Deputy:</u> 1. Burchell <u>Deputy:</u> 1. Choudhury
45.	London (North West) Valuation Tribunal [Note: Appointments are now made jointly with the London (North West) Valuation Tribunal]	6	1. Branch (April 2001 – December 2006) 2. Mr M Carmody (April 2004 – Dec 2009) 3. Mr R Conway (April 2004 – Dec 2009) 4. Mr S Giles-Medhurst (April 2004 – Dec 2009)	N/a N/a N/a N/a

			5. Cllr. Miss Lyne (April 2004 – Dec 2009)	N/a
			6. Mr A L Mediratta (April 2004 – Dec 2009)	N/a
46.	London Youth Games	2 (+ Deputies)	<u>Appointees:</u> 1.Miles 2.Mr W North	<u>Deputies:</u> 1. Nana Asante 2.(Mr North's Nominee)
47.	Mayor of Harrow's Charity Fund Trustees	3	1. The Mayor 2. Miss Bednell 3. Choudhury	N/a
		4	<u>Burgesses:</u> 1. Mrs G Branch 2. Mr Owen Cock 3. Mrs B Cripps 4. Mrs R Feakins	
48.	Middlesex Guildhall Collection and Trust Fund	6	1. D Ashton 2. Mrs C Bath* 3. The Mayor* 4. Gate 5. Harrison* 6. Manager (Arts and Leisure Services) * (* to serve on Executive Committee)	N/a
49.	Multi-Agency Forum on Racial Harassment	3 (+ 3 reserves)	1. Branch 2. Jean Lammiman 3. N Shah	1. Miss Lyne 2. Janet Cowan 3. Lavingia
50.	Museum of London Archaeology Service	2	1. Anne Whitehead 2. Library Services Manager	N/a
51.	National Council for One Parent Families	1	1. Ingram	N/a
52.	National Local Government Forum Against Poverty:			
	(i) National Meetings	1	1. Ann Groves	N/a
	(ii) Regional Meetings	1	1. O'Dell	N/a
53.	National Society for Clean Air & Environmental Protection	1	1. Chief Environmental Health Officer	N/a
54.	North London Collegiate School Board of Governors	1	1. Janet Cowan (May 2001 - May 2004 - subject to invitation of the Board of Governors)	N/a
55.	North West London Strategic Health Authority – Continuing Care Criteria Review Panel	1	1. Silver	N/a
56.	Prince Edwards Playing Fields Trust	1	1. Burchell	N/a
57.	Promotion of Public Transport Group	4 (+ Reserves)	<u>Members:</u> 1. Blann 2. Choudhury 3. Kara 4. Mrs Kinnear	<u>Reserves:</u> 1. Harrison 2. Anne Whitehead 3. Joyce Nickolay 4. John Nickolay

58.	RAF Northolt Community Consultative Group	7 (+Deputies)	<u>Representatives:</u> 1. Currie 2. Gate 3. Miles 4. Branch 5. Arnold 6. Anjana Patel 7. Mrs Kinnear	<u>Deputies:</u> 1. Idaikkadar 2. Ray 3. Ingram 4. Thornton 5. Harriss 6. Billson 7. Versallion
59.	Refugees into Jobs Board	1 (+ Reserve)	1. Nana Asante	1. Ismail
60.	Relate Board of Trustees	3	1. Mrs R Shah 2. Margaret Davine 3. Jean Lammiman	N/a
61.	Reserve Forces and Cadets Association for Greater London	1	1. Thornton (Apr 2002 - March 2005)	N/a
62.	Richard Franklin Charity	2	1. John Cowan (May 2002 – April 2005) 2. Gate (May 2002 – April 2005)	N/a
63.	Sir Lancelot Lake Charity	2	1. John Cowan (June 2002 - May 2005) 2. Burchell	N/a
64.	Sir John Wolstenholme Charity	2	1. Mrs C Bath 2. Miss Bednell	N/a
65.	St Dominic's College	1	1. Gate	N/a
66.	Stanmore College	1	1. Margaret Davine	N/a
67.	Staying Put Scheme Advisory Committee	1	1. Mrs R Shah	N/a
68.	Trading Standards Service	3 (+ 1 Deputy for each)	<u>Appointees:</u> 1. Gate 2. Romain 3. Mrs Kinnear	<u>Deputies:</u> 1. Dharmarajah 2. Arnold 3. Harriss
69.	Victoria Hall, Harrow	1	1. Bluston	N/a
70.	Wealdstone Task Force	4 (+ Reserves)	<u>Appointees:</u> 1. O'Dell 2. Lavingia 3. Mrs Kinnear 4. Miss Lyne	<u>Reserves:</u> 1. Harrison 2. Kinsey 3. Harriss 4. Thornton
71.	West House and Heath Robinson Museum Trust	1	1. Burchell	N/a
72.	West London Alliance	2 (+1 Deputy)	<u>Appointee:</u> 1. Foulds 2. Chief Executive	<u>Deputy:</u> 1. N Shah N/a
73.	West London Waste Authority	1	1. Blann	N/a
74.	West London Waste Areas Landfill Tax Credit Panel	1	1. Blann	N/a

LICENSING AND
GENERAL PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE (SPECIAL)

MEETING HELD ON 17 MAY 2004

Chair: * Councillor Bluston

Councillors:	* Mrs Bath	* Ann Groves
	* Blann	* Knowles
	* Branch	* Vina Mithani
	* Janet Cowan	* John Nickolay
	* Dharmarajah	* O'Dell

* Denotes Member present

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

RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1. (xii) at the Annual Council meeting, held on 13 May 2004, of Councillor Bluston as Chair of the Committee for the Municipal Year 2004-05.

2. Attendance by Reserve Members:

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

3. Appointment of Vice-Chair:

Councillors Ann Groves and Knowles respectively were nominated to the office of Vice-Chair. Upon a vote, it was

RESOLVED: To appoint Councillor Ann Groves as Vice-Chair of the Committee for the Municipal Year 2004-05.

4. Declarations of Interest:

RESOLVED: To note that no declarations of interest were made in relation to the business on the agenda.

5. Arrangement of Agenda:

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

6. Minutes:

RESOLVED: That the minutes of the predecessor Committee's meeting (General Purposes and Licensing) held on 29 September 2003, be deferred until the next ordinary meeting of this Committee.

7. Establishment of Panels 2004-05:

Further to the nominations now submitted by the political Groups in respect of this Committee's Panels and the appointment as Chair of the Licensing Panel having been determined on the casting vote of the Chair, consequent on those appointments having been considered, it was

RESOLVED: That the Licensing and General Purposes Panels be established for the Municipal Year 2004-05 with the membership and Chairs as detailed in the appendix to these Minutes.

(Note: The meeting, having commenced at 7.00 pm, closed at 7.05 pm).

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

APPENDIX 1LICENSING AND GENERAL PURPOSES PANELS

(Membership in order of political group nominations)

LabourConservativeLiberal
Democrats**(1) CHIEF OFFICER APPOINTMENTS PANEL (5)**I.
Members

(3) [(2) Voluntary]

(2)

(1) [From Labour Group allocation]

1. Leader of Group1. Leader of Group1. Leader of Group(Councillor Foulds or
nominee) (CH)(Councillor C Mote or
nominee)(Councillor Miss Lyne or
nominee)2. Deputy Leader of
the Group2. Deputy Leader of the
Group(Councillor N. Shah or
nominee).(Councillor D Ashton or
nominee).**(2) EDUCATION AWARDS APPEALS PANEL (3)**I.
Members

(2)

(1)

Ray
Toms* (CH)

Janet Cowan

II.
Reserve
Members1. Ann Groves
2. Thammaiah
3. Anne Whitehead1. Mrs Bath
2. Jean Lammiman
3. Vina Mithani**(3) LICENSING PANEL (3) (Voluntarily non-proportional)**

(1)

(1)

(1)

I.
Members

O' Dell (CH)

Knowles

Branch

II.
Reserve
Members1. Bluston
2. Burchell
3. Gate1. Arnold
2. John Nickolay
3. Mrs Joyce Nickolay1. Thornton
2. Miss Lyne

(4) NATIONAL NON-DOMESTIC RATE: DISCRETIONARY RATE RELIEF APPEAL PANEL

(3) (Pool of Members)

(To be selected from the following nominees)

Blann	Harriss	Branch
Burchell	Mary John	Miss Lyne
Currie	Myra Michael	
Ann Groves	John Nickolay	
Ismail	Mrs Joyce Nickolay	
Lavingia	Versallion	
Toms		
Anne Whitehead		

(5) PENSION FUND INVESTMENTS PANEL (4)

(2) (2)

I. Members

Bluston* (CH)	D Ashton *
Idaikkadar	Romain

II. Reserve Members

1. Dighé	1. Pinkus
2. Burchell	2. Myra Michael
3. Ingram	3. Harriss

Harrow UNISON Co-optee (Non-voting): Mr R Thornton [Alternate: Mr J Rattray]

(6) PERSONNEL APPEALS PANEL (3) (Pool of Members)

(To be selected from the following nominees)

Blann	Arnold	Branch
Bluston	Mrs Bath	Miss Lyne
Margaret Davine	Jean Lammiman *	
Harrison		
Mitzi Green		
Ann Groves		
Lavingia		
Ray		
N. Shah		
Stephenson		
Toms		

(7) SOCIAL SERVICES APPEALS PANEL (3) or ((2)) (Pool of Members)

(2) ((1)) ((1))

Blann	Myra Michael	Branch
Mitzi Green	Vina Mithani	Miss Lyne
Omar	Silver	
Mrs R Shah		
Toms		

(CH)
(VC)
*

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

LICENSING AND
GENERAL PURPOSES
PANELS

SOCIAL SERVICES APPEALS PANEL**24 MAY 2004**

Chair: * Jane Dunn (Independent Person)

Councillors: * Blann * Mrs R Shah

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**1. **Appointment of Chair:****RESOLVED:** That Jane Dunn be appointed Chair of the Panel for the purposes of this meeting.2. **Arrangement of Agenda:****RESOLVED:** That the item listed in Part II of the agenda be considered with the press and public excluded for the reasons set out below:

<u>Item</u>	<u>Reason</u>
6. The Keeping of a Child in Secure Accommodation	The item was considered to contain exempt information as defined in Paragraph 6 of Part 1 to Schedule 12A of the Local Government (Access To Information) Act 1985, in that it contains information relating to care of a particular child.

3. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.4. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.5. **The Keeping of a Child in Secure Accommodation:**

The Panel considered a report of the Director of Children's Services, which set out the background to the current situation and outlined the reasons why a secure placement was considered necessary. The Panel also considered a report from the Unit.

The Panel carefully reviewed the case, taking into account the verbal updates from the Social Services Officer and members of the Unit, together with the wishes of the child.

Having carefully considered all the views expressed at the meeting, together with the reports, the Panel

RESOLVED: That the child remain in the Secure Unit for a period of four weeks from the period of 5th May 2004.

(Note: The meeting having commenced at 11.35 am, closed at 1.45 pm)

(Signed) JANE DUNN
Chair

(Note: Minutes of Social Services Appeals Panels:

The minutes of each Appeals Panel meeting is 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.)

LICENSING PANEL

26 MAY 2004

Chair: Councillor O'Dell

Councillors: * Bluston (1) * Knowles
* Branch (in the Chair – see Minute 1)

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

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

1. **Chair for the Meeting:**
In the absence of the Chair, Councillor O'Dell, it was

RESOLVED: That Councillor John Branch be appointed Chair for the purposes of this meeting.
2. **Appointment of Chair:**

RESOLVED: To note the appointment at the (Special) Licensing and General Purposes Committee meeting on 17 May 2004 of Councillor O'Dell as Chair of the Licensing Panel for the Municipal Year 2004/2005.
3. **Appointment of Vice-Chair:**

RESOLVED: To appoint Councillor Branch as Vice-Chair of the Licensing Panel for the Municipal Year 2004/2005.
4. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor O'Dell	Councillor Bluston
5. **Declarations of Interest:**
Councillor Bluston advised the Panel that both the applications listed on the agenda were in his Ward.

RESOLVED: That the above be noted.
6. **Arrangement of Agenda:**

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

RESOLVED: That the minutes of the meetings held on 22 October 2003 and 24 February 2004 be deferred until printed in the next Council Bound Minute Volume.
8. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that there were no public questions, petitions or deputations submitted to this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.
9. **Application for a Variation of a Public Entertainments Licence - Rat and Parrot PH, 86 St Anns Road, Harrow:**
The Panel received a report from the Chief Environmental Health Officer of an application for the variation on the last entry condition, of a public entertainments licence for the Rat and Parrot Public House.

The Rat and Parrot is a detached building fronting St Ann's Road and backing onto Greenhill Way, and has a capacity for up to 330 persons.

There were no objections, although the Metropolitan Police had raised concerns over

the application to extend the last entry condition to 1am on Thursdays, Fridays and Saturdays. Following conciliation the applicant agreed to accept all the proposals made by the Police. There were no objections from the London Fire and Emergency Planning Authority.

RESOLVED: That (1) the variation to the last entry condition to midnight on Thursdays, Fridays and Saturdays, to the Rat and Parrot Public House, be granted with the following amended and additional conditions attached:-

CONDITIONS:

1. The maximum number of patrons accommodated at any one time should not exceed 330.
2. CCTV is reviewed in the premises and is confirmed as being and will continue to be a colour system, in good working order and that a 31 day tape storage system is used and adhered to.
3. All entry/exit routes must be monitored by CCTV cameras.
4. Analogue CCTV system must record in SVHS quality, Digital CCTV must have the facility to download images to a CD.
5. The recording equipment must be kept in a secure cabinet or office.
6. Door supervisors are used on the nights that entertainment take place / the licence is used.
7. Door supervisors are registered.
8. Door supervisors are in possession of a "Magic Wand" or similar metal detecting device.
9. The number of door supervisors will mirror the capacity on a ratio of 1 door supervisor to 50 patrons.
10. One of the door supervisors is female to facilitate searching of female customers.

(2) the Chief Environmental Health Officer be authorised to review the detailed wording of the conditions on the licence and the additional conditions to ensure that they were appropriate to the circumstances of this case, and thereby properly enforceable.

REASON: To safeguard the amenity of the local residents.

[Note: The Chair asked the applicant, Adrian Lister, if he consented to the conditions listed above. Responding, he confirmed that he agreed to the conditions].

10. **Application for the Transfer and Renewal of a Public Entertainments Licence - Club Mehfil, 32 Railway Approach, Harrow, Middx:**

The Panel received a report from the Chief Environmental Health Officer of an application for the transfer and renewal of a public entertainments licence for Club Mehfil.

Club Mehfil is in a terrace of commercial premises to the front of the Civic Centre and has a licensed capacity for up to 280 persons.

The application is before the Panel as there were concerns and objections raised by the Metropolitan Police and the Local Authority with regards to the ongoing breaches in conditions and the fact that the licensees have failed to comply with any requests for improvements. There have been no objections from the London Fire and Emergency Planning Authority.

The Council's Licensing Officer had made observations of breaches in conditions whilst inspecting the premises on 8 May 2004. The Club was then managed by Mr Sachdeva and Mr Hussain, neither of whom had any experience of managing such a venue prior to taking over management in 2002. In July 2002 it was strongly advised that they undertake the relevant training course to equip themselves with the knowledge and skills for the task. In the intervening period the Police were concerned about management at the premises, and in 2003 they were successful in applying to the Licensing Justices for the revocation of the liquor licence at the premises. Pending the decision on an appeal to the Crown Court, Mr Sachdeva and Mr Hussain transferred the Liquor Licence to a new general manager, Dawn Robson, who had extensive experience in the industry. The transfer was granted by the Licensing Justices. A similar transfer to Dawn Robson is now being sought for the Public Entertainments Licence. As the revised application had just been received, the Police indicated that they may object.

The Metropolitan Police are also objecting to the renewal on the grounds that the premises are not run in a fit and proper manner, in particular the inadequate management and the threat to public order and safety.

The application has come before a Panel as the applicants have failed to comply with the requirements of the licence conditions and have not implemented requests for improvements.

The solicitor representing Ms Robson, Mr O'Maoileoin, informed the Panel of Ms Robson's background and experience in the nightclub industry. He assured the Panel that the applicant was not disputing any of the comments made, but wished to assist by suggesting compromises. He admitted that the club was previously mismanaged by Mr Hussain and Mr Sachdev, and urged Members to give Ms Robson a chance to prove she was capable of running Club Mehfil. He explained that the Club was more of a cultural centre than a club and reassured the Panel that Ms Robson would be running the Club without any involvement from Mr Hussain and Mr Sachdev. However, a Mr Kapoor had recently been appointed Assistant Manager, and would be sharing the shifts at the Club, subject to the approval of his name being added to the liquor licence at the Magistrates Court the following week. Mr O'Maoileoin pointed out that Ms Robson's role as General Manager encompassed a wide span ranging from the operational side to the business side. She is responsible for the hiring, induction and training of staff. He reminded everyone that ultimately, it would be Ms Robson's reputation and career on the line if the Club proved unsuccessful.

Members asked for reassurance that door supervisors wore their badges at all times and that Members' guests signed in the Membership Book. Responding, Ms Robson advised that she had already been in talks with the security company, who had agreed not to send door supervisors unless they were in possession of their badge, regardless of whether they were qualified. She also told Members that she was reviewing the current membership system but would still maintain the manual signing in book. In addition, Mr O'Maoileoin suggested sending a draft version of the membership book to the Environmental Health Officers and Police for approval. He further invited the Panel to renew the licence for a period of 6 months. During this time the Club and the Licensee would have to demonstrate their ability to perform adequately, and for the Police and Council Officers to report on progress at the premises.

Sergeant Carl Davis outlined the historical problems the Police had faced with regards to the running of the Club and felt that in his opinion it had not been run in a fit and proper manner. He was concerned with the lack of compliance of conditions and generally the mismanagement of the Club. He told Members of the visits and suggested recommendations made by the Crime Prevention Officer, but could not confirm whether any of the recommendations had been carried out. He was also concerned at the lack of experience of Mr Kapoor, who only had restaurant experience, and suggested he undertake the necessary courses in club management. The Police Officer suggested that if the Panel granted the renewal of the public entertainments licence, a number of the conditions be amended in order to enforce compliance. After careful consideration of the case, the Panel

RESOLVED: That (1) the transfer of the public entertainments licence to Ms Dawn Robson be granted;

(2) the renewal of the public entertainments licence for a period of 6 months be granted with the following amended conditions:-

AMENDED CONDITIONS: (Numbering refers to the numbers on the existing licence)

3. The management to organise and run a membership scheme which encourages patrons to join as Club Members. The success of this scheme will be reviewed at time of annual renewals. A register of all members should be kept at the premises and available to Police and Council Officers at all times. This register should be in the form of a computerised and manual system to run in parallel.
4. Before organising any under 18 events, prior permission should be sought from the Council.
5. The premises must employ a suitable number of trained badge door staff at all times of trading. A "Magic Wand" metal detector be kept, maintained and used on the premises.
7. CCTV recording should be in operation both inside and outside the premises throughout the trading areas of the premises during all of the times the premises are open. A bank of 31 video tapes are to be maintained and kept securely on the premises.

(3) in relation to Resolution (2) above, the Panel additionally accepted the undertaking now given by the licensee that, in the event of her losing the day to day control of the premises, she would notify the Council's Licensing Officer immediately.

REASON: To promote public safety.

[Note: The Chair asked the licensee, Dawn Robson if she consented to the conditions listed above. Responding, she confirmed that she agreed to the conditions].

11.

Extension and Termination of the Meeting:

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

RESOLVED: at 10.00 pm to continue until the business on the agenda had been concluded.

(Note: The meeting having commenced at 7.30 pm, closed at 10.45 pm)

(Signed) COUNCILLOR JOHN BRANCH
Vice-Chair
(See Minute 3).

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE (SPECIAL)

MEETING HELD ON 17 MAY 2004

Chair: * Councillor Jean Lammiman

Councillors: * Blann * John Nickolay (4)
 * Gate (1) * Marie-Louise Nolan
 * Mitzi Green * Pinkus
 * Ann Groves * Seymour
 * Mary John (3) * Thammaiah

* Denotes Member present
 (1), (3), and (4) Denote category of Reserve Member

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

RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1 (xii) at the Annual Council Meeting, held on 13 May 2004, of Councillor Jean Lammiman as Chair of the Committee for the Municipal Year 2004-05.

179. Attendance by Reserve Members:

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

Ordinary Member

Councillor Ingram
 Councillor Osborn
 Councillor Versallion

Reserve Member

Councillor Gate
 Councillor Mary John
 Councillor John Nickolay

180. Appointment of Vice-Chair:

RESOLVED: To appoint Councillor Mitzi Green as Vice-Chair of the Committee for the Municipal Year 2004-05.

181. Declarations of Interest:

RESOLVED: To note that no declarations of interest were made in relation to the business on the agenda.

182. Arrangement of Agenda:

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

183. Minutes:

RESOLVED: That the minutes of the meeting held on 27 April 2004 be deferred until the next ordinary meeting of this Committee.

184. Establishment of Sub-Committees 2004-05:

Further to the nominations now submitted by the political Groups in respect of this Committee's Sub-Committees and the proposed appointments as Chairs of the Sub-Committees, as then considered, it was,

RESOLVED: That the Scrutiny Sub-Committees be established for the Municipal Year 2004-05 with the membership and Chairs as detailed in the appendix to these Minutes.

(Note to Minute 184: The Committee noted that, further to Recommendation I of its previous meeting of 27 April 2004, the Annual Council Meeting had appointed a one-off Ad-Hoc Audit Committee with limited terms of reference relevant to the approval of the Authority's Accounts in July 2004 to meet a statutory requirement. In anticipation of consideration as to permanent arrangements in respect of these audit functions at its next ordinary meeting, the Committee agreed to re-establish its own Accounts Approval Sub-Committee subject to review of its role at that time in the same context).

(Note: The meeting, having commenced at 7.12 pm, (following a special meeting of the Licensing and General Purposes Committee) closed at 7.18 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

APPENDIX 1**SCRUTINY SUB COMMITTEES****(Membership in order of political group nominations)****Labour****Conservative****Liberal
Democrats****(1) ENVIRONMENT AND THE ECONOMY SUB COMMITTEE (7)****(4)****(3)****I.
Members****Blann* (CH)
Lavingia
Lent
Miles****Arnold
Knowles
Seymour****II.
Reserve
Members**1. Marie-Louise Nolan
2. Dharmarajah
3. Thammaiah
4. Anne Whitehead1. John Nickolay
2. Janet Mote
3. Vina Mithani**(2) HEALTH AND SOCIAL CARE SUB-COMMITTEE (7)****(4)****(3)****I.
Members****Ann Groves
Lavingia
Marie-Louise Nolan* (CH)
Thammaiah****Myra Michael*
Vina Mithani
Versallion****II.
Reserve
Members**1. Blann
2. Mitzi Green
3. Toms
4. Gate1. Jean Lammiman
2. Mrs Joyce Nickolay
3. Pinkus

Adviser (Non-Voting):-

Dr. S. Ahmad - Director of Public Health, Harrow Primary Care Trust

(3) LIFELONG LEARNING SUB-COMMITTEE (11)

(5) (5) (1)

**I.
Members**

Nana Asante
Gate
Mitzi Green* (CH)
Lent
Marie-Louise Nolan

Mary John
Jean Lammiman
Janet Mote*
John Nickolay
Osborn

(Vacant)

**II.
Reserve
Members**

1. Blann
2. Lavingia
3. Anne Whitehead
4. Dharmarajah
5. Kinsey

1. Vina Mithani
2. Anjana Patel
3. Mrs Bath
4. Kara
5. -

-

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
- Mrs J Rammelt/Reverend P Reece
(2) Two representatives of Parent Governors (2 year appointments 2002/03 – 2003/04:-
Mr H. Epie (Primary)/Mr R. Sutcliffe (Secondary)

(4) STRENGTHENING COMMUNITIES SUB-COMMITTEE (7)

(4) (3)

**I.
Members**

Omar
Dharmarajah
Gate
Thammaiah* (CH)

Janet Cowan
Vina Mithani
Seymour *

**II.
Reserve
Members**

1. Lavingia
2. Toms
3. Lent
4. Ann Groves

1. Osborn
2. Kara
3. Anjana Patel

(5) CALL-IN SUB-COMMITTEE (5)

(3) (2)

**I.
Members**

Mitzi Green* (CH)
Marie-Louise Nolan
Thammaiah

Jean Lammiman *
Osborn

**II.
Reserve
Members**

1. Blann
2. Ann Groves
3. Lent

1. Seymour
2. Versallion
3. Romain

(6) ACCOUNTS APPROVAL SUB-COMMITTEE (5)**(3)****(2)****I.**
Members**Blann
Ingram (CH)
Thammaiah****Pinkus
Versallion****II.**
Reserve
Members1. Mitzi Green
2. Marie-Louise Nolan
3. Ann Groves1. Osborn
2. Jean Lammiman
3. John Nickolay**(CH) =**

Chair

(VC) =

Vice-Chair

Denotes Member for Consultation on Delegated Action and/or administrative matters

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE (SPECIAL)

MEETING HELD ON 18 MAY 2004

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Idaikkadar
 * Mrs Bath * Ismail (1)
 * Bluston * Kara (2)
 * Choudhury * Mrs Joyce Nickolay
 * Janet Cowan * Thornton

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

[Note: Councillors D Ashton and Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 593 below].

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

RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1(xii) of Councillor Anne Whitehead as Chair of the Development Control Committee for the 2004/2005 Municipal Year, as agreed at the Annual Council Meeting held on 13 May 2004.

588. Attendance by Reserve Members:

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

Ordinary Member

Councillor Miles
 Councillor Knowles

Reserve Member

Councillor Ismail
 Councillor Kara

589. Appointment of a Vice-Chair:

Councillor Marilyn Ashton was nominated and seconded. No other nominations were received at this point. Upon being put to a vote, the nomination was not carried.

Subsequently, Councillor Bluston was nominated and seconded. Upon being put to a vote, it was

RESOLVED: To appoint Councillor Bluston as Vice-Chair of the Development Control Committee for the 2004/2005 Municipal Year.

590. Declarations of Interest:

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

591. Minutes:

RESOLVED: That the approval of the minutes of the meeting held on 21 April 2004 be deferred to the next ordinary meeting of the Committee to be held at 7.30 pm that evening.

592. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, Councillors David Ashton and Mrs Kinnear, who were not Members of the Committee, be allowed to speak on Item 6 on the agenda (Minute 593 refers).

593. **Planning and Development Improvement Plan 2004/05 - 2006/07:**

The Committee received a report of the Chief Planning Officer and a reference from the Cabinet meeting held on 20 April 2004 regarding the Planning and Development Improvement Plan 2004/05 – 2006/07, which had been deferred from consideration at the previous meeting of the Committee held on 21 April 2004. The Chief Planning Officer explained that the Plan demonstrated how performance of the Planning and Development function could be improved and the resources required to achieve those improvements.

The Chief Planning Officer reported that the Improvement Plan also addressed the problems of heavy workload in the Forward Planning and the Building Control Services. He added that it was important to maintain the excellent reputation of the Council's Building Control Service which was considered to be one of the best in London.

He explained that the commitment and support of the Council's IT Service would be necessary in the implementation of the Plan. He drew attention to the reference from Cabinet and asked Members to agree the following additional recommendation:

“That an early report on a revised scheme of delegation be submitted to the Development Control Committee for its consideration.”

He assured Members that the concerns by Cabinet over additional training for Members in Year 3, when local government elections in London might bring in new Councillors, was being addressed.

In response to questions from Members, the Chief Planning Officer stated that the improvements in IT would, when fully implemented, amongst other things,

- allow electronic displays of plans at meetings of this Committee
- help achieve an electronic application processing system, a facet which would allow members of the public to submit applications and comments electronically.

He added that £50k had been set aside for development of the system and that in the order of £100k would be required in Year 2 to achieve improvements in the system. He informed Members that officers had looked at the IT systems used by other local authorities and stated that the services of an IT consultant, who was also a specialist in the Planning field, had been engaged by Harrow.

He assured Members that the information available on the system would be the same as that currently available on the existing planning files.

In response to further questions from Members, the Chief Planning Officer reported that

- as a result of the problems in recruitment of planning staff, an allowance had been made in Year 1 for the employment of agency staff
- the amount of Planning Delivery Grant (PDG) likely to be received in 2005/6 was dependent mainly on improvement in the performance of the Development Control service
- the PDG was also dependent on the progress made towards adopting the Unitary Development Plan and making progress towards the replacement Local Development Framework, and meeting e-government targets
- in comparison with other local authorities, Harrow Council's performance on deciding minor planning applications within eight weeks was poor
- the providers of our existing IT systems appeared slow in meeting the pace of change and the new challenges
- that ISO9000 recognition was important and that the Planning Service would also be seeking to achieve in due course a Charter Mark which was more customer focussed.

The Chief Planning Officer acknowledged the problems and issues around consultations and went on to explain how the new IT systems could assist by identifying the properties that ought to be consulted on.

The Chair suggested that it would be helpful for Members of the Development Control

Committee to see the IT systems in operation, and requested that this should be built into the Members' Training Plan(s).

The report was welcomed by Members. Members highlighted the need for modernisation of the relevant processes. A Member stated that delegation was an issue. Several references were made to it being inappropriate for the report to have received prior approvals from the Cabinet and for the comments of this Committee now to be made to the relevant Portfolio Holder alone. It was also suggested that the report might have been submitted to the Best Value Advisory Panel. Reservations were expressed about achieving the targets set out on page 11 of the officer report but it was felt that a partnership between Members and officers would be essential to attain those targets and to build on Harrow's good record in Planning implementation.

Following a vote, it was

RESOLVED: That (1) the report and the Improvement Plan be noted;

(2) the comments of this Committee be provided to the Portfolio Holder for Planning, Development, Housing and Best Value, who had delegated authority from the Cabinet to take these into account;

(3) an early report on a revised scheme of delegation be submitted to the Development Control Committee for its consideration.

Reasons for Decision: (i) To allow the comments to be considered and appropriate action to be taken;

(ii) to address the identified need to review the scheme of delegation.

[Note: Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted against the decision at (2) above, which decision was determined upon the exercise of the Chair's casting vote].

(Note: The meeting, having commenced at 6.30 pm, closed at 7.17 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 18 MAY 2004

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Idaikkadar
 * Mrs Bath * Kara (2)
 * Bluston * Miles
 * Choudhury * Mrs Joyce Nickolay
 * Janet Cowan * Thornton

* Denotes Member present
 (2) Denotes category of Reserve Member

[Note: Councillors D Ashton and Mrs Kinnear also attended this meeting to speak on the items indicated at Minute 605 (Item 1/06 on the Schedule), and Minutes 622 and 623 below respectively].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 594. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Knowles

Reserve Member

Councillor Kara

 595. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest arising from the business to be transacted at this meeting:-

 (i) Planning Application 1/05 - 45-51 Southfield Park, North Harrow

Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that she knew the agent of the applicant. Accordingly, she left the room and took no part in the discussion or decision-making on this item.

Councillors Mrs Bath, Janet Cowan and Mrs Joyce Nickolay declared a personal interest in the above application arising from the fact that they had visited the home of the agent for a coffee morning and to raise funds for the Conservative Party. They chose to leave the room and took no part in the discussion and decision-making on this item.

 (ii) Planning Applications 1/08 - 1/10 - Harrow Hospital, Roxeth Hill, Harrow

Councillor Bluston declared a personal interest in the above applications arising from his appointment, by the Authority, as a Trustee of Victoria Hall, which was run by the YMCA, which organisation had an interest in the above. Accordingly, he remained in the room and took part in the discussion and voting on these items.

 (iii) Planning Application 2/03 - North London Collegiate School, 90 Canons Drive, Edgware

Councillor Janet Cowan declared an interest in the above application arising from her appointment, by the Authority, on the Board of Governors of the School. She asked the legal representative present at the meeting whether she was required to leave the room.

The legal representative advised that Councillor Janet Cowan could take part in the discussion and decision relating to this application as she had been appointed by the Authority. However, it was for the Member concerned to decide whether or not to participate during consideration of this application. The legal representative also advised Councillor Mrs Cowan to consider

whether a member of the public with knowledge of the relevant facts would reasonably regard the interest as so significant that it was likely to prejudice the Member's judgement of the public interest.

Councillor Janet Cowan chose to leave the room and took no part in the discussion and decision-making on this item.

Councillor Idaikkadar declared an interest in the above application arising from the fact that his daughter attended the North London Collegiate School. He chose to leave the room and took no part in the discussion and decision-making on this item.

(iv) Planning Application 2/08 - 49 High Street, Harrow-on-the-Hill

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

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

At the point of the meeting at which the above mentioned application was considered, Councillor Mrs Kinnear, who was present as a backbenching Member to speak on other items on the agenda, also left the room.

(v) Planning Application 3/02 - 2 Whitefriars Avenue, Harrow

Councillor Idaikkadar declared an interest in the above application arising from the fact that he was a customer of the applicant. He stated that he would leave the room and not take part in the discussion or decision-making on this item should the request for a deferral in the addendum report be not agreed.

[Note: The application was deferred at officers' request to give further consideration to enforcement issues].

(vi) Item 28 - Broomhill, Mount Park Road, Harrow-on-the-Hill

At the point of the meeting at which item 28 (Minute 623 refers) was discussed, the Chair, in response to a query from a Member who was backbenching on this item, stated that Members of the Labour Group had chosen to leave the room at a previous meeting when the planning application for the above-mentioned site had been considered and she too had left the room. She added that the Members at this meeting were not all the same Members and, furthermore, she did not know the relative in question or the resident(s) of this property. She stated that the remaining Members of the Labour Group at this meeting did not know them either.

Accordingly, all Members of the Labour Group took part in the discussion and the decision-making on this item.

596. **Arrangement of Agenda:**

RESOLVED: That (1) all items 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>
28. Broomhill, Mount Park Road, Harrow-on-the-Hill	The report contained exempt information under paragraph 12 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

(2) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following items/information be admitted to the agenda by reasons of the special circumstances and grounds of urgency stated below:-

<u>Agenda Item</u>	<u>Special Circumstances / Reasons for Urgency</u>
27a – The John Lyon School, Harrow on the Hill	This report is admitted to the agenda in order to enable a response to be provided for The John Lyon School to inform their plans for the next academic year.
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's despatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

(3) the applications recommended for deferral and those that had been withdrawn from the agenda by the applicant, as set out in the Addendum, be noted.

(See also Minute 622(ii)).

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

597. **Right of Members to Speak:**

RESOLVED: That in accordance with Committee Procedure Rule 4.1 (1) Councillor D Ashton be allowed to speak on item 1/06 on the list of Planning Applications Received;

(2) Councillor Mrs Kinnear be allowed to speak on items 27(a) and 28 on the main agenda.

598. **Minutes of the Meeting held on 21 April 2004:**

RESOLVED: That it be agreed that the Chair be given authority to sign the minutes of the meeting held on 21 April 2004, which had been circulated, as a correct record once they have been printed in the Council Bound Minute Volume.

599. **Minutes relating to the Committee's Consideration of Application P/2677/03/CVA/GM re Timbers, 41 Brookshill, Harrow:**

The Committee received a report of the Borough Solicitor recommending that the minutes of the meeting held on 11 February 2004, insofar as they relate to the above mentioned planning application, which had been deferred to allow queries regarding the minuting of comments made by Members of the Committee at that meeting, be now approved.

A Member stated that some of the comments made by Members at the Committee meeting held on 11 February 2004 during consideration of the above-mentioned application, which had evoked interest and complaints, had not been minuted. She maintained that these comments ought to have been minuted but stated that she accepted the conclusion reached by the Borough Solicitor.

RESOLVED: That the minutes of the meeting held on 11 February 2004 insofar as they relate to planning application 2/01 be agreed as a correct record of that meeting.

[REASON: To complete approval of the minutes of the Committee's 11 February 2004 meeting.]

600. **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).

601. **Petitions:**
RESOLVED: To note that there were no petitions to be received at this meeting.
602. **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).
603. **References from Council and other Committees/Panels:**
The Committee received a reference from the Council meeting held on 29 April 2004 stating that 31 letters of objection from residents of Southfield Park, Station Road and Hooking Green in relation to the outline planning application in respect of 45-51 Southfield Park had been presented to Council.
RESOLVED: That the letters of objection be considered alongside the planning application which was also on the agenda that evening.
(See Item 1/05 in the attached schedule and also Minute 595(i): Declarations of Interest).
604. **Representations on Planning Applications:**
RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), a representation be received in respect of item 1/06 on the list of planning applications, details of which were set out in the Addendum.
605. **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.
606. **Tree Preservation Order (TPO) re 'Micklefield House', 'Lee-House', 'Potters End' and 'Potters End Lodge', Potter Street Hill, Pinner:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.
RESOLVED: That the Borough Solicitor be authorised to
 - (1) make a new Tree Preservation Order (TPO) to be known as TPO 711 Potter Street Hill (No. 1), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
 - (2) revoke TPO 10, Area 5 on confirmation of the above.[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
607. **Tree Preservation Order (TPO) re 'Mickledore', 'The Sloes', 'Brookside', Hunters Lodge', 'Southerly Ridge', 'Xanadu' and Carleton Cottage, Potter Street Hill, Pinner:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.
RESOLVED: That the Borough Solicitor be authorised to
 - (1) make a new Tree Preservation Order (TPO) to be known as TPO 712 Potter Street Hill (No. 2), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
 - (2) revoke TPO 10, Area 6 on confirmation of the above.[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].
608. **Tree Preservation Order (TPO) re 'Meadowview', 'Tresanton' and 'La Corbiere', Potter Street Hill, Pinner and 'Monks Rest' and 'Amistoso', Hillside Road, Pinner:**
The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.
RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 713 Potter Street Hill (No. 3), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 7 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

609. **Tree Preservation Order (TPO) re 'Madalane House', Hillside Road, Pinner (formerly known as 'Eleventrees'):**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 714 Hillside Road (No. 1), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 8 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

610. **Tree Preservation Order (TPO) re On land adjacent to and rear of 1-21 West End Lane, including properties 1-21 West End Lane and 60-68 Eastcote Road:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 715 West End Lane (No. 4), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 5 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

611. **Tree Preservation Order (TPO) re 'Oaklawn Court', 11, 11a, 13, 15, 17, 19 Gordon Avenue, Stanmore Park and 1-4 Laurimel Close, Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 716 Gordon Avenue (No. 20), Stanmore Park, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 39 and TPO 268 Gordon Avenue (No. 7) Stanmore on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

612. **Tree Preservation Order (TPO) re Land along Old Redding side of Copse Farm including Winston House, Old Redding, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 718 Old Redding (No. 2), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 20 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

613. **Tree Preservation Order (TPO) 'Grimswood House' and 'Grimswood Lodge', Old Redding, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 719 Old Redding (No. 3), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 21 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

614. **Tree Preservation Order (TPO) - Area of land between 'Grimswood House' and Weald Wood, known as 'Copse farmland', Old Redding, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 720 Old Redding (No. 4), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 22 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

615. **Tree Preservation Order (TPO) re 28 Old Redding known as 'The Case Is Altered', Harrow Weald and including the farmland behind 'The Case Is Altered', off Brookshill Drive.:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 721 Old Redding (No. 5), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 23 and TPO 10, Area 24 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

616. **Tree Preservation Order (TPO) re 'Portman Hall', Old Redding, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

- (1) make a new Tree Preservation Order (TPO) to be known as TPO 722 Old Redding (No. 6), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and
- (2) revoke TPO 10, Area 25 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

617. **Brockley Hill, Stanmore: Request for authority to enter into a deed of variation to the 106 Agreement dated 29th June 2000 between the London Borough of Harrow and the Secretary of State for the Environment Transport and the Regions:**

RESOLVED: That a deed of variation be entered into as outlined in the officer report, subject to the information set out in the Addendum.

618. **Planning Appeals Update:**

The Committee received a report of the Chief Planning Officer which listed those appeals being dealt with, those awaiting decision and those on which decisions had been made. Councillor Marilyn Ashton stated that she was pleased that the appeal on 17-21 Haywood Close, Pinner had been dismissed.

RESOLVED: That the report be noted and that the officers be congratulated on the success achieved in winning the arguments and appeals.

619. **Enforcement Notices Awaiting Compliance:**

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

Councillor Mrs Bath queried why there were no notes in relation to 1 Nelson Road, Harrow and Regent House, 21 Church Road, Stanmore. The Chief Planning Officer agreed to provide details to Members.

Councillor Bluston stated that he wished 8 Kenton Road to be discussed at Committee as soon as possible.

RESOLVED: That the report be noted.

620. **Telecommunications Developments:**

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

621. **Determination of Demolition Applications:**

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

622. **Any Other Business:**

(i) **The John Lyon School, Harrow-on-the-Hill**

The Committee received a report of the Chief Planning Officer on the request from the John Lyon School to increase the school roll from 525 to 600 pupils for full-time education at the school.

The Chief Planning Officer introduced his report and pointed out that any agreement to increase the numbers of pupils enrolled for full-time education would require the variation of the existing legal agreement. He added that if after five years the Travel Plan did not achieve the desired objectives, the number of pupils would have to revert back to 525.

The Chief Planning Officer reported that the Council had not carried out any consultations on this request, that it was not duty bound to do so either. However, Members may wish to request that such consultations be carried out prior to reaching a decision. He drew attention to the case made by the John Lyon School that without additional income, the school would not be able to bear the cost of the school run. The Chief Planning Officer was of the view that the proposal was reasonable and a logical way forward.

In response to a number of comments and questions, the Chief Planning Officer explained how the proposal might generate income and stated that

- various alternatives to the proposal had been examined with the school
- the legal agreement would be varied when the Transport Plan was in place
- the school had put its own Travel Plan pilot scheme in place
- there were methodologies in place for monitoring the Travel Plan and

that the cost of the monitoring would be borne by the school.

Members also made the following cautionary remarks:

- that Green Travel Plans were not always successful and did not always produce the desired result
- that no concrete figures had been provided and it was unclear whether or not the Travel Plan would be subsidised.

A Member provided examples of Travel Plans which were successful and stated that the request from the school ought to be supported. He added that the introduction of a Travel Plan would set a good example to other schools.

A Member who was backbenching on this item stated that, whilst the Council had not consulted the Ward Councillors, the headmaster of the school had informed her of the proposals. She added that the school had also consulted residents and local amenity groups. She spoke in support of the proposal and stressed the need to progress the Travel Plan quickly. She added that the legal agreement would allow the situation to be contained provided it was sufficiently prescriptive.

RESOLVED: That the legal agreement relating to planning application ref WEST/695/94/FUL be varied to allow the John Lyon School roll to be increased from 525 to 600 pupils and that a Travel Plan be in place prior to any additional pupils being accommodated.

- (ii) Planning Application P/715/04/CFU – Royal National Orthopaedic Hospital, Brockley Hill, Stanmore

At the point of the meeting at which item 3 was discussed, and when the addendum was received, the Chief Planning Officer, in response to a query from Councillor Marilyn Ashton, following agreement to defer the above mentioned application, stated that the 'Master Plan' would be submitted to the next meeting of the Council's Unitary Development Plan. He added that the Council had a duty to determine planning applications and that it was not unreasonable to determine the above-mentioned planning application in the absence of the 'Master Plan'.

(See also 1/07 in the attached schedule).

623. **Broomhill, Mount Park Road, Harrow-on-the-Hill:**

Members received a confidential report of the Chief Planning Officer and debated whether or not the non-compliance with Condition 8 of the planning permission granted was significant and material. Following further discussion and the hearing of the views of a Member who was backbenching, it was

RESOLVED: (1) That the Committee does not support the recommendation of the Chief Planning Officer contained in the report and requests that further action be taken;

(2) that officers be requested to submit a further report to the Development Control Committee.

[Note: During consideration of this item, it was moved and seconded that further action be taken. Upon being put to a vote this was carried].

(See also Minute 595(vi): Declarations of Interest).

624. **Members' Site Visit:**

Following discussion it was agreed that Members' site visit to Madalane House, Hillside Road, Pinner (Item 2/14 in the schedule attached to the minutes also refers) would take place on 3 June 2004 at 6.30 pm. It was further agreed that Members would meet at the site.

Additionally, the Committee had earlier agreed that the following sites ought to be visited at a future date: Cloisters and the BAE Systems.

625. **Extension 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 10.15 pm;

(2) 10.15 pm to continue until 10.30 pm;

(3) 10.30 pm to continue until 10.45 pm;

(4) 10.45 pm to continue until 10.50 pm;

(5) 10.50 pm to continue until 11.00 pm;

(6) 11.00 pm to continue until 11.05 pm;

(7) 11.05 pm to continue until 11.10 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.08 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO: 1/01 **APPLICATION NO:** P/336/04/COU

LOCATION: Greek Orthodox Church, 660 Kenton Road, Kenton

APPLICANT: Koupparis Associates for St Panteleimon Greek Orthodox Comm

PROPOSAL: Outline: Replacement Church Building with Basement, Community Hall, Playgroup, Parking Access (Revised).

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported and the following amended Condition 13 agreed by the Committee:

Condition 13: The use of the building hereby approved and the site shall only be operated in accordance with the covering letter and attached 'Schedule of Activities' dated 06-Dec-02. There shall be no change to these operating arrangements without the prior written agreement of the Local Planning Authority being obtained.

LIST NO: 1/02 **APPLICATION NO:** P/2716/03/CFU

LOCATION: Cloisters Wood Country Club, Wood Lane, Stanmore

APPLICANT: Kenneth W Reed & Associates for Sir Bernard Schreier

PROPOSAL: Refurbishment of Garden Cottage as Dwelling, Demolition of all other Buildings, 3 x 3 Storey Buildings to Provide 15 Flats, Basement Parking, Detached Dwelling, 2 Detached Garages, Alterations to Boundary Wall.

DECISION: WITHDRAWN by the applicant

LIST NO: 1/03 **APPLICATION NO:** P/2715/03/CLB

LOCATION: Cloisters Wood Country Club, Wood Lane, Stanmore

APPLICANT: Kenneth W Reed & Associates for Sir Bernard Schreier

PROPOSAL: Listed Building Consent: Internal & External Alterations to Garden Cottage and Demolition of Curtilage Listed Structures

DECISION: WITHDRAWN by the applicant.

LIST NO: 1/04 **APPLICATION NO:** P/2714/03/CCA

LOCATION: Cloisters Wood Country Club, Wood Lane, Stanmore

APPLICANT: Kenneth W Reed & Associates for Sir Bernard Schreier

PROPOSAL: Demolition of all Buildings Apart from Listed Buildings, Garden Cottage

DECISION: WITHDRAWN by the applicant.

LIST NO: 1/05 **APPLICATION NO:** P/624/04/COU

LOCATION: 45-51 Southfield Park, North Harrow

APPLICANT: Eric Atherton for Messrs McGregor/Dew/Marsden

PROPOSAL: Outline: Redevelopment, 3 Storey Block of 17 Flats, 2 Bungalows and Garages at Rear

DECISION: REFUSED permission for the development described in the application and submitted plans for the reasons reported and subject to the informatives reported.

[Notes: (1) The Committee were unanimous in their decision;

(2) The letters of objection from residents of Southfield Park, Station Road and Hooking Green in relation to the above planning application (Minute 603 refers) were considered alongside this planning application].

(See also Minute 595(i): Declarations of Interest).

LIST NO:	1/06	APPLICATION NO:	P/3020/03/CFU
LOCATION:	Youth Centre, Library, Car Parks, Grant Road/George Gange Way, Wealdstone		
APPLICANT:	The Halpern Partnership Ltd for Acton Housing Association		
PROPOSAL:	10 Houses and 87 Flats in 2 - 6 Storey Buildings, Access, Basement and Ground Level Parking, Landscaping (Resident Permit Restricted)		
DECISION:	<p>(1) That the applicant be informed that 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 the application relating to:</p> <p>(i) submission to and approval by the Local Planning Authority of a scheme which:</p> <p>(a) provides a minimum of 71 units of social rented accommodation to current housing corporation scheme design standards (for future management by an RSL)</p> <p>(b) ensures that the affordable housing units are available for occupation in accordance with a building and occupation programme to be submitted to and approved by the Local Planning Authority prior to the commencement of work on the site.</p> <p>All affordable housing units shall be provided in accordance with the definition of affordable housing set out in the deposit version of the replacement Harrow UDP.</p> <p>(ii) That the developer shall fund all costs of public consultation, analysis, reporting and implementation of an extension and changes to the adjacent Controlled Parking Zone, at any time within 3 years of occupation of the development, if in the Council's opinion, a monitoring period shows unacceptable on-street parking, up to a maximum amount of £10,000 index linked.</p> <p>(iii) That the development shall not commence until replacement community facilities are available for use to the satisfaction of the Local Planning Authority.</p> <p>(2) That a formal decision notice will be issued</p> <p>(i) only upon completion of the aforementioned legal agreement;</p> <p>(ii) subject to the conditions and informatives reported.</p>		

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector and a representative of the applicant. The objector, with the aid of a drawing which he provided to Members of the Committee, urged Members to refuse the planning application which he considered to differ substantially from the outline application.

He also cited the following grounds of objection:

- that the proposals were out of scale
- that the layout was completely different from the original scheme
- that the proposal departed from the UDP

- that the proposal provided little amenity space
- that key landmarks would be destroyed
- that the design was mediocre and the proposal unsightly and sterile
- that the proposal would overshadow other properties
- that there was inadequate parking provision
- that the proposal represented an over-development of the site
- that the decision to demolish the Youth and Community Centre and the library had been agreed with minimum consultation
- that the dependence on the provision of lifts was unsuitable for the elderly and families with children.

In response, the representative of the applicant stated that the scheme had evolved in consultation with the Council, that the proposal was compatible with the area, that the increase in the number of units provided has resulted from the introduction of a new street across the site, that the proposal would provide 74% affordable housing out of which 27 units were earmarked for key workers, that the homes for families were placed in the most appropriate locations, that there was adequate car parking provision on the site which was located near public transport facilities and that it was intended to provide cycle parking facilities;

(2) during discussion on this application, it was pointed out that there was an error in the report, which showed that the number of flats proposed was 88. The Chief Planning Officer, in acknowledging the error in the body of the report, assured Members that the proposal was for 87 flats and that the Committee was being asked to approve the description at the beginning of the report which was correct;

(3) during discussion on this application, it was moved and seconded that the application be refused on the following grounds:

- (i) the proposed development, by reason of excessive density, would result in an over-intensive use and amount to over-development of the site to the detriment of nearby residents and the character of the area;
- (ii) the proposed development, by reason of a shortage of parking and the increase in the traffic generated, would be detrimental to the amenities of the area and would be prejudicial to safety and the free flow of traffic in the surrounding road network.

Upon being put to a vote, this was not carried;

(4) The vote on the substantive motion to grant the above application was carried;

(5) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted against the decision reached to grant the application for the reasons stated in (3) above].

LIST NO:	1/07	APPLICATION NO:	P/715/04/CFU
LOCATION:	Royal National Orthopaedic Hospital, Brockley Hill, Stanmore		
APPLICANT:	Atkins Consultants for OR International		
PROPOSAL:	Two Storey Detached Building to Provide Medical Facilities, Car Park and Hardsurfacing		
DECISION:	DEFERRED at officers' request to consider additional conditions and legal requirements following receipt of letter from the Greater London Authority (GLA) on 18 May 2004.		

LIST NOS:	1/08 1/09 1/10	APPLICATION NOS:	P/1137/04/CFU P/1139/04/CLB P/1138/04/CCA
LOCATION:	Harrow Hospital, Roxeth Hill, Harrow		
APPLICANT:	Scott Wilson for Barratt North London		

- PROPOSALS:** Conversion and Extension to Siddons House and Cottage Hospital for 20 Flats, 5 terraced Houses, 3 Blocks to Provide 71 Flats, Hostel and Parking.
- Listed Building Consent: Demolition, Internal and External Alterations Associated with Conversion to 15 No. Residential Units.
- Conservation Area consent: Demolition of Sydney Walton Nurses Home, Eric Short House, Mortuary, Extensions to Cottage Hospital and Outbuildings.
- DECISION:** (1) That the applicant be informed that 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 the following:
- (i) retention of the adjacent bus stop
 - (ii) financial contribution to HERS of £25,000
 - (iii) if required, a financial contribution to increased parking restrictions on neighbouring highway(s)
 - (iv) the applicant will provide affordable housing in the form of a 45 bedroom YMCA Home. The building shall be completed by no later than the 70th occupation of the private units
- (2) That a formal decision notice granting permission, listed building consent and conservation consent will be issued
- (i) only upon completion of the aforementioned legal agreement;
 - (ii) subject to no additional material objections being received as a result of the consultation period which had yet to expire;
 - (iii) subject to the fenestration on the east elevation of Block B match that on other elevations with the inclusion of a number of full height windows agreed by the Committee and that the Chief Planning Officer be requested to liaise with the applicant.
- [Note: Councillors Marilyn Ashton and Mrs Bath wished to be recorded as having abstained from voting on this application).
- (See also Minute 595(ii): Declarations of Interest).

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/284/04/CFU

LOCATION: 34/34a The Avenue, Hatch End

APPLICANT: Banner Homes Ltd

PROPOSAL: Demolition of Properties: Replacement Part 2/3 Storey Building to Provide 8 Flats, Access and Parking (Revised)

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

LIST NO: 2/02 **APPLICATION NO:** P/622/04/CFU

LOCATION: Stanmore College, Elm Park, Stanmore

APPLICANT: Stanmore College

PROPOSAL: Removal of 3 Temporary Buildings and Replacement with Single Temporary Building to Provide 5 Teaching Rooms

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

[Note: Councillor Marilyn Ashton wished it recorded that whilst she accepted the need for the accommodation, the temporary buildings were unattractive and that she was pleased that the Committee was only granting permission to the above mentioned proposal for a short period of time].

LIST NO: 2/03 **APPLICATION NO:** P/792/04/CFU
LOCATION: North London Collegiate School, 90 Canons Drive, Edgware
APPLICANT: NVB Architects for the Governors
PROPOSAL: Two Storey Rear Extensions at either side of Bursary Office (as amended)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported and the amendment to the description reported on the Addendum:
Description: Amend to read 'Two Storey rear extension either side of Bursary Office'.
(See also Minute 595(iii): Declarations of Interest).

LIST NO: 2/04 **APPLICATION NO:** P/2104/04/CCO
LOCATION: 13 Whitchurch Parade, Whitchurch Lane, Edgware
APPLICANT: A Graham
PROPOSAL: Continued Use as: Offices (Class B1) and Retention of Storage Container at Rear
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/05 **APPLICATION NO:** P/898/04/CFU
LOCATION: B.E.C. House, 167-173 Imperial Drive, North Harrow
APPLICANT: White Associates for Regent Tutorial College
PROPOSAL: Change of Use: Class B1 to D1 (Offices to Education) on Ground, First and Second Floors
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/06 **APPLICATION NO:** P/335/04/CFU
LOCATION: 287-289 Burnt Oak Broadway, Edgware
APPLICANT: Mr Rajesh Mandalia for Mandalia Cash & Carry
PROPOSAL: Change of Use: A1 (Retail) to Mixed Use A1/A3 (Retail and Hot Food & Drink) on Ground Floor with Parking at Rear
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, Conditions 5 and 6 being amended to read as reported on the Addendum and Condition 6 being amended to read as requested in the Addendum and agreed by the Committee, both of which are reproduced below:

Condition 5: The A3 use hereby permitted shall not be open to customers outside the following times – 08.00 hours to 23.00 hours, Mon-Sat inclusive and 10.30 hours to 22.30 hours on Sundays, without the prior written permission of the local Planning Authority.

Condition 6: The A3 use shall only operate as part of a mixed use, including a retail area of not less than 25% of the total ground floor floorspace being retained in retail use.

LIST NO:	2/07	APPLICATION NO:	P/945/04/CVA
LOCATION:	Texaco Service Station, 286-290 Harrow View, Harrow		
APPLICANT:	Chevrontexaco Ltd, KevinHapps for Chevrontexaco Ltd		
PROPOSAL:	Variation of Condition 7 of Planning Permission LBH/2977/3 to Permit 24 Hour Trading of Service Station		
DECISION:	<p>GRANTED variation in accordance with the development described in the application and submitted plans subject to the conditions and informative reported and Condition 1 being amended as reported on the addendum and reproduced below:</p> <p>Condition 1: The premises shall not be open to customers except between 7am Monday mornings to midnight the following Thursday and 7am to midnight on Fridays, Saturdays and Sundays, without the prior written permission of the local planning authority.</p> <p>[Notes: (1) The Committee noted that the reference to 'Add to Description' had been erroneously included in the Addendum and should therefore be deleted;</p> <p>(2) during the discussion on the above application, it was moved and seconded that the application be refused on the grounds that the removal of the hours of restrictions on trading would give rise to a loss of residential amenity by reason of noise and disturbance. Upon being put to a vote, this was not carried;</p> <p>(3) the vote on the substantive motion to grant the above application was carried;</p> <p>(4) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Nickolay wished to be recorded as having voted against the decision reached to grant the application for the reason stated in (2) above].</p>		

LIST NO:	2/08	APPLICATION NO:	P/100/04/CFU
LOCATION:	49 High Street, Harrow on the Hill		
APPLICANT:	Mr J R Andrews for Mr T J Harriss		
PROPOSAL:	Change of Use: Mixed Use Residential/Office (C3/B1) to Residential (C3) to Provide Flat on First Floor		
DECISION:	<p>GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition and informatives reported.</p> <p>[Note: Members asked that they be advised of the letter of objection that had been received and seen by some Members and the Chief Planning Officer].</p> <p>(See also Minute 595(iv): Declarations of Interest).</p>		

LIST NO: 2/09 **APPLICATION NO:** P/281/04/CFU
LOCATION: Unit 2, 460 Alexandra Avenue, South Harrow
APPLICANT: Mr Thomas O Brien for Mr & Mrs A Mesgian
PROPOSAL: Change of Use: Retail (Class A1) to Hot Food Takeaway (Class A3) on Ground Floor
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/10 **APPLICATION NO:** P/847/04/CFU
LOCATION: 388 Northolt Road, South Harrow
APPLICANT: The Drawing Room for St Gabriels Social Club
PROPOSAL: Change of Use: Retail (A1) to Social Club (A3) with Single Storey Rear Extension and Enclosure of Rear Yard Area and Shopfront
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/11 **APPLICATION NO:** P/683/04/CFU
LOCATION: 330-332 Station Road, Harrow
APPLICANT: GMA Planning (Louise Steele) for Power Leisure Bookmakers Ltd
PROPOSAL: Change of Use: Retail (Class A1) to Offices (Class B1) on First and Second Floors
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/12 **APPLICATION NO:** P/561/04/CFU
LOCATION: 41 High Street, Harrow on the Hill
APPLICANT: Kenneth W Reed & Associates for Mr Robert Fulker
PROPOSAL: Change of Use: Class B1 (Office) to Mixed Use A1 (Retail) & A3 (Restaurant) on Basement and Ground Floor
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/13 **APPLICATION NO:** P/544/04/CFU
LOCATION: 106 Uxbridge Road, Hatch End
APPLICANT: Jose K Joseph
PROPOSAL: Change of Use: Residential (Class C3) to Health Clinic (Class D1) on Ground Floor
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason agreed by the Committee:

REASON: The proposed change of use would generate levels of activity which would be detrimental to the amenity of local residents and to the character of the area.

[Notes: (1) The Chief Planning Officer had recommended that this application be granted;

(2) During the discussion on the above application, it was moved and seconded that the application be refused for the reason reported above. Upon being put to a vote this was carried;

(3) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision reached on this application;

(4) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara, Mrs Joyce Nickolay and Thornton wished to be recorded as having voted in favour of the decision reached on this application].

LIST NO:	2/14	APPLICATION NO:	P/848/04/CFU
LOCATION:	Madalane House, Hillside Road, Pinner		
APPLICANT:	Alan Cumber		
PROPOSAL:	Replacement Double Garage with New Driveway and Provision of Wall with Double Gates on Hillside Road Frontage.		
DECISION:	DEFERRED at officers' request to give consideration to issues relating to other developments within the site and allow the possibility of a Members' site visit. (See also Minute 624 – Members' Site Visits).		
LIST NO:	2/15	APPLICATION NO:	P/432/04/CFU
LOCATION:	35 Brookshill Avenue, Harrow		
APPLICANT:	David R Yeaman & Associates for Mr & Mrs Kopitco		
PROPOSAL:	Single Storey Side Extension, Alterations to Roof to form End Gable and Rear Dormer		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions reported and the following informative agreed by the Committee: INFORMATIVE: The applicant is informed that any further applications for extension to this property are unlikely to be favourably received.		
LIST NO:	2/16	APPLICATION NO:	P/559/04/CFU
LOCATION:	25 Lake View, Edware		
APPLICANT:	M Stamenkovic for Mr & Mrs Shah		
PROPOSAL:	Rear Dormer		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.		
LIST NO:	2/17	APPLICATION NO:	P/623/04/CFU
LOCATION:	Hillfield, 19 Mount Park Road, Harrow		
APPLICANT:	Kenneth W Reed & Associates for Mr & Mrs G Phillips		
PROPOSAL:	Provision of Swimming Pool with Paved Surround		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the condition and informatives reported.		

LIST NO: 2/18 **APPLICATION NO:** P/2719/03/CFU
LOCATION: 43 Crown Street, Harrow
APPLICANT: Mr K Eshraghi for Mr R Sara
PROPOSAL: Increase Height of Wall Fronting Crown Street
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/19 **APPLICATION NO:** P/505/04/CFU
LOCATION: Hunters Lodge, 13 Potters Street Hill, Pinner
APPLICANT: Mr M Malski
PROPOSAL: Provision of Two "Eyebrow" Dormer Windows on Side Elevation
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/20 **APPLICATION NO:** P/951/03/CLB
LOCATION: 86 High Street, Harrow on the Hill
APPLICANT: Architectural Design Prac. for Guy Marx
PROPOSAL: Listed Building Consent: Conservatory and Stairs at Rear, Internal Alterations
DECISION: GRANTED listed building consent in accordance with the works described in the application and submitted plans subject to the conditions and informative reported.

LIST NO: 2/21 **APPLICATION NO:** P/864/04/DDT
LOCATION: O/S Sudbury Hill Station, Greenford Road, Harrow, Station Shop
APPLICANT: BT, Wendy Stubbs
PROPOSAL: Determination: Re-siting Telephone Kiosk
DECISION: GRANTED approval of details of siting/appearance subject to the condition and informative reported.

LIST NO: 2/22 **APPLICATION NO:** P/560/04/CFU
LOCATION: 48 Woodhall Gate, Pinner
APPLICANT: Roger Hammond for Mr & Mrs Haynes
PROPOSAL: Single Storey Rear Extension
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported and the information provided on the Addendum.

LIST NO: 2/23 **APPLICATION NO:** P/940/04/CLB
LOCATION: Harrow & Wealdstone Station, 100 Station Approach, Wealdstone
APPLICANT: Mr D Moss for Network Rail
PROPOSAL: Listed Building Consent: Extension to Platforms
DECISION: MINDED TO GRANT listed building consent in accordance with the works described in the application and submitted plans subject to the conditions and informatives reported and subject to no objections being received from English Heritage.

LIST NO: 2/24 **APPLICATION NO:** P/107/04/CFU
LOCATION: Land R/O Ballards Mews High Street, Edgware, Adj. Unit 5
APPLICANT: David Barnard for M King
PROPOSAL: Car Repair Workshop Building (Class B2)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported and the information provided on the addendum.

[Note: During the consideration of this application it was agreed that a reference be sent to the Traffic and Road Safety Advisory Panel on the concerns expressed by Members about the proliferation of such businesses and the associated problems of parking].

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/461/04/CFU
LOCATION: 139 Burnt Oak Broadway, Edgware
APPLICANT: D Silverman for Derashahi Communications Ltd
PROPOSAL: Two Storey Rear Extension with Replacement External Stairs
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.

LIST NO: 3/02 **APPLICATION NO:** P/626/04/CFU
LOCATION: 2 Whitefriars Avenue, Harrow
APPLICANT: Jasil Nizar
PROPOSAL: Continued Use of Garage for Repair of Vehicles
DECISION: DEFERRED at officers' request to give further consideration to enforcement issues.

(See also Minute 595(v): Declarations of Interest).

LIST NO: 3/03 **APPLICATION NO:** P/2955/03/DFU
LOCATION: 21 Angel Road, Harrow
APPLICANT: Henry Lewis
PROPOSAL: Single Storey Side/Rear Extension
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.

LIST NO: 3/04 **APPLICATION NO:** P/849/04/CFU
LOCATION: Scanmoor House, 56-60 Northolt Road, South Harrow
APPLICANT: J P B Architects for Scanmoor Ltd
PROPOSAL: Two Additional Floors within Mansard Roof to Provide 3 Flats, with Residential Access on Ground Floor.
DECISION: WITHDRAWN by the applicant.

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 20 MAY 2004

Chair: * Councillor Foulds

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

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION I - Key Decision - Financial Regulations and Contract Procedure Rules**

Members noted that, in accordance with the Council's Constitution, "the management of the Council's financial affairs will be conducted in accordance with the Financial Regulations and Standards" and "every contract made by the Council will comply with the Contracts Procedure Rules". The current Financial Regulations and Contract Procedure Rules were added to the Constitution in September 2002 and had now been reviewed and revised and were submitted for Members' consideration.

Cabinet noted the revised recommendations circulated on the supplemental agenda and the tabled summary of comments and amendments by the Budget Review Working Group.

Cabinet, having approved the Financial Regulations and Contracts Procedure Rules, subject to the incorporation of the recommendations of the Budget Review Working Group, and delegated authority to the Portfolio Holder for Finance and Human Resources and Performance Management to approve the final version of the Regulations and Rules

Resolved to RECOMMEND:

That the Financial Regulations and Contracts Procedure Rules be added to the Constitution in place of the existing Financial Regulations and Standards and Contract Procedure Rules (dated September 2002) once finalised and approved by the Portfolio Holder for Finance and Human Resources and Performance Management.

Reason for Recommendation: To ensure that the Council had effective governance arrangements in place.

(See also Minute 515).

PART II - MINUTES505. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
12. Primary School Re-Organisation for the Future	Burchell	The Member indicated a prejudicial interest and advised that he would leave the meeting whilst this matter was considered and voted upon, (spouse employed in a school office).

506. **Minutes:**

RESOLVED: That the minutes of the meetings held on 8 April and 20 April 2004, having been circulated, be taken as read and signed as a correct record.

507. **Arrangement of Agenda:**

Members noted that there would be no change to the arrangement of the agenda but that there was an urgent item of business, relating to the proposed arrangement of a special meeting of Cabinet to consider the ICT Strategic Partnership options.

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

508. **Petitions:**

(1) Cabinet received a petition containing 1,400 signatures in relation to a new war memorial. Mr Jim Lawrence, a representative of the petitioners, read the terms of petition to the meeting which were as follows:

“Would you like a new War Memorial outside the Harrow Civic Centre to replace the plain stone one”

In response, the Chair indicated that he hoped that it would be possible to take the petitioners proposal forward on a cross party basis. He proposed that a Working Party be established, with the nominations for the representatives determined outside of the Cabinet meeting.

RESOLVED: That the petition be received.

(2) Cabinet received a petition containing 198 signatures from the children of Whitchurch First School in relation to litter and graffiti in Stanmore. The petition also contained the signatures of 14 teachers from the school.

Six children from the School addressed Cabinet, highlighting their concerns in relation to the litter, graffiti, vandalism and dog faeces they had seen during a school geography walk in Stanmore.

The children read the terms of the petition to Cabinet which were as follows:-

“We, the children of Whitchurch First School call on Harrow Council to tackle the problem of litter and graffiti in Stanmore as a matter of Urgency. We have looked at the streets surrounding our school, and are upset by the state of the area where we live and go to school. We call on Councillors to make sure our area is clean for both our present and future generations.”

RESOLVED: That the petition be received.

509. **Public Questions:**

RESOLVED: To note that no questions had been received.

510. **Forward Plan 1 May - 31 August 2004:**

A Member sought clarification in relation to two items detailed on the Forward Plan, the Air Quality Action Plan 2004 and Community Resource Centres for People with Learning Disabilities and Housing Projects, and which were not before Cabinet for consideration. In response, the relevant Executive Directors confirmed that these items would be submitted to the June meeting of Cabinet.

In relation to the petition submitted by the children of Whitchurch First School (see Minute 508), Members indicated that a report should be submitted to a future meeting of Cabinet but that, in the meantime, it might be appropriate for Members and/or officers to visit the School to discuss the New Harrow Project.

RESOLVED: To note the Forward Plan for the period 1 May – 31 August 2004.

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

RESOLVED: To note that no reports had been received.

512. **Electronically Sharing Client Data (ELSID) - A West London Alliance Pathfinder Project and Notify - a data sharing project organised by ALG:**

Members considered a report seeking endorsement of the signing of two protocols for data sharing with other statutory bodies for the promotion of effective communication to safeguard the needs of vulnerable people and those of children within homeless families.

Cabinet received a presentation from Tim Rodgers, an officer from the London Borough of Hammersmith and Fulham, in relation to ELSID. He outlined the background to the West London Alliance Project and its possible future expansion. Mr Rodgers advised that ELSID was a flexible solution that allowed a secure, rapid, exchange of data and that was easy to administer, use and expand.

Members considered the issues around the Data Protection Act and the extent to which the project would be reviewed. It was noted that accuracy of the information would depend on the Authority's own client database.

RESOLVED: That the participation of the Authority in the ELSID and Notify Initiatives be endorsed and the commitment to secure data sharing be noted.

Reason for decision: To ensure that personal data was shared correctly, authorities were required to sign Information Sharing protocols which set out the roles and responsibilities in exchanging information.

513. **Re-appointment of subsidiary body memberships:**

The Chair drew Members' attention to the revised nomination for the representative on the Adoption Panel circulated on the supplemental agenda.

Members noted that a number of bodies, including the New Harrow Project Panel and South Harrow Study Advisory Panel, had not met for some time and that it might be appropriate to delete them. The Chair indicated that a report should be submitted to the June or July meeting of Cabinet to consider the possible deletion of certain panels.

The Leader of the Minority Group indicated that Councillors Marilyn Ashton and Knowles would be the nominated Members for the Unitary Development Plan Advisory Panel and the Tenants' and Leaseholders' Consultative Forum respectively.

Councillor N Shah advised Cabinet of his Group's nominations to the appointment of Chairs.

RESOLVED: That the appointments set out in the schedule attached as Appendix 1 to these minutes be confirmed.

Reason for decision: To re-establish the bodies for the new Municipal Year.

514. **Timetable for the Preparation and Consideration of Statutory Plans and Strategies 2004/5:**

Members noted that the Constitution required the Executive to determine a timetable for the preparation and consideration of statutory plans and strategies.

In response to a question from a Member in relation to the Corporate Plan, the Chief Executive reported that there was work in progress on the final version.

RESOLVED: That the timetable for the preparation and consideration of the statutory plans and strategies, as set out at Appendix 2 to these minutes, be approved.

Reason for decision: To comply with the requirements of paragraph 3 of the Budget and Policy Framework Procedure Rules set out in Section 4C of the Council's Constitution.

515. **Key Decision - Financial Regulations and Contract Procedure Rules:**
(See also Recommendation I).

The Executive Director (Business Connections) introduced his report and drew Members' attention to the revised recommendations circulated on the supplemental agenda and the tabled summary of comments and amendments suggested by the Budget Review Working Group at their meeting on 19 May 2004. He proposed that these amendments be incorporated into the redraft of the Regulations and Rules and be submitted to the Portfolio Holder for Finance and Human Resources and Performance Management for approval prior to their submission to Council for incorporation in the Constitution.

In response to questions from Members, the Portfolio Holder for Finance and Human Resources and Performance Management undertook to consult with the other parties prior to approving the revised Financial Regulations and Contract Procedure Rules.

Cabinet, having recommended the inclusion of the new Financial Regulations and Contract Procedure Rules in the Constitution to Council

RESOLVED: (1) That the Financial Regulations and Contract Procedure Rules be approved, subject to the incorporation of the recommendations from the Budget Review Working Group meeting held on 19 May 2004;

(2) that authority be delegated to the Portfolio Holder for Finance and Human Resources and Performance Management (in the context of his responsibility of evaluating the financial procedures of the Council) to approve the Financial Regulations and Contract Procedure Rules once the amendments in (1) above have been incorporated.

Reason for decision: To ensure that the Council has effective governance arrangements in place.

516. **Primary School Re-Organisation for the Future:**

The Executive Director (People First) introduced the report, which outlined the Council's strategy for the re-organisation of schools for the future. He outlined the policy objectives and reported that the strategy focussed on first and middle schools.

In response to a question in relation to the Private Finance Initiative allocation, the Executive Director (People First) reported that there was no specific date for the notification but that he understood that it would be later in the year.

A Member expressed the view that if schools were to amalgamate, the vacant property should not be disposed of as demographics might change in the future and result in the properties being reused.

The Executive Director (People First) confirmed, in response to a Member's question, that there was no intention to move away from the cluster arrangement similar to that of the New Harrow Project.

An amendment in the name of Councillor Stephenson was moved, put to the vote and it was

RESOLVED: (1) That a working group of Members, Headteachers, other Stakeholder representatives and officers be established in accordance with paragraph 5.18 and Annexe 1 to the report of the Executive Director (People First);

(2) that the Working Group proposals to revise school admission numbers be developed within the context of establishing a range of Extended Schools in Harrow;

(3) that the Working Group proposals be reported to Cabinet in Autumn 2004;

(4) that the Amalgamation Policy, circumstances when amalgamation was considered by Governing Bodies (5.14 to the report of the Executive Director (People First)) and the financial support for the first year (paragraph 7.3 to the report of the Executive Director (People First)), be agreed, subject to the detail of the process being refined in resolution 5 below;

(5) that officers should consult interested parties on the process of the Amalgamation Policy to inform the development of the support package and to the comments being considered by the Working Group who would agree the support package for schools;

(6) that, in any of the circumstances when the governing bodies of a joint primary school were required to consider amalgamation, they must inform the Director of Learning and Community Development of their intended considerations and provide the outcome of their

deliberations in writing and with detail to support the decisions, and he would then consider these and report the outcome to Cabinet with an appropriate recommendation.

Reason for decision: To enable the Council to establish a range of Extended Schools, bring forward proposals for school reorganisation that would enable a change in the age of transfer to high school and manage the supply of school places.

517. **Key Decision - Framework Agreement on Local Authority Food Law Enforcement - Approval of Food Safety Service Plan:**

The Chief Environmental Health Officer introduced his report, which sought approval to the Food Safety Service Plan. The Service Plan would form one aspect of the Food Standards Agency Audit being carried out on 25 and 26 May 2004.

In response to a Member's question, the Chief Environmental Health Officer reported that, according to statute, food premises must be registered 28 days before they commenced operation. However, the Environmental Health service could not refuse to register such premises regardless of the circumstances. In relation to the health of staff operating in food premises, Environmental Health could not legally require health checks for TB unless required by specific legislation, such as the Vertical Regulations for Approved premises. The Chief Environmental Health Officer reported that there was a well-developed London wide response to cases of tuberculosis with a follow up investigation and support service from Northwick Park Hospital if a notification was received.

The Chief Environmental Health Officer outlined the problems in recruiting Environmental Health Officers but indicated that, if fully staffed, it would be possible to meet next year's targets.

Cabinet acknowledged the good work being done by Environmental Health Services. The Portfolio Holder for Environment and Transport stated that it was a good report, which gave Members an insight into the important work being carried out.

RESOLVED: (1) That the Food Safety Service Plan be approved;

(2) that the consultation exercise on the strategy be endorsed.

Reason for Decision: The Authority was statutorily required to approve a Food Safety Service Plan. If the Authority did not approve the Plan it would be subject to criticism by the Foods Standards Agency.

518. **Key Decision - Implementation Plan for the collection of organic waste from households:**

The Executive Director (Urban Living) introduced the report, which detailed the implementation plan for the collection of organic waste from households. He reported that the recycling target was only just achieved last year and that it was necessary to increase the recycling rate considerably. Failure to collect organic waste might lead to the Council being unsuccessful in receiving certain grants that were available and to a significant increase in the cost of landfill.

The Executive Director (Urban Living) advised that it was necessary to work with the community on this project and, in response to a suggestion by a Member in relation to an alternative pilot on fortnightly collection, indicated that any suggestions that would increase public support should be considered.

A Member indicated that he hoped the local press and the Communications Unit would be able to assist with the debate on the options available, bearing in mind the petition received from the children of Whitchurch First School considered elsewhere on the agenda. The Portfolio Holder for Environment and Transport stated that it was also necessary to urge supermarkets to reconsider the packaging of their products to assist in recycling.

The Executive Director (Urban Living) noted the suggestions made by Members in relation to trade waste from restaurants, organic waste from schools and the effect of wheeled bins on the street scene, particularly in relation to converted properties. He also recognised the need to ensure that the Council's workforce was fully trained and advised that he had discussed this matter with the Unison Branch Secretary and regional officers. There would be a further discussion with Unison in relation to what was effectively a recast of the service.

The Chair stated that Harrow did not have a particularly good record in relation to waste collection and recognised that complaints about changing the refuse service were inevitable. However, he stated that no change was not an option due to the environmental issues and possible financial penalties. He hoped that it would be possible to pursue the links with the community via the local press separately.

RESOLVED: (1) That the Brown Bin scheme be expanded to include the collection of kitchen waste (and card/cardboard) in addition to garden waste once processing capacity had been secured;

(2) that the Area Director (Urban Living) be authorised to:

- (i) enter into a temporary contract with Grundon, for the duration of the pilot, to accept collected organic waste for reprocessing, with the costs of the reprocessing being met by the West London Waste Authority; and
- (ii) to procure, through a competitive procurement process, a permanent facility for operation from April 2005 (subject to confirmation by the Council whether to continue with the collection of kitchen waste following the pilot);

(3) that a pilot, covering 10,000 households, be conducted changing the frequency of collection of the bins to:

Brown Bin weekly, Residual Bin fortnightly, with a control area, covering 10,000 households running in parallel based on the existing collection pattern i.e. Brown Bin fortnightly, Residual Bin weekly;

(4) that a further report be submitted to Cabinet in April 2005 on the results of the pilot.

Reason for Decision: To enable the Council to make progress in meeting its statutory recycling targets.

519. **Any Other Urgent Business:**

ICT Strategic Partnership: Proposed Special Cabinet Meeting

Members considered an urgent item, circulated on the supplemental agenda, proposing a special meeting of Cabinet to consider the ICT Strategic Partnership options. The relevant timescales required the meeting be held in the week commencing 14 June 2004.

RESOLVED: That a special meeting of Cabinet to consider the ICT Strategic Partnership options be held at 6.30 pm on 15 June 2004 and that a letter be circulated to all Members of Cabinet to confirm the arrangements.

(Note: The meeting, having commenced at 7.31 pm, closed at 9.08 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

APPENDIX 1

(MAY 2004)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2004/2005

(Membership in order of political group nominations)

(I) CABINET (10)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(7)	(2)	(1)
<u>I. Members</u>	Burchell Margaret Davine Dighé Foulds (CH) O'Dell N Shah Stephenson	D Ashton C Mote	Miss Lyne

EXECUTIVE SUB-COMMITTEES 2004/2005**(1) NEW HARROW PROJECT PANEL (6) (Non-proportional)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(3)	(2)	(1)
<u>I. Members</u>	Margaret Davine N Shah Stephenson (CH)	D Ashton C Mote	Miss Lyne

<u>II. Reserve Members</u>	1. Burchell 2. Foulds 3. O'Dell
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(2) TOWN CENTRE PROJECT PANEL (6) (Non-proportional)

	(3)	(2)	(1)
<u>I. Members</u>	Burchell (CH) O'Dell N Shah	D Ashton C Mote	Miss Lyne

<u>II. Reserve Members</u>	1. Stephenson 2. Dighé 3. Foulds
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(CH) = Chair
(VC) = Vice-Chair

CABINET ADVISORY PANELS 2004/2005

(Membership in order of political group nominations)

Labour**Conservative****Liberal
Democrat****(1) BEST VALUE PANEL (7)****(4)****(3)****I.
Members****Bluston* (CH)
Currie
Idaikkadar
Burchell****D Ashton *
Vina Mithani
Pinkus****II.
Reserve
Members**1. Omar
2. Dighé
3. N Shah
4. Ray1. Osborn
2. Arnold
3. Billson**(2) "BETTER GOVERNMENT FOR OLDER PEOPLE" PANEL (5)****(3)****(2)****I.
Members****Margaret Davine
Ann Groves* (CH)
Lavingia****Billson
John Nickolay *****II.
Reserve
Members**1. Blann
2. Thammaiah
3. Toms1. Kara
2. Mrs Kinnear
3. Seymour

Advisers (Non Voting): one representative of each of the following organisations:-

Age Concern (Harrow) – Betty Arrol
Diwa Asian Women's Association - Punitha Perinparja
DSS Benefits Agency – Sunita Patel
Harrow Council for Racial Equality - Prem Pawar
Metropolitan Police Service – (Vacant)
Primary Care Trust Representative**(3) EDUCATION ADMISSIONS AND AWARDS PANEL (3)****(2)****(1)****I
Members****Choudhury
Toms* (CH)****Janet Cowan****II.
Reserve
Members**1. Ray
2. Ann Groves
3. Omar1. Kara
2. Vina Mithani
3. Mrs Joyce Nickolay

(Advisers: Teacher representatives - Mr D Jones/(Vacancy))

(4) GRANTS PANEL (9)

(5)

(4)

I.
Members

**Nana Asante
Bluston
Harrison* (CH)
Mrs R Shah
Thammaiah**

**Arnold
Marilyn Ashton
Mrs Joyce Nickolay *
Anjana Patel**

II.
Reserve
Members

1. Omar
2. Lavingia
3. Idaikkadar
4. O'Dell
5. N Shah

1. Billson
2. Myra Michael
3. Mary John
4. Janet Mote

(5) NATIONAL NON DOMESTIC RATEPAYER CONSULTATIVE PANEL (4)

(2)

(2)

I.
Members

**Choudhury * (CH)
Idaikkadar**

**Kara
Myra Michael**

II.
Reserve
Members

1. Bluston
2. Toms
3. Burchell

1. Versallion
2. Vina Mithani
3. Harriss

(6) PUBLICATIONS PANEL (6)
(non-proportional membership)

(3)

(2)

(1)

I.
Members

**Harrison
Marie-Louise Nolan* (CH)
Stephenson**

**Knowles
Jean Lammiman ***

Branch

II.
Reserve
Members

1. Foulds
2. Burchell
3. Lent

1. Osborn
2. Janet Cowan
3. Seymour

1. Thornton
2. Miss Lyne

(7) SOUTH HARROW STUDY PANEL (14) #

Membership to include Ward Councillors - Harrow on the Hill, Rayners Lane, Roxbourne and Roxeth Wards [Non-proportional]

(7)

(7)

I.
Members

**Burchell
Currie
Dharmarajah
Idaikkadar
Ingram (CH)
Miles
Ray**

**Arnold
Billson
Harriss
Mrs Kinnear *
Mrs Joyce Nickolay
Anjana Patel
Versallion**

Advisers: Tenant representatives of the Rayners Lane Regeneration Steering Group:-
Mr M Brown, Ms L Duggan, Mrs P Maurice and Ms S McGregor
Youth Minister, Christchurch, Roxeth Hill: Mr G Dickinson
Representative of South Harrow Traders: Mr C Hall and Ms S Palmer

(8) SUPPORTING PEOPLE PANEL (5)**(3)****(2)****I.**
Members**Margaret Davine* (CH)**
Ann Groves
Lavingia**Myra Michael**
Silver ***II.**
Reserve
Members1. Burchell
2. Thammaiah
3. Ismail1. Vina Mithani
2. Jean Lammiman
3. Billson**(9) TRAFFIC PANEL (9)****(5)****(4)****I.**
Members**Burchell**
Choudhury
Miles * (CH)
Anne Whitehead
Ismail**Arnold**
Harriss
Kara
John Nickolay ***II.**
Reserve
Members1. Ray
2. Bluston
3. Currie
4. Kinsey
5. O'Dell1. Mrs Bath
2. Anjana Patel
3. Osborn
4. Seymour

Advisers (Non-Voting):-

One representative of the Cyclists' Touring Club – (Vacancy)
 One representative of Harrow Association for Disabled People - Mrs R Carratt
 One representative of Harrow and District Pedestrians' Association – (Vacant)
 One representative of Harrow Public Transport Users' Association - Mr A Wood
 One representative of the Metropolitan Police (Traffic Branch) – Mr N Faul

(10) UNITARY DEVELOPMENT PLAN PANEL (7)**(4)****(3)****I**
Members**Burchell* (CH)**
Idaikkadar
N. Shah
Anne Whitehead**Marilyn Ashton ***
Mrs Bath
Mrs Kinnear**II.**
Reserve
Members1. Blann
2. Bluston
3. Ray
4. Miles1. Kara
2. Versallion
3. Harriss

(11) WEALDSTONE REGENERATION PANEL (6)

	(3)	(3)
<u>I.</u> <u>Members</u>	Harrison Lavingia Marie-Louise Nolan* (CH)	Marilyn Ashton* Harriss Vina Mithani
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Ann Groves 2. Blann 3. O'Dell	1. Kara 2. John Nickolay 3. Billson

Co-opted Member: Councillor Miss Lyne (Liberal Democrat Group) Executive Procedure Rule 2.3(c)

Advisers (Non-Voting):-

(i)	Harrow Public Transport Users Association:	Mr A Wood
(ii)	Local Business Employers (of medium/large size firms):	Mr M Garratt (Kodak)
(iii)	Brent and Harrow Chamber of Commerce:	Mr R Page
(iv)	Wealdstone Active Community Representatives:	Mrs B Harvey /Mrs J Skidmore
(v)	Wealdstone Sub-Committee (of Harrow Agenda 21 Environment Forum):	(Vacancy/Vacancy)
(vi)	Wealdstone Traders' Association	Mr J Evans and Dr O Amele
(vii)	Harrow Association of Disabled People	(Vacancy)
(viii)	Additional Wealdstone Business' Representatives:	Mr T Arens (Heriot Catering) Ms S Hall (Enhance - Hairdressing Salon)

- (CH) = Chair
 (VC) = Vice-Chair (appointments currently outstanding)
 * Denotes Group Members on Panels for consultation on administrative matters.

To note the membership of the following informal body.

BUDGET REVIEW WORKING GROUP (6) (Non-proportional)

	(3)	(2)	(1)
<u>I.</u> <u>Members</u>	Burchell Dighé * (CH) Idaikkadar	D Ashton * Pinkus	Thornton
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Ray 2. Currie 3. Choudhury	1. Romain 2. John Cowan 3. Mrs Kinnear	1. Miss Lyne 2. Branch

CONSULTATIVE FORUMS**“ADVISORY” COMMITTEES ESTABLISHED UNDER SECTION 102(4) OF THE LOCAL GOVERNMENT ACT 1972, APPOINTED BY CABINET**

(Membership in order of political group nominations)

Labour**Conservative****(1) COMMUNITY CONSULTATIVE FORUM (7)****(4)****(3)****I.
Members****Nana Asante (CH)
Currie
Lavingia
Omar****Arnold
Janet Cowan *
Anjana Patel****II.
Reserve
Members**1. Bluston
2. Gate
3. Burchell
4. N Shah1. Harriss
2. Kara
3. Mrs Champagne**(2) EDUCATION CONSULTATIVE FORUM (7)****(4)****(3)****I.
Members****Gate
Ismail
Ray
Stephenson (CH)****Mrs Bath
Miss Bednell *
Janet Mote****II.
Reserve
Members**1. Thammaiah
2. Marie-Louise Nolan
3. Miles
4. Lent1. Kara
2. Vina Mithani
3. Jean Lammiman

(Representatives of the Teachers', Governors', Elected Parent Governor Representatives', Denominational Representatives' and Arts Culture Representatives' Constituencies)

(3) EMPLOYEES' CONSULTATIVE FORUM (7)**Council Representatives****(4)****(3)****I.
Members****Currie
Dighé* (VC)
N Shah
Toms****Mrs Bath *
Janet Cowan
Mrs Joyce Nickolay****II.
Reserve
Members**1. Lent
2. Gate
3. Burchell
4. Lavingia1. Billson
2. Janet Mote
3. Osborn**Employee Representatives**Six UNISON Representatives Kerry Bubenzer, Debbie Prasad, John Rattray, Bryan Shewry, Ron Thornton, Wendy Williams
Three HTCC Representatives (To be advised)

(Note: The Chair of the Employees' Committee shall be an Employee side representative in 2004/2005, and the Vice-Chair is to be appointed by the Council side. These appointments shall thereafter alternate in succeeding years).

(4) TENANTS' AND LEASEHOLDERS' CONSULTATIVE FORUM (4)

(2) (2)

I.
Members

Currie* (CH)
Margaret Davine

Billson
Knowles *

II.
Reserve
Members

1. O'Dell
2. Burchell
3. Gate

1. Harriss
2. Mary John
3. Mrs Joyce Nickolay

“ADVISORY” COMMITTEE ESTABLISHED UNDER SECTION 85A OF THE SCHOOLS STANDARDS FRAMEWORK ACT 1998

HARROW ADMISSIONS FORUM (3)

Labour

Conservative

(2)

(1)

Ray
Stephenson

Janet Cowan

Other Representatives

Community Schools (Governor)	-	Mary Graham
Community Schools (Primary)	-	Sue Jones
Community Schools (Secondary)	-	Allan Jones
Jewish School	-	Dr Ian Abrahams
Roman Catholic School	-	Mike Murphy
Church of England School	-	Mrs S Hinton
Church of England Diocese	-	Kris Uttley
Catholic Schools Diocese	-	Miss M Roe
Primary Elected Parent Governor Representative	-	Mr H Epie
Secondary Elected Parent Governor Representative	-	Mr Sutcliffe
Harrow Council for Racial Equality	-	Prem Pawar
Early Years Development Partnership	-	Helena Tucker
Social Services Representative	-	(Vacancy)

(CH)
(VC)
*

= Chair
= Vice-Chair
Denotes Group Members on Panels for consultation on administrative matters.

REPRESENTATION ON OTHER SOCIAL SERVICES EXECUTIVE BODIES FOR THE MUNICIPAL YEAR 2004

BODY

Adoption Panel

Fostering Panel

Appointment

Councillor Margaret Davine

Councillor Marie-Louise Nolan

[NOTE: Adoption Panel nominee is required to be either:-

a member of the Executive with a role that includes an interest in social services functions;

or:-

a member of the Overview and Scrutiny Committee, whose remit includes social services functions].

APPOINTMENT OF ASSISTANTS WITHOUT PORTFOLIO 2004/05**(1) LABOUR GROUP**

Assistants without Portfolio are to be appointed and will be responsible to the Leader of the Council. This will enable the Assistants to work on a wider range of projects.

The following Members will form the pool of Assistants to the Portfolio Holders:-

Councillors

Choudhury
Ismail
Ray
Rekha Shah
Currie
Idaikkadar

(2) CONSERVATIVE GROUP

(i) The following Members will act as Assistants:-

Councillor Miss Bednell
Councillor Silver

(ii) The following Members have been nominated as spokespersons:-

<u>Portfolio Area</u>	<u>Spokesperson</u>
Education	Councillor Miss Bednell
Social Services	Councillor Silver
Urban Living	Councillor Mrs Kinnear
Planning	Councillor Mrs Ashton
Business Connections	Councillor Ashton
Organisational Development	Councillor C Mote

(3) LIBERAL DEMOCRAT GROUP

The following Member will act as an Assistant:-

<u>Group Member of Cabinet</u>	<u>Assistant</u>
Councillor Miss Lyne	Councillor Branch

APPENDIX 2

STATUTORY PLAN/ STRATEGY 2004/5 (AND DEADLINE DATE)	OVERVIEW AND SCRUTINY COMMITTEE	CABINET MEETING	COUNCIL MEETING
1. BEST VALUE PERFORMANCE PLAN (30 June 2005)	26 APRIL 2005	14 APRIL 2005	21 APRIL 2005
2. LOCAL DEVELOPMENT SCHEME (30 June 2004)	Environment and Economy 11 MARCH 2004	24 JUNE 2004	24 JUNE 2004
3. LOCAL IMPLEMENTATION PLAN (Transport) (30 June 2005)	AWAITING EXTERNAL FACTORS/GUIDANCE		
4. EDUCATION DEVELOPMENT PLAN	APPROVED 2002 FOR 5 YEAR PERIOD → OCTOBER 2006		
5. CORPORATE PLAN	26 APRIL 2005	14 APRIL 2005	12 MAY 2005
6. CRIME AND DISORDER REDUCTION/DRUG ACTION STRATEGY (31 March 2005)	Strengthening Communities 28 SEPTEMBER 2004	13 JANUARY 2005	24 FEBRUARY 2005
7. COMMUNITY STRATEGY	26 APRIL 2005	14 APRIL 2005	12 MAY 2005
8. YOUTH JUSTICE PLAN (30 April 2005)	Health and Social Care 22 MARCH 2004	14 APRIL 2005	21 APRIL 2005

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
27 APRIL 2004

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member present

PART I - RECOMMENDATIONS
RECOMMENDATION 1: Admission to County Schools

On 27 April 2004 there were 7 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>
H91	10	Canons
H92	10	Hatch End
H93	10	Nower Hill
H96	10	Harrow High
H95	9	Nower Hill
H94	9	Park High
H99	10	Hatch End

PART II - MINUTES
212. Attendance by Reserve Members:

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

213. 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.

214. 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>
9. 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.

215. Minutes:

RESOLVED: That (1) the minutes of the meeting held on 16 March 2004, having been circulated, be taken as read and signed as a correct record;

(2) the signing of the minutes of the meetings held on 30 March and 13 April 2004 be deferred until printed in the next Council Bound Minute Volume.

216. **Public Questions:**

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

217. **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).

218. **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).

219. **Dates of Future Meetings:**

RESOLVED: That it be agreed that meetings of the Panel be scheduled for 5.00 pm on the following days:

Tuesday 11 May 2004
Tuesday 25 May 2004
Tuesday 8 June 2004
Tuesday 22 June 2004
Tuesday 6 July 2004
Tuesday 24 August 2004

220. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.15 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
11 MAY 2004

Chair: * Councillor Toms

Councillors: Choudhury * Kara (1)

Advisers: Mr D A Jones
(Vacancy)

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

PART I - RECOMMENDATIONS
RECOMMENDATION 1: Admission to County Schools

On 11 May 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>
H100	10	Canons
H101	9	Whitmore High
H102	10	Nower Hill

PART II - MINUTES
221. Attendance by Reserve Members:

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Janet Cowan	Councillor Kara

222. 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.

223. 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.

224. Minutes:

RESOLVED: That the signing of the minutes of the meetings held on 30 March, 13 April and 27 April 2004 be deferred until printed in the next Council Bound Minute Volume.

225. Public Questions:

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

the Constitution).

226. **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).

227. **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).

228. **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

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****25 MAY 2004**

Chair: * Councillor Toms

Councillors: * Choudhury * Kara (1)

Advisers: Mr D A Jones
(Vacancy)

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

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

On 25 May 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>
H103	9	Bentley Wood
H104	9	Harrow High
H105	10	Canons

PART II - MINUTES229. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Janet Cowan	Councillor Kara

230. **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.

231. **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.

232. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 30 March and 13 April 2004, having been circulated, be taken as read and signed as correct records; and

(2) the minutes of the meetings held on 27 April and 11 May 2004 be deferred until printed in the next Council Bound Minute Volume.

233. **Public Questions:**

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

234. **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).

235. **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).

236. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.05 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

GRANTS ADVISORY PANEL**27 APRIL 2004**

Chair: * Councillor Harrison

Councillors: * Arnold * Mrs Joyce Nickolay
 * Marilyn Ashton * Omar (2)
 * Ismail * Anjana Patel
 * Lavingia (3) * N Shah

* Denotes Member present
 (2), (3) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Street Collection Applications 2004**

The Panel received a report of the Executive Director (Business Connections), asking Members to consider applications received from local charities wishing to be sponsored for a street collection permit for 2004.

Harrow MENCAP, who were already sponsored between 22 and 26 March 2004, wished to move their dates for a street collection to Friday 25 and Sunday 27 June to coincide with National Learning Disability Week. Members were asked to note that Sunday 27 June fell outside the Council's local appeals periods and therefore Harrow MENCAP could only be sponsored for Friday 25 June 2004.

Harrow M.S. Therapy Centre had made an application for a street collection on Saturday 4 September 2004, which was within the local appeals period. Any money collected would go towards the M.S. Therapy Centre in Harrow.

Resolved to RECOMMEND: (To the Portfolio Holder)

That the application received from (1) Harrow MENCAP requesting to move their dates for a street collection from 22 and 26 March to Friday 25 June 2004, to coincide with National Learning Disability Week, be agreed;

(2) Harrow M.S. Therapy Centre for a street collection on Saturday 4 September 2004 be agreed.

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

(See also Minute 123).

RECOMMENDATION 2 - Grants to Voluntary Organisations - Strategic Review

The Panel received a report of the Executive Director (Business Connections) regarding the Council's future strategy for providing the most appropriate support to voluntary organisations in Harrow, prior to conducting a 2-stage consultation exercise.

Members were asked to note the baseline support provided to voluntary organisations by the Council, to consider the strategic approach for future administration of support to those organisations and to authorise officers to consult the voluntary sector on the proposals. Feedback would be reported to the Panel, prior to going to Cabinet in July.

Appendix 1 to the report set out the support by the Authority to voluntary organisations for 2003-2004, which was administered by various Council departments in several ways i.e. main grants, grants-based service level agreements (SLAs), free office accommodation at community premises and concessionary lettings.

The Director of Financial and Business Strategy explained how a pattern of Local Authority support was emerging to the majority of historically funded organisations. The administration of community premises had previously been reviewed and the view then was taken that the concessionary (Education) lettings arrangements would change to that of grant funding. The intention was to allocate funds via the Grants Panel who were yet to agree a new system for this.

A Member suggested that a system should be put in place to avoid organisations applying for funds for concessionary lettings and then using those funds to hire cheaper

premises such as school halls. Responding, the Portfolio Holder for Partnership and Property advised that clarification would be required if the system proved to be detrimental to the Authority, and that in 2003 Education lettings had had to be bailed out by £30,000. The Director of Financial and Business Strategy agreed that a system needed to be put in place whereby the applicant would have to submit specific details such as the premises they wished to hire.

The Portfolio Holder for Partnership and Property suggested that organisations should acknowledge the Authority for supporting them by some appropriate form of wording on their stationery, together with the Borough's logo. He felt that organisations who were given a grant of between £10,000 - £100,000 were under an obligation to promote their sponsors. Another Member supported his view and felt that public perception would increase, together with an understanding of where some of the taxpayers' money was allocated. Members were of a mixed view. Some Members felt that it would leave the floodgates open for other sponsors to ask for their company name/logo to be incorporated onto voluntary organisations' stationery, leaving organisations who were given minimal funding unable to afford the associated printing costs and creating a knock on effect for the purposes of the original grant.

The Director of Financial and Business Strategy explained to Members the proposal to clearly distinguish between grants and SLAs. It was proposed that a grant of under £10,000 would be subject to a standard letter setting out the purpose and reporting requirements. SLAs above £50,000 would require the approval of the Portfolio Holder. The Portfolio Holder for Partnership and Property felt that the Panel may wish to consult with Directorates for SLAs over £50,000 as he did not feel that such a decision should be made wholly by himself, and he asked for paragraph 6.25 of the draft strategic plan to be rephrased to reflect that.

The Director of Financial and Business Strategy suggested that the current timescale was very tight and proposed a month for stage 1 of the review. Initial consultees were to include organisations categorised under the Umbrella group, such as HAVS, HCRE, HAD, MIND, MENCAP, Harrow Arts Culture and Primary/Secondary Heads Groups. The Panel noted that consultation had taken place in relation to Education lettings and the Council's Community Strategy.

The 2nd stage consultation would involve the wider organisations currently in receipt of a grant. Following consultation feedback to a Grants Panel meeting in July, it was anticipated that a report would go to Cabinet in September 2004.

The Portfolio Holder for Partnership and Property was happy to agree the proposed consultation timetable at the meeting, and suggested that Panel Members might wish to refer the matter to Cabinet for an overview.

Resolved to RECOMMEND: (To The Portfolio Holder)

That the (1) baseline support provided to voluntary organisations by the Council be noted;

(2) suggested strategic approach for future administration of support to voluntary organisations, together with comments made at this meeting, be agreed;

(3) Portfolio Holder agree to the proposed revised timetable for the 2 stage consultation period, as tabled at the meeting.

REASON: To establish a new strategic approach for providing support to voluntary organisations in Harrow.

[Note: Councillors Arnold, Marilyn Ashton, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted against the recommendation at (2) above on the basis that they were not in agreement that organisations with funding of £1,000 should acknowledge the Authority for supporting them].

(See also Minute 124).

RECOMMENDATION 3 - Any Other Urgent Business - Use of Community Premises by the Harrow Islamic Society

Further to this having been raised as an item of any other business, and in accordance with Advisory Panel and Consultative Forum Procedure Rule 6, the Panel agreed to consider a tabled letter from the Harrow Islamic Society on the grounds that it had been omitted from the agenda in error. The Chairman of the Society, Mr Hoosen, was requesting the continued use of the community premises.

Resolved to RECOMMEND: (To The Portfolio Holder)

That the Harrow Islamic Society be granted use of the community premises for 4 hours per month.

REASON: To provide continued support to members of the Harrow Islamic Society.

PART II - MINUTES

116. **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 Bluston	Councillor Omar
Councillor Thammaiah	Councillor Lavingia

117. **Declarations of Interest:**

RESOLVED: To note that the following Members declared personal interests in the business to be transacted at this meeting arising from their involvement in the organisations listed and that, accordingly, they remained in the room and participated in all the discussions and decisions at the meeting.

<u>Member</u>	<u>Organisation</u>
Councillor Ismail	Harrow Islamic Society
Councillor Anjana Patel	Harrow Mencap

118. **Arrangement of Agenda:**

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

119. **Minutes:**

RESOLVED: That the minutes of the meetings held on 19 February and 8 March 2004, having been circulated, be taken as read and signed as correct records, subject to Minute 93 of the meeting on 19 February 2004 being amended to show that Councillor Omar had declared an interest as a Member of the Islamic Society, not the Harrow Pakistan Society.

120. **Public Questions:**

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

121. **Petitions:**

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

122. **Deputations:**

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

123. **Street Collection Applications 2004:**
(See Recommendation 1).

124. **Grants to Voluntary Organisations - Strategic Review:**
(See Recommendation 2).

125. **Mr Zach Stavrinis:**
The Panel wished to express their thanks to Mr Zach Stavrinis, Temporary Grants Officer, for all his hard work and contributions and wished him good luck and every success with his future career. The Panel asked officers to send a letter of thanks to him on their behalf.

RESOLVED: That the action set out above be agreed.

(Note: The meeting having commenced at 7.30 pm, closed at 8.45 pm)

(Signed) COUNCILLOR CYRIL HARRISON
Chair

BEST VALUE ADVISORY PANEL**28 APRIL 2004**

Chair: * Councillor Bluston

Councillors: * Arnold (2) * Vina Mithani
* Currie * Omar (1)
* Idaikkadar * Pinkus

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

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1: Housing Best Value Review - Your Home, Your Needs - Audit Commission Report & Revised Action Plan**

Your Panel received a joint report of the ALMO (Arms Length Management Organisation) Project Director and of the Director of Professional Services (Urban Living), which detailed the summary and recommendations from the Audit Commission Inspection Report and provided Members with an amended Performance Improvement Plan.

Members were referred to the Performance Improvement Plan on page 13 of the agenda, which had been amended in order to take account of the inspectors' recommendations. The ALMO Project Director distributed an additional paper, which related the inspection recommendations to the page number of the agenda. In response to a query from a Member, the ALMO Project Director advised the Panel that the ALMO would face a two-week inspection six months after its establishment. It was anticipated that this would take place in Spring 2005.

The ALMO Project Director advised that he had attended the ALMO Conference on 1 April 2004. The conference had reportedly proved useful, as the discussions provided an insight into the ALMO inspection process and hinted at what the inspectors would be looking for.

The ALMO Project Director noted that the Audit Commission Inspection process had proved to be constructive. There had been four feedback sessions with the inspectors, which had given both sides an opportunity to address any concerns. It was added that due to this open inspection process, by the fourth feedback session, the areas of disagreement were minimal and officers had also successfully challenged a number of issues. It was noted that there had been general agreement with the proposed recommendations of the inspection report. It was felt that the Best Value Review had helped the Council achieve positive results in the inspection itself. The inspectors had reportedly commented favourably on the way the Best Value Review had been dealt with. The fact that the Council had undergone its own review and had already prepared an improvement plan was also felt to be beneficial to the external inspection process.

Members were referred to section 16 of Appendix 1, which stated that the inspectors did not believe Harrow had excellent prospects for improvement. The ALMO Project Director noted that this was the one area where officers had strongly disagreed with the inspectors. In contrast to the findings of the inspection report, officers felt that the decision to pursue the ALMO option had been based on a wide-ranging process. It was added that the inspectors believed that the decision to establish the ALMO was undertaken as part of the Best Value Review. The ALMO Project Director noted that this was not the case. In addition the officer stated that some consultation with tenants was undertaken before the decision to establish the ALMO was made.

Members were also informed that as part of the inspection process, the inspectors were given the wrong emergency number. The ALMO Project Director hoped that these problems would be resolved with the re-issuing of the Tenants and Leaseholders handbook, which made clear the correct numbers to ring.

RESOLVED To RECOMMEND: (To Cabinet)

That the changes to the Performance Improvement Plan, in line with the Inspectors' recommendations, be agreed.

(See also Minute 106).

RECOMMENDATION 2: First Contact Progress Report

Your Panel received a report of the Executive Director (Organisational Development), which detailed the progress on the implementation of the First Contact Best Value Review. Members were reminded that the review focused on the initial stages of interaction between Harrow Council and its service users. It was added that the review had produced short, medium and long-term recommendations. The Panel were advised that the First Contact Best Value Review was completed at the inception of the New Harrow Project. As a result a brief review was undertaken to establish whether the original recommendations were still relevant given the significant changes seen as a result of the New Harrow Project. The review concluded that the recommendations were still pertinent.

The Executive Director (Organisational Development) noted that implementing the First Contact Strategy would involve a huge amount of work and would have to integrate into the Council's overall strategic direction. It was also reported that partnership would be a key element in achieving the desired success. It was explained that it would take up to a year to have a partner in place. Members were informed that significant change was not expected until at least 2006.

Members indicated that a number of their constituents had enquired as to the prospect of establishing a call centre. The Panel were advised that pilot call centres, leading to the formation of a one-stop-shop and dealing with certain areas of the Council's service, were due to be trialled in the future. The officer was not in a position to provide Members with a timescale but would keep the Panel updated on any progress. The trialling concept was noted as being key aspect of the New Harrow Project and had considerable benefit in establishing whether initiatives would be successful in the future. The Portfolio Holder for Social Services stressed the importance that the establishment of a call centre was thoroughly and carefully implemented in order to ensure that it provided the best possible service.

The Executive Director (Organisational Development) noted that a project group was to be established in order to consider the possible location of a permanent call centre. The Executive Director (Organisational Development) reported that once the location was decided upon and a partner was in place, a detailed piece of research was required in order to monitor the average number and length of calls. This would provide a realistic indication of the demand that a call centre would be expected to deal with, once in operation.

Members expressed concern that the First Contact Best Value Review had stalled. The Executive Director (Organisational Development) noted that the radical elements of the Best Value Review had to some extent stalled, partly as a result of the process of developing the ICT Strategy and the Strategic Partnership.

RESOLVED To RECOMMEND: (To Cabinet)

That the proposed actions detailed in paragraph 9.0 of the officer report be agreed.

REASON: To enable progress to be made on the First Contact Best Value Review.

(See also Minute 107).

RECOMMENDATION 3: Best Value Review Programme

Your Panel received a report of the Director of Organisational Performance, which summarised the position of the Council's Best Value Review Programme and outlined the recommended programme for the next two years.

The Director of Organisational Performance advised the Panel that following the meeting on 25 March 2004, officers had consulted with departments in order to provide Members with a focused programme of activity for the next two years. It was reported that the programme focused on issues that had high strategic importance and were high risk in terms of performance. The Panel were referred to page 245 of the agenda, which detailed the recommended review programme. The programme included seven new reviews and one review combining elements from the existing programme. The Director of Organisational Performance added that developing the review programme was a two-way process and had not been dominated by the departments.

The Chair expressed concern that areas of perennial importance, such as Older People and Growing Up and Youth, were not included on the recommended list. In response,

the Director of Organisational Performance noted that major reviews covering these areas had already been undertaken, some through the scrutiny process and some in urgent response to legislation or Government requirements. Such areas were therefore considered of high importance but low risk. Members were informed that the Overview and Scrutiny Sub-Committees were in the process of agreeing their work programmes for the next municipal year. It was felt that the Panel would want to look at these work programmes in order to avoid duplicating work undertaken through the scrutiny process. It was also proposed that the Director of Organisational Performance explore the possibility of establishing a formal link between Best Value and scrutiny.

The Director of Organisational Performance recognised the importance of making a start to the proposed programme and hoped that the Panel could agree three to four review topics at the meeting. Members acknowledged the dangers of approving a plethora of reviews, which would be unsustainable and hoped to provide an effective and meaningful programme. It was proposed at this initial stage that the Panel agree to review Harrow's Economy (including working with the business community and regeneration), Sport and Leisure for All and Law and Administration.

RESOLVED To RECOMMEND: (To Cabinet)

That (1) the Council's Best Value Review Programme include the following areas:

- (i) Harrow's Economy (including working with the business community and regeneration)
- (ii) Sport and Leisure for All
- (iii) Law and Administration

(2) a further report be made on other topics for review in the light of Members' views; and

(3) Members agree to the suggested termination of the current review activity.

REASON: To enable a focused and sustainable review programme to be implemented.

PART II - MINUTES

98. **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 Burchell Councillor D Ashton	Councillor Omar Councillor Arnold

99. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. Housing Best Value Review – Your Home, Your Needs – Audit Commission Report and Revised Action Plan	Councillor Bluston	Declared a Personal Interest in that he is a member of the Shadow Board of the ALMO.
	Councillor Vina Mithani	Declared a Personal Interest in that she is a member of the Shadow Board of the ALMO.

100. **Arrangement of Agenda:**

It was agreed that agenda item 10 relating to the Mental Health Best Value Review would commence the substantive items of business, after which the original running order would resume.

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

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

101. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 25 March 2004 be deferred until printed in the next Council Bound Minute Volume.

102. **Public Questions:**

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

103. **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).

104. **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).

105. **Mental Health Best Value Review:**

The Panel received a report of the Acting Head of Community Care, which provided Members with a progress report on the recommendations of the Best Value Review.

Members were referred to page 240 of the agenda, which detailed the progress made against each recommendation. In relation to Recommendation 1 it was reported that the number of delayed discharges had been significantly reduced due to the development of a shared practice protocol.

A draft copy of a job description for the position of Mental Health Accommodation Officer was distributed to Members. An officer advised Members that the position of Mental Health Accommodation Officer would be advertised both internally and externally. It was added that a job evaluation needed to be carried out, after which a person specification would be completed. A salary band also needed to be agreed before the position was advertised. It was felt that local knowledge would provide a candidate with a distinct advantage. In response to a query as to whether such a position existed in other local authorities, the officer reported that a number of other Boroughs' had introduced a similar post. It was noted that the successful candidate would ideally have expertise in housing and mental health. Otherwise the candidate would be trained in the weaker area whilst in position. It was thought that housing skills would be more easily taught rather than mental health expertise. The person specification would therefore indicate that a knowledge and background in mental health would be essential whereas housing expertise would be desirable. It was reported that the Unit had wanted the Mental Health Accommodation Officer post for some time and were pleased to have finally secured enough resources. It was felt to be a particularly important post to fill given that many mental health patients often felt isolated from support structures, which could lead to further problems, including depression.

In relation to Recommendation 6, Members were advised that the Rehabilitation Team had doubled its previous size in terms of staff. The development of a Rehabilitation Team represented a new initiative, involving hands-on practical work. A training programme, including NVQ courses had also commenced.

Members were referred to Recommendation 9, which proposed to undertake a Mental Health needs analysis in relation to black and ethnic minority communities. It was reported that an external consultant had established a monitoring group in order to implement this recommendation and ensure accessibility to black and ethnic minority communities.

The Panel heard that the Harrow Assessment Unit had recently been reviewed and was found to be functioning effectively. The review also concluded that staffing levels should be reduced and extra bedroom space should be provided. It was added that quarterly meetings with the Harrow User Group had provided an opportunity for the Unit to gain continuous feedback.

The Chair enquired as to the measures that had been taken in order to reassure residents who lived near mental health accommodation. It was reported that the

Mental Health Unit had liaised closely with residents living near the Harrow Assessment Unit. This was part of the active approach that the Mental Health Unit played in consulting with local residents and as a result there had been no reported problems. It was added that the position of Mental Health Accommodation Officer would help to improve the effectiveness of the Residential Panel and build stronger links of communication with local residents.

A Member asked whether all mental health patients were required to go through the LOCATA system. It was reported that those patients with severe mental health illness would not have to go through the LOCATA system because they would be unlikely to be suitable for mainstream housing. The system reportedly allowed for bids to be made on a client's behalf in order to ensure that they received suitable accommodation. The work of the Mental Health Unit meant that the Council had experienced fewer problems than many other Boroughs' in relation to the LOCATA system.

The Chair thanked the officer for attending and presenting the update on the Mental Health Best Value Review. The Panel were pleased that progress had been made on many of the recommendations. The Supporting People Team was praised for their work and previous record.

RESOLVED: That (1) the Mental Health Unit advise the Panel when the position of Mental Health Accommodation Officer is filled; and

(2) the progress on implementation of Best Value Key Recommendations and Service Improvement Plan be noted.

106. **Housing Best Value Review - Your Home, Your Needs - Audit Commission Report & Revised Action Plan:**

Further to Recommendation 1 above, it was:

RESOLVED: That the contents of the report be noted.

107. **First Contact Progress Report:**

Further to Recommendation 2 above, it was:

RESOLVED: That (1) the progress against improvement be noted; and

(2) an update on the progress of the First Contact Best Value Review be submitted to the meeting of the Panel in Autumn 2004.

108. **Best Value Review Programme 2004 - 06:**

See Recommendation 3.

109. **Any Other Business:**

The Chair indicated that an additional meeting of the Panel could be held during the summer if the volume of business demanded.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.34 pm, closed at 9.31 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

PUBLICATIONS ADVISORY PANEL**24 MAY 2004**

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Osborn (1)
 * Harrison * Stephenson
 * Jean Lammiman

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Development of Website**

The Panel received a verbal report from the Communications and Publications Manager which updated the Panel on the development of the Council website.

An Officer informed the meeting that APLAWs had now been installed, although there were still some bugs to work through the system. The Communications Unit was responsible for managing corporate information on the website, with each department responsible for its own content. 150 staff had been trained to use the website and phase 2 of the training programme would be starting shortly.

A Member commented that he had experienced some difficulties finding committee information and downloading the Council constitution.

The Chair informed the meeting that several of the links and information relating to Health and Social Care were out of date and requested that these be brought up to date. She also requested that there be more graphics and pictures on the site. Members suggested that the site required increased user testing to ensure that all information was as accessible as possible.

In response to questions from Members, officers informed the meeting that the IT department only provided very limited statistics on the use of the website. Members noted that comprehensive statistics were essential for the future development of the website. Members proposed that the budget for the website should be controlled by the Communications Unit to produce a business orientated website, as opposed to a technology orientated website.

Resolved to RECOMMEND: (To Cabinet)

That Cabinet look at the resourcing of the website, with a view to giving the Communications Unit control of the website budget.

PART II - MINUTES129. **Appointment of Chair:**

RESOLVED: To note the appointment at the meeting of the Cabinet held on 20 May 2004 of Councillor Marie-Louise Nolan as Chair of the Panel for the Municipal Year 2004/2005.

130. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Knowles

Councillor Osborn

131. **Appointment of a Vice Chair:**

RESOLVED: To appoint Councillor Jean Lammiman as Vice-Chair of the Panel for the Municipal Year 2004/2005.

132. **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.

133. **Arrangement of Agenda:**

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

(2) the contents of the Spring edition of the Harrow People and Central Harrow and Wealdstone News be additionally reviewed by the Panel.

134. **Minutes:**

RESOLVED: That the minutes of the Special meeting held on 16 March 2004, having been circulated, be taken as read and signed as a correct record.

135. **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).

136. **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).

137. **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).

138. **Spring Edition of the Harrow People and the Central Harrow and Wealdstone Newsletter:**

The Panel considered the Spring edition of the Harrow People, which contained information on the recent Royal Visit.

Members commented that it was good to provide residents with a souvenir of the Royal Visit, especially as it was distributed quickly after the event and had a wide circulation.

A Member commented that the advertisement on the back cover could lead to the magazine being thrown out by residents who thought it was junk mail. Members agreed that, if possible, the back cover should carry a Harrow Council advertisement.

Members commented that the 50th Anniversary logo had appeared on the front cover, but the Harrow in Europe anniversary logo had not appeared as requested.

During discussion of the Central Harrow and Wealdstone Newsletter, the Chair commended the information included on the 'Safer Neighbourhoods' scheme. However, the article listed the recruitment number for Police and Community Support Officers (PCSOs) but had not included the hotline number for residents, as had been requested.

RESOLVED: That the above be noted.

139. **References from Council and Other Committees/Panels:**

The Panel received a reference from the Overview and Scrutiny Committee held on 2 March 2004, asking the Panel to consider publicising the steps being taken by the Council to encourage job applications from disabled people.

Officers informed the meeting that the Council publicised its policy on disabled applicants on both the website and the vacancy bulletin. The Council also displayed the 'Positive About Disabled People' double tick symbol on job adverts and the vacancy bulletin.

In response to a comment from a Member, Officers explained that information on the Council's policy on disabled applicants was included in all application packs sent out. Members suggested that more use could be made of the website in attracting disabled applicants.

RESOLVED: That information pertaining to the recruitment of disabled applicants be made available on the Council's website.

140. **The Use of the Harrow Crest:**
The Panel received a verbal report from the Communications and Publications Manager which updated the meeting on the use of the Harrow Crest.
- Officers explained that the Crest was still used for civic occasions, and tabled the guidelines for the use of the Crest. In response to comments from Members, Officers confirmed that that the Crest would be used on the invitations to the 50th Anniversary Garden Party.
- They commented that a number of people were still confused over the use of the Crest and suggested that the Harrow People be used to clarify the position for the public. Following discussion, Members stated that they felt that the Council Summons should have the Council Crest rather than the Council logo on it.
- The Panel requested that the new logo should be placed prominently on all Council publications.
- RESOLVED:** That a small feature be published in the Harrow People clarifying the position for the public.
141. **Council Noticeboards:**
The Panel received a verbal report from the Communications and Publications Manager which updated Members on the Council notice boards.
- Members noted their disappointment that they had not received a written report on this item. The contract with Adshel was due for renegotiation during the following year and Members noted that they had several issues with it. Members stated that the notice boards would play an important roll in the roll out of area working and they wanted to see some alternatives to the current contract.
- The Chair commented that the leaflet providing information on the advertising boards was out of date. It was not clear who was responsible for the boards and a consistent charging policy tailored for community use was required.
- A Member commented that the location of the boards needed to be reviewed as their locations were inconsistent and unevenly spread.
- RESOLVED:** That a full report on the Council noticeboards be made to the next ordinary meeting.
142. **Development of Web Site:**
(See Recommendation 1).
143. **Printing Schedules for Harrow People, Newsletters and Homing In:**
An Officer tabled the printing schedule for future editions of the Harrow People. Members suggested that they look at the scheduling of Publications Advisory Panel meetings at the next meeting.
- RESOLVED:** That a Special meeting of the Publications Advisory Panel be held on 17 June 2004 to discuss the next edition of the Harrow People.
144. **Any Other Business - News and Features for the Next Edition of Harrow People:**
An Officer tabled a document outlining the planned news and features for the next edition of the Harrow People.
- A Member suggested there could be some mention of the departure of the Borough Commander, Chief Inspector Alex Fish, in the next issue of the magazine. The Chair also requested there should be some coverage of the Healthy Hearts for Harrow campaign, which fitted in well with information relating to the vitality profile.
- RESOLVED:** That the above be noted.
- (Note: The meeting having commenced at 7.30 pm, closed at 8.51 pm)
- (Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

