

2004 – 2005
January 2005 Volume 8



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

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REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 11 JANUARY 2005

Chair: * Councillor Anne Whitehead

Councillors:	* Marilyn Ashton	* Janet Cowan
	* Mrs Bath	* Idaikkadar
	* Billson	* Miles
	* Bluston	* Mrs Joyce Nickolay
	* Choudhury	* Thornton

* Denotes Member present

[Note: Councillors Knowles and Stephenson also attended this meeting to speak on the items indicated at Minute 817 below].

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

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

817. Right of Members to Speak:

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

Councillor Knowles – Planning Application 1/03

Councillor Stephenson – Planning Application 2/02

818. Declarations of Interest:

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

- (i) Planning Application 1/03 – 375-379 Uxbridge Road, Hatch End
Councillor Marilyn Ashton declared that all Members of the Conservative Group had a personal interest in the above item. She stated that the Group had taken legal advice regarding the interest and that accordingly they would remain in the room and take part in the discussion and decision-making on this item.
- (ii) Planning Application 2/03 – 8 Village Way, Pinner
Councillor Marilyn Ashton declared that all Members of the Conservative Group had a prejudicial interest in the above application on the basis that the site was also occupied by the Harrow West Conservative Association's offices. Accordingly, Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay left the room and took no part in the discussion or decision-making on this item.
- (iii) Planning Application 2/14 – 62 Canons Drive, Edgware
Councillor Marilyn Ashton declared an interest in the above application on the basis that a colleague lived next door to 62 Canons Drive and that she had objected to the proposal. Councillor Marilyn Ashton stated that she had taken legal advice regarding her interest and that, although she had been advised that her interest was only personal, she would leave the room and take no part in the discussion and decision-making on this item.
- (iv) Planning Application 2/17 – Raebarn House, 100 Northolt Road, South Harrow
Councillor Anne Whitehead declared a personal interest in the above application on the basis that she was an employee of the Trust. She chose to leave the room and take no part in the discussion or decision-making on this item.

- (v) Planning Application 2/20 – Land R/O 77 Gordon Avenue, Stanmore
Councillor Mrs Bath declared a personal interest in the above item. She stated that she had taken legal advice regarding her interest and that accordingly she would remain in the room and take part in the discussion and decision-making on this item.
- (vi) Planning Application 3/01 – 2 Whitefriars Avenue, Harrow
Councillor Idaikkadar declared a prejudicial interest in the above application and accordingly he left the room and took no part in the discussion or decision-making on this item.

819. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

- (2) it be noted that planning application 1/01 had been withdrawn by the applicant;
- (3) planning applications 2/01 and 2/13 be deferred at the request of officers for the reasons set out in the Addendum;
- (4) all items be considered with the press and public present.

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

820. **Minutes:**

RESOLVED: That (1) it be agreed that, having been circulated, the Chair be given the authority to sign the minutes of the meeting held on 8 December 2004 as a correct record once they had been printed in the Council Bound Volume, subject to the following amendments:

- (i) Minute 805 – Enforcement Notices Awaiting Compliance
The title of paragraph (i) in relation to Enforcement Notice ENF/326/02/EAST to read "8 Kenton Road" and not "8 Hindes Road";
- (ii) Minute 813 – Broomhill, Mount Park Manor, Harrow on the Hill
Resolution (1)(i) in relation to Planning Consent WEST/844/00/CON to be amended to read "Condition 8" and not "Condition 6".

(2) officers report back to a future meeting of the Committee on whether local residents had been informed of the Committee's decision as set out at Resolution 809(2).

821. **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).

822. **Petitions:**

RESOLVED: (1) To note the receipt of the following petition which was considered with the relevant planning application on the agenda:

- Petition relating to the development of retail and flats at 375-379 Uxbridge Road, Hatch End – Planning Application: P/2935/04/CFU/TEM
Councillor Knowles presented the above petition which had been signed by 38 residents living in and in the vicinity of Anselm Road and Uxbridge Road.

(2) to note the receipt of the following petition which was referred to the Interim Chief Planning Officer for consideration:-

- R/O 168-178 Kenton Road, Kenton, Harrow - Planning Application P/3171/04/COU
Councillor Choudhury read out the terms of the above petition which had been signed by 45 residents.

823. **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).

824. **References from Council and other Committees/Panels:**

Further to an enquiry from a Member, it was clarified that a matter arising from the Tenants' and Leaseholders' Consultative Forum meeting of 6 January 2005 properly stood referred to the Licensing and General Purposes Committee as being within its terms of reference, rather than to this Committee.

RESOLVED: To note that there were no references from Council or other Committees or Panels to be received at this meeting.

825. **Representations on Planning Applications:**

RESOLVED: (1) That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of items 1/03, 2/02, 2/03 and 2/09 on the list of planning applications;

(2) to note that requests had been received to make representations on planning applications 1/01 and 2/01 but that these items had been withdrawn and deferred respectively.

826. **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.

827. **Planning Appeals Update:**

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

It was reported that an appeal had been lodged against the refusal of a planning application in respect of 15 Gordon Avenue and that a Nominated Member was required to assist officers with the appeal, as the recommendation of the Chief Planning Officer had been that this application be granted.

RESOLVED: (1) That Councillor Marilyn Ashton be nominated to assist officers with the appeal in respect of 15 Gordon Avenue;

(2) that the report be noted.

828. **Enforcement Notices Awaiting Compliance:**

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

Further to queries from Members, officers undertook to report on the progress made in relation to 9 West Drive Gardens, 93 Stanmore Hill, 1 Nelson Road and 4 Elm Park.

RESOLVED: That (1) progress reports be submitted to the Committee in respect of 9 West Drive Gardens, 93 Stanmore Hill, 1 Nelson Road and 4 Elm Park; and

(2) the report be noted.

829. **Tree Preservation Orders:**

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

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

TPO 798 Acacia Close (No. 2), Harrow Weald
 TPO 799 Waxwell Lane (No. 6), Pinner
 TPO 800 Chesswood Way (No. 1), Pinner
 TPO 801 RAF Stanmore (No. 1), Stanmore Park
 TPO 802 RAF Stanmore (No. 2), Stanmore Park
 TPO 803 RAF Stanmore (No. 3), Stanmore Park
 TPO 804 Saddlers Close (No. 1), Hatch End
 TPO 805 Rowlands Avenue (No. 5), Hatch End
 TPO 806 Royston Grove (No. 5), Hatch End
 TPO 807 Mount Park Road (No. 9), Harrow on the Hill
 TPO 808 Harrow Park (No. 1), Harrow on the Hill
 TPO 809 South View Road (No. 8), Pinner
 TPO 810 South View Road (No. 9), Pinner
 TPO 849 Warren Lane (No. 3) Canons

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

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

TPO 177 Acacia Close (No. 1) Harrow Weald
 TPO 25 Waxwell Lane (No. 6) Pinner
 TPO 178 Rowlands Avenue (No. 2) Hatch End
 TPO 216 Royston Grove (No. 3) Hatch End
 TPO 198 Mount Park Road (No. 3) Harrow on the Hill
 TPO 33 Deynecourt, Harrow Park, Harrow on the Hill
 TPO 227 South View Road (No. 3) Pinner
 TPO 220 South View Road (No. 2) Pinner

[REASON: To accord with current policy].

830. **Telecommunications Developments:**

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

831. **Determination of Demolition Applications:**

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

832. **Any Other Business:**(i) **Harrow Hospital Site**

In response to a question from a Member about the above-mentioned site, it was advised that officers were considering whether the matter fell within the General Development Order, and that they would be taking legal advice.

RESOLVED: That a report be submitted to the next meeting of the Committee.

(ii) **Certificate of Lawfulness**

In response to a question from a Member, officers gave an assurance that notifications were being carried out in the manner previously agreed by the Committee.

RESOLVED: That the above be noted.

(iii) **Arrangements for Member Site Visits**

Following discussion, it was agreed that Member site visits to 8 Village Way, Pinner and 6 South Close, Rayners Lane would be held on Saturday 22 January 2005 at 9.30am and 10.00am respectively. It was agreed that Members would make their own arrangements for travel to the sites.

RESOLVED: (1) That the action outlined above be agreed;

(2) to note that only Members of the Labour and Liberal Democrat Groups would be visiting 8 Village Way, Pinner.

(See also Minute 818(ii)).

833. **Extension and Termination of the Meeting:**

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

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

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

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

(4) at 11.30 pm to continue until 12.00 midnight;

(5) at 12.00 midnight to continue until 12.15 am;

(6) at 12.15 am to continue until 12.20 am;

(7) at 12.20 am to continue until 12.25 am.

(Note: The meeting, having commenced at 7.30 pm, closed at 0.25 am).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

- (i) only upon completion of the aforementioned legal agreement;
- (ii) subject to the Conditions and Informatives reported, the amendment of Condition 5 and additional Conditions 19 and 20 as set out below:

Condition 5 – Add at the end - Particular attention should be paid to include plant and tree screening of appropriate species along the rear boundary with properties in Anselm Road.

Condition 19 - Notwithstanding the details on the approved drawings, no development shall take place until further details of the third floor roof treatment of the rear elevation of the seven houses, to indicate dormer windows and a solid parapet, have been submitted to, and approved in writing by, the Local Planning Authority. The development shall be carried out in accordance with the approved details.

REASON: To safeguard the privacy and amenity of neighbouring residents.

Condition 20 - Before the retail use of the frontage building hereby permitted commences, details of delivery times shall be submitted to and approved in writing by the Local Planning Authority. Deliveries shall be carried out in accordance with those details.

REASON: To ensure a satisfactory form of development and in the interest of highway safety.

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

(2) during the discussion on the above item, it was moved and seconded that the application be refused for the following reasons reported at the meeting:

- (i) The proposed houses on the eastern side of the site, by virtue of their height of three storeys, would give rise to overlooking of adjacent gardens in Anselm Road, to the detriment of residential amenity by reason of loss of privacy;
- (ii) The proposed garage driveways on two of the properties would be inadequate in depth and would give rise to vehicle overhanging of the access road, which has been reduced to 4.5 metres, giving very little scope for manoeuvre in respect of vehicles parking in that part of the road. This will give rise to congestion towards the end of the access road;
- (iii) Overall increase of vehicular generation is likely to give rise to increased traffic levels in an already congested main road. This would be detrimental to the safety and free flow of traffic along the Uxbridge Road.

Upon being put to a vote, this was lost;

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted against the decision reached to grant the application;

(4) the Committee agreed that there was a need for additional traffic measures in Uxbridge Road and that this matter be referred to the Traffic and Road Safety Advisory Panel].

(See also Minutes 817, 818(i) and 822(1)).

LIST NO:	1/04	APPLICATION NO:	P/3066/04/CFU
LOCATION:	County House, 29 Peterborough Road, Harrow		
APPLICANT:	Yurky Cross Architects for Acton Housing Association		
PROPOSAL:	Redevelopment: Part 3/Part 4 Storey Building to Provide 15 Affordable Flats		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.		
	[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reasons reported at the meeting:		
	(i) The proposal represents an overdevelopment by reason of excessive density which will give rise to an over-intensification of the site.		
	(ii) The total lack of parking provision, which has a recommended maximum standard of 22, as set out in Policy T13, would give rise to overspill parking to the detriment of the surrounding areas which are beyond the residents' parking scheme.		
	Upon being put to a vote, this was not carried;		
	(2) the substantive motion to grant the above application was carried upon the Chair having exercised her second and casting vote].		

LIST NO:	1/05	APPLICATION NO:	P/2251/04/CFU
LOCATION:	19 Northolt Road, South Harrow, The Timber Carriage Public House		
APPLICANT:	Graham Seabrook Partnership for Clan – Worthy Holdings Ltd		
PROPOSAL:	Redevelopment: Detached 4 Storey Building with Basement Parking to Provide 21 Flats (6 As Affordable Housing)		
DECISION:	REFUSED permission for the development described in the application as amended in the Addendum Report and submitted plans for the following reasons:		
	(i) The loss of a most attractive locally listed building would be detrimental to the character of the area because the style and architectural merit of the Public House offers a respite from the otherwise unprepossessing modern buildings;		
	(ii)The loss of a community facility, with its potential to be used by local residents as a meeting place, would be detrimental to the amenities of the area.		
	(iii)The design of the proposed development will not preserve or enhance the character of this nearby Conservation Area.		
	[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;		
	(2) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision reached to refuse the application;		
	(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;		
	(4) the Interim Chief Planning Officer had recommended that the above application be granted].		

LIST NO: 1/06 **APPLICATION NO:** P/2461/04/CFU
LOCATION: 205-209 Northolt Road, South Harrow
APPLICANT: MGM Associates for Mr A Shah
PROPOSAL: Redevelopment: Detached 2/4 Storey Building with Basement Fronting Northolt Road with A3 Use and B1 Office at Basement and Ground Floors and 11 Flats Over and Detached 2 Storey Building Fronting Brooke Avenue with 2 Flats.
DECISION: REFUSED permission for the development described in the application and submitted plans for the reasons and informative reported.

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2723/04/COU
LOCATION: Land r/o 123-135 Whitchurch Lane, Edgware
APPLICANT: Gillett Macleod Partnership for London & District Housing Ltd
PROPOSAL: Outline: Redevelopment: Two x 2 Storey Blocks to Provide 8 Flats and Chalet Bungalow with Access and Parking.
DECISION: DEFERRED at the request of the Interim Chief Planning Officer in order to clarify site address details.

LIST NO: 2/02 **APPLICATION NO:** P/2652/04/CFU
LOCATION: Land r/o 71-83 Canterbury Road, North Harrow
APPLICANT: Gillette Macleod Partnership for Clearview Homes
PROPOSAL: Two Detached Two-Storey Blocks to Provide 8 Terraced Properties with Access and Parking
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) The proposal represents backland development and will be detrimental to the character and amenity of the surrounding area.
- (ii) Plots 1-5 would be sited a distance of between 2m and 4.5m from the rear garden boundaries giving rise to a loss of privacy and residential amenity.
- (iii) The loss of significant garden area would be detrimental to the 'woodland' atmosphere with an abundance of wildlife as exemplified in Policy EP28 of the Harrow Unitary Development Plan where it clearly states in paragraph E 'developers to demonstrate how their proposal will impact upon wildlife and natural features and contribute to conserving and enhancing biodiversity in the Borough'. This development in a garden area will not conserve or enhance the biodiversity in the Borough.

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

- (2) during the discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;
- (3) the Committee wished to be recorded as having been unanimous in its decision to refuse permission;
- (4) the Interim Chief Planning Officer had recommended that the above application be granted].

(See also Minute 817).

LIST NO: 2/03 **APPLICATION NO:** P/2903/04/CFU
LOCATION: 8 Village Way, Pinner
APPLICANT: MP Associates Ltd for 3 Continents Ltd
PROPOSAL: Detached Part Single, Part Two and Part Three Storey Building to Provide 15 Business Units (Class B1)
DECISION: DEFERRED at the request of the Committee to enable a site visit to take place before the application is considered.

[Note: Prior to discussing the application, the Chair informed the objector and the applicant that Members had indicated their desire to visit the site prior to considering and deferring this application. The Chair asked if the objector and the applicant wished to address the meeting that evening or at the 9 February 2005 meeting when the application would be considered by the Committee. Both the applicant and the objector indicated that they wished to address the meeting that evening and their views were noted by the Committee.]

(See also Minutes 818(ii)) and 832(iii)).

LIST NO: 2/04 **APPLICATION NO:** P/2750/04/COU
LOCATION: 7 Charlton Road, Harrow
APPLICANT: Geoffrey T Dunnell for Messrs J D & P J Flannery
PROPOSAL: Outline: Redevelopment to Provide 6 Flats in Two Storey Block with Access and Parking.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

LIST NO: 2/05 **APPLICATION NO:** P/1525/04/CFU
LOCATION: 25 Cecil Road, Wealdstone
APPLICANT: David R Yeaman & Associates for Toureen Contractors Ltd
PROPOSAL: Provision of Temporary Building with Ramped Access for Office Use
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the condition and informative reported.

LIST NO: 2/06 **APPLICATION NO:** P/2869/04/CFU
LOCATION: 25 Cecil Road, Wealdstone
APPLICANT: David R Yeaman & Associates for Toureen Contractors Ltd
PROPOSAL: Detached Two Storey Office Building with Light Industrial Use in Basement (Class B1) with Access and Parking.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported and subject to Condition 10 being amended to read as set out in the Addendum Report.

LIST NO: 2/07 **APPLICATION NO:** P/1872/04/DFU
LOCATION: 36 Hindes Road, Harrow, Hindes Guest House
APPLICANT: Eley & Associates for Mr M Lalji
PROPOSAL: Single Storey Rear Extensions, Alterations to Roof to include Side and Rear Dormers, Change of Use Class C1-C3 (Hotel to Residential) to Form 6 Flats.

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informatives reported; (ii) additional Conditions 5 and 6 set out below; (iii) the development being made 'resident permit restricted'.

Condition 5 – The development hereby permitted shall not commence until there has been submitted to, and approved by, the local planning authority, a scheme of hard and soft landscape works which shall include a survey of all existing trees and hedgerows on the land, indicating those to be retained and those to be lost. Details of those to be retained, together with measures for their protection in the course of the development, shall also be submitted and approved, and carried out in accordance with such approval, prior to any demolition or any other site works, and retained until the development is completed. Soft landscape works shall include: planting plans, and schedule of plants, noting species, plant sizes and proposed numbers/ densities.

REASON: To safeguard the appearance and character of the area, and to enhance the appearance of the development.

Condition 6 – All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the building(s), or the completion of the development, whichever is the sooner. Any existing or new trees or shrubs which, within a period of 2 years from the completion of the development, die, are removed, or become seriously damaged or diseased, shall be replaced in the next planting season, with others of a similar size and species, unless the local authority agrees any variation in writing.

REASON: To safeguard the appearance and character of the area, and to enhance the appearance of the development.

LIST NO:	2/08	APPLICATION NO:	P/2608/04/DFU
LOCATION:	10 Herga Road, Harrow		
APPLICANT:	Jeremy Peter Associates for Mr A Sherling		
PROPOSAL:	First Floor Side/Rear Extension, Rear Dormer and Conversion to Four Self Contained Flats		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informatives reported; (ii) the development being made 'resident permit restricted' as set out in the Addendum Report.		
	[Notes: (1) During the discussions on this application, it was moved and seconded that permission be refused for the following reasons reported at the meeting:		
	(i) The proposal offers no parking where a maximum standard of five spaces is recommended. This will give rise to overspill parking outside of the controlled parking zone resulting in a loss of residential amenity to those roads affected.		
	(ii) The proposal represents an over-intensification of the property, giving rise to an increase in activity and subsequent noise and disturbance associated with such an intensive use.		
	Upon being put to a vote this was not carried;		
	(2) the vote on the substantive motion to grant the above application was carried;		
	(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wish to be recorded as having voted against the decision reached to grant the application;		
	(4) it was noted that the Reference Number at the head of the report should read P/2608/04/DFU rather than P/1543/04/DFU].		

(ii) There is no parking provision with a maximum standard recommended at 4.2 spaces. This will give rise to overspill parking in the surrounding roads to the detriment of the amenities of local residents.

(iii) The proposal represents an over-intensification of the property, giving rise to noise and disturbance as a consequence of the additional activity generated by this proposal.

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

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

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wish to be recorded as having voted against the decision reached to grant the application;

(4) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted for the decision reached to grant the application].

LIST NO:	2/11	APPLICATION NO:	P/2917/04/CFU
LOCATION:	2-4 Bellfield Avenue, Harrow Weald		
APPLICANT:	Rumball Sedgwick Surveyors for Vicarage Homes Ltd		
PROPOSAL:	Change of Use: Nursing Home to Two Residential Dwellings (Class C2 & C3) with Single and Two Storey Side and Rear Extensions.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.		

LIST NO:	2/12	APPLICATION NO:	P/2600/04/CCO
LOCATION:	5 Hilltop Way, Stanmore		
APPLICANT:	Nicholas J Joyce for Mr W Pike		
PROPOSAL:	Retention of Single Storey Side to Rear Extension and Front Porch		
DECISION:	<p>(1) GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.</p> <p>(2) That, should this planning application be granted and Condition 3 not be complied with, subject to his being satisfied as to the evidence, the Director of Legal Services be authorised to:</p> <p>(a) issue an Enforcement Notice Pursuant to Section 172 of the Town & Country Planning Act 1990 requiring:</p> <p>(i) the demolition of the entire section of front porch that extends across the façade of the single storey side extension</p> <p>(ii) permanently remove its constituent elements from the land.</p> <p>(i) and (ii) should be complied with within a period of one month from the date on which the notice takes effect.</p> <p>(b) issue Notices(s) under Section 330 of the Town & Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control;</p>		

(c) institute legal proceedings in the event of failure to:-

(i) supply the information required by the Director of Legal Services through the issue of Notice(s) under Section 330 of the Town & Country Planning Act 1990

and/or

(ii) comply with the Enforcement Notice.

LIST NO: 2/13 **APPLICATION NO:** P/1484/04/CFU
LOCATION: Cornerways, 14 Orley Farm Road, Harrow
APPLICANT: Mrs Neena Crinnion
PROPOSAL: Provision of Replacement 1.21M High Fencing Above Boundary Wall on Orley Farm Road Frontage and Gates.
DECISION: DEFERRED at the request of the Interim Chief Planning Officer as he was awaiting amended plans.
(See also Minute 832(iii)).

LIST NO: 2/14 **APPLICATION NO:** P/2440/04/DFU
LOCATION: 62 Canons Drive, Edgware
APPLICANT: The R M Partnership for Relicpride Building Ltd
PROPOSAL: Replacement 2 Storey House with Accommodation in Roof
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.
(See also Minute 818(iii)).

LIST NO: 2/15 **APPLICATION NO:** P/2441/04/DCA
LOCATION: 62 Canons Drive, Edgware
APPLICANT: The R M Partnership for Relicpride Building Co Ltd
PROPOSAL: Conservation Area Consent: Demolition of Bungalow
DECISION: GRANTED Conservation Area consent in accordance with the works described in the application and submitted plans, subject to the conditions and informatives reported.
(See also see Minute 818(iii)).

LIST NO: 2/16 **APPLICATION NO:** P/2807/04/CFU
LOCATION: Norpap House, 35 Pinner Road, Harrow
APPLICANT: Rolfe Judd Planning for NHS Trust
PROPOSAL: Change of Use: Dual/Alternative Class B1 (Offices) or Class D1 (Medical Services)
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/2925/04/CFU
LOCATION: Raebarn House, 100 Northolt Road, South Harrow
APPLICANT: North West London Hospitals
PROPOSAL: Change of Use: Offices to Healthcare and Support Service (Class B1 & D1) for 3-Year Period on Second Floor (East)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the conditions and informatives reported.

[Note: The Chair, Councillor Anne Whitehead, having declared an interest in this item and left the room, the Vice Chair, Councillor Marilyn Ashton, took the Chair for this item].

(See also Minute 818(iv)).

LIST NO: 2/18 **APPLICATION NO:** P/2500/04/CVA
LOCATION: Unit 3, Chantry Place, Headstone Lane
APPLICANT: D Simmonds, RPLS PLC for Shurgard UK Properties
PROPOSAL: Variation of Condition 4 of Planning Permission P/971/03/CFU dated 1 August 2003 to permit use of the premises from 07.00 – 20.00 hours (Monday – Saturday) and 09.00 – 13.00 hours (Sunday) (as set out in the Addendum Report).
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to (i) the conditions and informatives reported and (ii) Condition 2 being amended to read 2 years rather than 3 years.

[Notes: (1) During the consideration of this application, it was moved and seconded that the hours and days of operation be further restricted as reported at the meeting. Upon being put to a vote this was not carried;
(2) the vote on the substantive motion to grant the above application was carried, subject to Condition 2 being amended;
(3) Councillor Mrs Ashton wished to be recorded as not having supported the hours and days of operation agreed].

LIST NO: 2/19 **APPLICATION NO:** P/3023/04/CFU
LOCATION: Hatch End Apiary r/o Harrow Art Centre, Uxbridge Road, Hatch End
APPLICANT: Mrs Jean Telfer for Harrow Beekeepers' Association
PROPOSAL: Single Storey Wooden Workshed
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans subject to the condition and informatives reported.

LIST NO: 2/20 **APPLICATION NO:** P/3016/04/DFU
LOCATION: Land r/o 77 Gordon Avenue, Stanmore
APPLICANT: Preston Bennett Developments
PROPOSAL: Detached House with Access to Woodward Gardens
DECISION: GRANTED permission in accordance with the development described in the application and amended plans, as set out in the Addendum Report, subject to the conditions and informatives reported.

(See also see Minute 818(v)).

LIST NO: 2/21 **APPLICATION NO:** P/2376/04/DFU
LOCATION: 10 College Road, Harrow
APPLICANT: M F Connolly
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.

LIST NO: 2/22 **APPLICATION NO:** P/712/04/CFU
LOCATION: 430 Alexandra Avenue, South Harrow
APPLICANT: D Gade for Tavi Thevarajah
PROPOSAL: Retention of Single Storey Rear Extension with Attached Timber Store, Extractor Duct and New Shop Front
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/626/04/CFU
LOCATION: 2 Whitefriars Avenue, Harrow
APPLICANT : Jasil Nizar
PROPOSAL: Continued Use of Garage for Repair of Vehicles
DECISION: (1) REFUSED permission for the development described in the application and submitted plans, as set out in the Addendum, for the reason and informative reported;
(2) That the Director of Legal Services be authorised to:
(a) issue an Enforcement Notice pursuant to Section 172 of the Town & Country Planning Act 1990 requiring cessation of the use within 3 months;
(b) institute legal proceedings in the event of failure to:
(i) supply the information required by the Director of Legal Services through the issue of Notice(s) under Section 330 of the Town & Country Planning Act 1990
and/or
(ii) comply with the Enforcement Notice.
(See also Minute 818(vi)).

LIST NO: 3/02 **APPLICATION NO:** P/2487/04/CVA
LOCATION: Red Leopard Public House, 35 Church Road, Stanmore
APPLICANT: Rochman Landau
PROPOSAL: Variation of Condition 4 of Planning Permission E/113/97/FUL to Extend Opening Hours to 01.00 hours on Fridays and Saturdays & Midnight Sunday-Thursday

DECISION: REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.

[Notes: (1) The Committee requested that the Council's Enforcement Officers be instructed to investigate the alleged opening beyond permitted hours on Fridays and Saturdays;

(2) the Committee wished to be recorded that it was unanimous in its decision to refuse the application].

LIST NO: 3/03 **APPLICATION NO:** P/1454/04/CFU

LOCATION: Former Government Offices (as amended in the Addendum Report), Brockley Hill, Stanmore

APPLICANT: CGMS Ltd for Laing Homes North Thames

PROPOSAL: Provision of Fences and Gates at Site Entrances: Separation of POs from Housing Development with New Turning Head

DECISION: REFUSED permission for the development described (as amended in the Addendum Report) and submitted plans, for the reasons and informative reported.

LIST NO: 3/04 **APPLICATION NO:** P/1455/04/CFU

LOCATION: Former Government Offices (as amended in the Addendum Report), Brockley Hill, Stanmore

APPLICANT: CGMS Ltd for Laing Homes North Thames

PROPOSAL: Provision of new Vehicular Access into Public Open Space from Brockley Hill, Including Widening of Cycle/Footpath

DECISION: REFUSED permission for the development described (as amended in the Addendum Report) and submitted plans, for the reason and informative reported.

LICENSING AND
GENERAL PURPOSES
PANELS

SOCIAL SERVICES APPEALS PANEL

13 JANUARY 2005

Chair: * Ms Havva Karabeyaz (Independent Person)

Councillors: * Omar * Mrs R Shah

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**11. **Appointment of Chair:**

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

12. **Arrangement of Agenda:**

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

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

13. **Terms of Reference:**

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

14. **Guidance Notes:**

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

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

The Panel considered a response from the Head of Care Management (People First) and the Independent Investigator 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 Officer and the Social Services Department, the Panel

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

(Note: The meeting, having commenced at 10.00 am, closed at 3.30 pm)

(Signed) MS HAVVA KARABEYAZ
Chair

(Note: Minutes of Social Services Appeals Panels:

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

PERSONNEL APPEALS PANEL

14 JANUARY 2005

Chair: * Councillor Blann

Councillors: * Arnold

* Mitzi Green

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**6. **Appointment of Chair:**

RESOLVED: That Councillor Blann be appointed Chair of the Panel.

7. **Membership of the Appeals Panel:**

RESOLVED: That the Membership of the Panel be confirmed.

8. **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.

9. **Arrangement of Agenda:**

RESOLVED: That the appeal be considered with the press and public excluded on the grounds that the report contains exempt information as defined under Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it contains information relating to a particular employee.

10. **Minutes:**

RESOLVED: That the minutes of the meeting held on 29 June 2004 be taken as read and signed as a correct record.

11. **Appeal Against Dismissal:**

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 10.29 am, closed at 7.00 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

PERSONNEL APPEALS PANEL

28 JANUARY 2005

Chair: * Councillor Ann Groves

Councillors: * Branch * Stephenson

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**12. **Appointment of Chair:**

RESOLVED: That Councillor Ann Groves be appointed as Chair of the Panel.

13. **Membership of the Appeals Panel:**

RESOLVED: That the Membership of the Panel be confirmed.

14. **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.

15. **Arrangement of Agenda:**

RESOLVED: That the appeal be considered with the press and public excluded on the grounds that the report contains exempt information as defined under Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it contains information relating to a particular employee.

16. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 14 January 2005 be deferred until printed in the next Council Bound Minute Volume.

17. **Appeal Against Dismissal:**

The appellant did not attend the meeting. Having allowed due time for a late arrival, contact was made with the appellant, who confirmed that they did not wish to proceed with their appeal.

RESOLVED: To note that the appellant had withdrawn the appeal against dismissal.

(Note: The meeting having commenced at 9.45 am, closed at 10.17 am)

(Signed) COUNCILLOR ANN GROVES
Chair

SCHOOL ORGANISATION
COMMITTEE

REPORT OF SCHOOL ORGANISATION COMMITTEE

MEETING HELD ON 18 JANUARY 2005

Chair:	* Councillor Gate	
Councillors:	* Miss Bednell * Branch * Ismail (3)	* Jean Lammiman * Anjana Patel * Ray
Church of England:	* Reverend P Reece	
Roman Catholic Church:	* Mr J Coyle † Mr M Murphy	* Ms M Roe
Learning and Skills Council:	* Mr P Holmes	
Schools (Parent/Secondary):	* Mrs C Millard	
Schools (Parent/Primary):	* Ms J Tushaw	
Schools (Headteachers):	* Mrs M Arnold † Mr D A Jones	* Mr B A Robertson
Schools (Co-optee and Special)	* Mrs P Langdon	
HCRE:	* Mr P Pawar	
Adviser:	* Mr B Leaver	

* Denotes Member present
(3) Denotes category of Reserve Member
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
67. 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 Stephenson	Councillor Ismail

68. Declarations of Interest:

Reverend P Reece, the Church of England representative, informed the Committee that he was a Governor at St John's Middle School and the Chair of Governors at St John's First School, and that he would therefore abstain from voting on the statutory proposal at agenda item 8. It was also clarified that Mr Geoff Edwards was in attendance at the meeting to present the proposal to the Committee and not in his capacity as a Reserve representative of the Church of England.

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. St John's First School and St John's Middle School Amalgamation Proposal	Councillor Gate	Declared a personal interest in that he was a practicing Member of the Church of England.

Councillor Miss Bednell Declared a personal interest in that she was a practicing Member of the Church of England and was Councillor for the Stanmore Park ward, where the schools were located. Councillor Miss Bednell added that she was a Governor at Vaughan First and Middle School and Whitmore High School.

69. **Arrangement of Agenda:**

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

70. **Minutes:**

RESOLVED: That the minutes of the meeting held on 2 November 2004, having been circulated, be taken as read and signed as a correct record.

71. **Public Questions:**

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

72. **Petitions:**

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

73. **Deputations:**

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

74. **St John's First School and St John's Middle School Amalgamation Proposal:**

The Committee received a report of the London Diocesan Board for Schools (LDBS) and the Governors of St John's First School and St John's Middle School, which detailed a proposal to amalgamate the two schools.

The Chair welcomed Members of the Committee and public to the meeting. Whilst being aware of the Committee's procedures, the Chair stressed the importance of allowing all interested parties an opportunity to express their views. Therefore it was proposed that the two objectors would have an opportunity to ask questions or clarify issues during the course of the meeting with assistance from the Legal Adviser. Members were asked to note that a number of additional papers had been tabled, including further correspondence from the objectors.

Mr Geoff Edwards of the LDBS provided the Committee with a summary of the amalgamation proposal. It was reported that both Governing Bodies had agreed to consider amalgamation following the resignation of the Headteacher of St John's First School in summer 2004, in accordance with the Council's Amalgamation Policy for First and Middle Schools. Having undertaken initial informal consultation with parents, staff and other interested parties, and considered the educational merits of the proposal, both Governing Bodies agreed to proceed with amalgamation. Accordingly, Statutory Notices were published on 25 November 2004 allowing until 6 January 2005 for the receipt of formal objections, of which two were received. Mr Edwards informed the Committee that both Governing Bodies together with the LDBS and the London Borough of Harrow had expressed their support for the proposal.

In response to a query regarding staffing issues, it was clarified that there would not be any redundancies as a result of the proposed amalgamation. It was explained that if the proposal was approved the new school would have a different staffing structure to address the needs of a combined school and would have one Headteacher. There was one substantive Headteacher and one acting Headteacher following the resignation of the First School Headteacher. In addition, it was confirmed that the amalgamation would not result in a reduction of pupil numbers.

The Committee were advised that all parents had been invited to contribute to the consultation process through a number of meetings and a questionnaire that was part of the consultation document. Staff and parents had also been consulted through

meetings and separate 'drop in' surgeries. A 'frequently asked questions' leaflet had been issued to staff and the teaching unions had also been included in the consultation process.

The resource implications of the proposed amalgamation were discussed. It was reported that the Governors had worked with LEA officers in respect of an indicative budget and were assured that, on amalgamation, there would not be a loss of funding because the LMS Formula would provide a new and appropriate budget for a combined school. Transitional funding would be in place in accordance with the Council's amalgamation policy. An officer also confirmed that the amalgamation would not incur a negative impact in terms of securing capital funding.

A Member referred the Committee to page 33 of the agenda and asked the Legal Adviser to provide the Committee with a legal definition of two separate sites. The Legal Adviser was not aware that the DfES had a specific definition. However, it was noted that a school was able to move its site up to two miles without having to publish a Statutory Notice, which it was felt was an appropriate analogy for a definition of a separate site.

Concerns were expressed at the timing of the consultation process over the Christmas holiday period. It was explained that the initial informal consultation undertaken at the end of October had been followed by the formal consultation process, which was initiated with the publication of the Statutory Notices, thereafter allowing a six week period for objections, as set out in legislation.

The Committee were referred to page 27 of the agenda, which reported that the purpose of the meeting for parents held on 13 October 2004 had not been explained in advance. The Legal Adviser to the Committee read the relevant letter, dated 8 October 2004, from the Chairs of Governors to parents and carers. Concern was expressed that the purpose of the meeting had not been revealed. The Church of England representative explained that the decision not to advertise the purpose of the meeting was to ensure that parents did not attend the meeting unduly concerned at the prospect of amalgamation. The issue of amalgamation had been discussed on three previous occasions at the schools. From past experience it had been deemed more appropriate to inform parents of the amalgamation proposal in person, so that parents could consider the proposal with an open mind and therefore avoid 'playground hysteria'. In turn, it was hoped that this would allow the debate to focus on the educational merits of the proposal. The Vice Chair commented that the less transparent a process, the greater the concern this would often cause amongst interested parties.

Whilst affording the objectors an opportunity to prepare further questions, the options available to the Committee were explained. The Committee could accept the proposal, reject the proposal, or accept it with modifications that would not undermine or significantly alter the original proposal. Members were referred to the statutory guidance for decision makers that had been tabled at the meeting and were asked to consider the relevant points.

A further two points were raised by one of the objectors. It was conveyed through the Legal Adviser that the Governors had failed to fully address all aspects of Harrow Council's amalgamation policy. The objector added that the First School staff and parents had been provided with different information from the Governing Bodies. The Church of England representative responded by stating that the Governors and LDBS had sought to provide all appropriate information to both staff and parents.

RESOLVED: That (1) it be agreed unanimously by those groups voting (see Note (2) below), in accordance with paragraph 9 (a) of the Constitution and terms of reference of the School Organisation Committee, to discontinue St John's First School and St John's Middle School; and

(2) it be agreed unanimously by those groups voting, in accordance with paragraph 9 (a) of the Constitution and terms of reference of the School Organisation Committee, to establish an amalgamated St John's First and Middle School.

(Notes: (1) In casting their vote, the Schools Group wished to add that they voted for the proposal on its educational merits but expressed concerns about the consultation process, whilst acknowledging that it was lawful. The Schools Group felt that there were lessons for other schools to learn. A Member of the Local Education Authority Group echoed these sentiments;

(2) the Groups participating in the vote were the Local Education Authority, the Roman Catholic Church, the Schools Group and the Harrow Council for Racial Equality).

(See also Minute 68).

(Note: The meeting, having commenced at 7.33 pm, closed at 8.53 pm).

(Signed) COUNCILLOR B E GATE
Chair

COUNCIL



**MINUTES
of the
MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 20 JANUARY 2005**

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

Councillors:

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

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

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

PRAYERS

The meeting opened with Prayers offered by the
Reverend Clive Pearce

A OPENING PROCEEDINGS**265. INDIAN OCEAN EARTHQUAKE DISASTER - 26 DECEMBER 2004:**

Following the Chaplain's prayers, the Mayor requested Council to remain standing to pay honour to all those who had lost their lives consequent on the tsunami which had occurred in the Indian Ocean on 26 December 2004.

The Mayor informed the Council of a number of activities being undertaken in Harrow to aid the relief effort, and that an inter-faith memorial service for the victims of the tsunami was also planned.

The Council observed a minute's silence as a mark of respect to the many thousands of people who had died in South-East Asia as a result of the disaster.

266. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.2:

The Leader of the Council, Councillor N Shah, moved and the Leader of the Conservative Group, Councillor C Mote, seconded a procedural motion for an Urgent Motion relating to the Indian Ocean Earthquake Disaster to be admitted to the business to be transacted at this Council Meeting.

The Council noted that the proposed Urgent Motion had met the requirement of Council Procedure Rule 15.2(a), having been received prior to the deadline for receipt of such Motions.

The proposal received the general assent of the Council.

RESOLVED:

THAT THE PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.2 RELATING TO THE ADMISSION OF AN URGENT MOTION BE AGREED, AND THAT THE URGENT MOTION BE CONSIDERED AS THE NEXT ITEM OF BUSINESS.

267. URGENT MOTION - INDIAN OCEAN EARTHQUAKE DISASTER:

- (i) The following Urgent Motion, having been admitted to the Council Summons under the provisions of Council Procedure Rule 15.2 (see Resolution 266 above), was moved by Councillor N Shah and seconded by Councillor C Mote:

"The London Borough of Harrow expresses its deepest sympathy and support to the victims of the Indian Ocean earthquake disaster, and to the many residents of the Borough who have family and friends in the region.

The people of Harrow have reacted to the disaster with enormous generosity and humanity, and Members of this Council wish to put on record their admiration and thanks to all those who have reacted so swiftly in giving their time and money to the relief effort.

This Borough has proud and well-established cultural and social links with many of the affected areas, particularly Sri Lanka. Many of the Borough's residents have themselves been affected by this disaster, and our thoughts and prayers are with all those who are grieving for lost relatives and friends.

The Council, through the Borough's close links with the region, believes it is in a special position to play a long term role in helping to rebuild and reconstruct shattered communities, through the sharing of the experience and expertise we in Harrow have at our disposal.

We urge our residents to donate generously to the Relief Fund set up by the Council and support the fundraising events and activities that are being organised in the Borough.

The Council expresses its commitment to the relief efforts for the long term".

- (ii) The Motion was agreed unanimously.

RESOLVED:

THAT THE MOTION, AS SET OUT AT (i) ABOVE, BE ADOPTED UNANIMOUSLY.

B PROCEDURAL MATTERS

268. COUNCIL MINUTES:

RESOLVED:

THAT (1) THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2004, HAVING BEEN CIRCULATED, AND SUBJECT TO THE CORRECTIONS REFERRED TO IN THE SUMMONS AND AN ADDITIONAL AMENDMENT TO THE PREAMBLE OF RESOLUTION 255 TO READ "SUBSTITUTE COUNCILLOR THAMMAIAH BY COUNCILLOR GATE", BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD;

(2) THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16 DECEMBER 2004 BE DEFERRED UNTIL PRINTED IN THE COUNCIL MINUTE VOLUME.

269. DECLARATIONS OF INTEREST:

It was noted that there were no declarations of interest on behalf of Members with regard to the business to be transacted at this Council Meeting.

270. MAYOR'S ANNOUNCEMENTS:

RESOLVED:

THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THOSE OCCASIONS ON WHICH SHE WAS REPRESENTED BY THE DEPUTY MAYOR OR PAST MAYORS, SINCE THE COUNCIL MEETING ON 21 OCTOBER 2004

271. TRIBUTES TO PAST MEMBERS AND A FORMER OFFICER OF THE COUNCIL:

The Mayor regretfully informed the Council that the following past Members and former officer of the Council had recently died:

- (1) **FORMER COUNCILLOR MRS SALLY EDGEWORTH** – Mrs Edgeworth had been a Councillor of the London Borough of Harrow for Stanmore South Ward between 1958 and 1961, and had also been the first Secretary of the Harrow Association of Voluntary Service.
- (2) **FORMER COUNCILLOR GLYN DAVIS** – Mr Davis had served three terms as an elected Member of the London Borough of Harrow for Roxbourne Ward, totalling 11 years.
- (3) **DEREK BARKER** – Mr Barker had been a former Director of Engineering at the London Borough of Harrow.

Additionally, the Mayor advised of the recent death of the following person:

- (4) **JIMMY FOREST** – Mr Forest was President of the Royal British Region in Harrow and a holder of the Military Cross.

272. QUEEN'S NEW YEAR'S HONOURS LIST:

The following Harrow residents received awards in the Queen's New Year's Honours List:

Miss Pamela Singh	– Commander of the British Empire
Mr Ray Cooper	– Member of the British Empire
Mr Derek Roy	– Member of the British Empire
Mr Michael Turvey	– Member of the British Empire

C PUBLIC REPRESENTATIONS**273. PETITIONS:**

It was noted that no petitions were submitted to this Meeting under the provisions of Council Procedure Rule 11.

274. PUBLIC QUESTIONS:

Further to Item 6 on the Summons, the following four questions were submitted by members of the public, in accordance with Council Procedure Rule 12.3:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Mr P Seedher	The Leader of the Council (Councillor N Shah)	"The Council is seeking 10 new executive managers at a cost of £43,000 to £63,000 each. I assume this figure is their salary. What is the real cost of these positions – taking into account recruitment costs, office overheads, pension provision and other perks such as 'essential car allowance'?"
(2) Mr S Miah	Environment and Transport Portfolio Holder (Councillor O'Dell)	"Regarding the Petts Hill Bridge Improvement Phase 1, what action was taken to comply with the obligation in Harrow's Borough Spending Plan to consult with the business community regarding the design of the scheme?"
(3) Ms L Kouparis	Environment and Transport Portfolio Holder (Councillor O'Dell)	"Can you give an assurance that the pedestrian tunnels to be constructed through the embankment either side of the Petts Hill railway bridge will be entirely crime-proof?"
(4) Mr M Carr	The Leader of the Council (Councillor N Shah)	"Why was an inexperienced officer assigned, by the Chief Planning Officer, to give evidence at an informal Public Hearing in respect of the Planning Application on 24 Uxbridge Road, Stanmore (August 3, 2004) against the wishes, recommendation and advice of Councillor Marilyn Ashton nominated by the Appeal by this Authority's Development Control Committee and why has there not been a thorough investigation into this matter and satisfactory explanation given by the Chief Executive as requested by the residents who attended the Appeal and the said Councillor nominated to this case?"

[Notes: (1) Oral answers were provided to the above questions;

(2) under the provisions of Council Procedure Rule 12.4 and other than in respect of the third question, valid supplementary questions were also asked. The supplementary questions were answered orally, with the exception of the supplementary question asked by Mr Miah, to which the Environment and Transport Portfolio Holder undertook to provide a written response;

(3) the relevant Members indicated that written responses would additionally be provided to questions (1), (3) and (4) above, and to the supplementary question asked in respect of the fourth question].

D REPORTS FROM THE EXECUTIVE**275. COUNCIL TAX BASE AND COLLECTION FUND 2005-06:**

Further to Item 7 on the Summons, the Council received Recommendation I of the Cabinet meeting of 13 January 2005 in this matter.

The Recommendation was adopted as printed.

RESOLVED:

(1) THAT THE BAND D EQUIVALENT NUMBER OF TAXABLE PROPERTIES BE CALCULATED AS SHOWN IN APPENDIX 1 TO THE RECOMMENDATION FROM CABINET AND IN ACCORDANCE WITH THE GOVERNMENT CALCULATIONS;

(2) THAT THE PROVISION FOR NON-COLLECTABLE AMOUNTS OF COUNCIL TAX FOR 2005-2006 BE AGREED AT 1.0% PRODUCING AN EXPECTED COLLECTION RATE OF 99%;

(3) THAT SUBJECT TO (1) AND (2) ABOVE, A COUNCIL TAX TAXBASE FOR 2005-2006 OF 84,309 BAND D EQUIVALENT PROPERTIES (BEING 85,160 X 99%) BE APPROVED, ALLOWING FOR PAYMENT IN LIEU OF MINISTRY OF DEFENCE PROPERTIES;

(4) THAT THE COUNCIL CONTINUES WITH ITS POLICY OF VARYING THE DISCOUNT RATE ON EMPTY PROPERTIES TO 10% DISCOUNT OF SECOND HOMES AND FURNISHED EMPTY PROPERTIES AND NO DISCOUNT FOR UNFURNISHED EMPTY PROPERTIES.

[REASON: To fulfil the Council's statutory obligation to set the Council Tax taxbase 2005-2006].

276. URGENCY AND SPECIAL URGENCY PROCEDURE DECISIONS TAKEN BY THE EXECUTIVE:

In accordance with the Council's Overview and Scrutiny Procedure Rules and Access to Information Procedure Rules set out in the Constitution, the Chief Executive presented a report at Item 8 of the Summons which set out details of urgent decisions taken by the Cabinet and individual Portfolio Holders since the previous Council Meeting, and of a decision taken under the Special Urgency procedure on behalf of the Executive.

RESOLVED:

THAT THE URGENT DECISIONS TAKEN BY THE CABINET AND INDIVIDUAL PORTFOLIO HOLDERS SINCE THE PREVIOUS COUNCIL MEETING, AND THE DECISION TAKEN UNDER THE SPECIAL URGENCY PROCEDURE ON BEHALF OF THE EXECUTIVE, AS NOW REPORTED, BE NOTED.

E ISSUES RAISED BY COUNCIL MEMBERS**277. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

Further to Item 9 on the Summons, the following nine questions had been submitted by Members of the Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2. Oral answers were provided by the relevant Portfolio Holders (see also Notes below).

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Councillor Williams	The Leader of the Council (Councillor N Shah)	"Is it deliberate policy to deny Ward Councillors the opportunity of representing their Constituents, or was the tabling, at the very last moment and with no notice to myself, nor to the other two Pinner South Ward Councillors, at the Development Control meeting relating to another mobile 'phone mast at the junction of Eastcote

		Road and Lyncroft Avenue, Pinner, a mistake?"
(2) Councillor C Mote	The Leader of the Council (Councillor N Shah)	"Would the Leader tell us what the policy and time frame is on replying to written questions from members of the public, both in acknowledging and replying to them?"
(3) Councillor John Nickolay	Environment and Transport Portfolio Holder (Councillor O'Dell)	"In view of the acute difficulties being experienced by residents in Ealing and Harrow to obtain responses to anxieties raised during the present work (due in the main to doubts over the boundary), can he give an undertaking that at least one dedicated and reliable telephone hotline number will be made available to ensure that such enquiries can be effectively dealt with?"
(4) Councillor Marilyn Ashton	Planning, Development and Housing Portfolio Holder (Councillor Burchell)	"Although some limited progress has been made in respect of hiring temporary staff in the Planning Enforcement Department, when is it likely that any real achievement will be made to clear the increasing backlog of planning enforcement cases, and is it not the case that the majority of members of the law-abiding public are getting increasingly concerned and anxious about a growing minority who are being allowed by this Administration to retain developments without having been granted planning permission?"
(5) Councillor Seymour	Deputy Leader of the Council: Business Connections and Performance Portfolio Holder (Councillor Dighé)	"Can the Deputy Leader confirm that the proposed 24 hour drinking culture when implemented will not lead to any significant increase in Council Tax?"
(6) Councillor Seymour	The Leader of the Council (Councillor N Shah)	"How much has the Council spent on external consultants since 2002?"
(7) Councillor Harriss	Environment and Transport Portfolio Holder (Councillor O'Dell)	"When was the contract with Barhale signed for the six months of preliminary work at the site of the Petts Hill Bridge Improvement scheme and what is the latest date the contract for construction work needs to be ready for signature?"
(8) Councillor Myra Michael	Social Care and Health Portfolio Holder (Councillor Margaret Davine)	"Could it be explained why despite a massive rise in Council Tax over recent years (24% in the last 2 years) and a continued rise in officer numbers, Harrow's Social Services showed no improvement on the one Star rating in the latest Audit report?"
(9) Councillor Knowles	The Leader of the Council (Councillor N Shah)	"Would the Leader of the Council explain why the Housing Improvement Options Advisory Panel is better than the scrapped ALMO (Spire Community Homes

Limited) and also what is expected of this Panel?"

[Notes: (1) In accordance with Council Procedure Rule 13.4, it was agreed that the Planning, Development and Housing Portfolio Holder would additionally provide a written answer to question (4); and

(2) under the provisions of Council Procedure Rule 13.5, the Members submitting the above questions each asked a supplementary question which was also answered orally, with the exception of the supplementary question to question (4), to which the Planning, Development and Housing Portfolio Holder undertook to provide a written response].

278. MOTION AT ITEM 10(1) - PRIMARY CARE TRUST MANAGEMENT BOARD:

The mover and the seconder of the Motion set out at Item 10(1) of the Summons sought leave of the Council to withdraw the Motion.

RESOLVED:

THAT THE MOTION SET OUT AT ITEM 10(1) OF THE SUMMONS IN THE NAMES OF COUNCILLORS C MOTE AND D ASHTON BE WITHDRAWN FROM CONSIDERATION WITH THE CONSENT OF THE COUNCIL.

279. MOTION AT ITEM 10(2) - LOCALLY LISTED BUILDINGS:

(i) Councillor C Mote moved and Councillor N Shah seconded the following motion appearing at Item 10(2) of the Summons:

"This Council notes its previous Motion regarding locally listed buildings prompted by the untimely demise of The Railway Public House, Hatch End.

This Council also notes the unhelpful comments of the Mayor of London.

This Council instructs the Chief Executive and the Chief Planning Officer to lobby the Secretary of State for Culture, Media and Sport to bring in legislation to protect effectively locally listed buildings."

(ii) The Motion was carried by general assent.

RESOLVED:

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

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 8.50 pm).

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 31 JANUARY 2005

Chair: * Councillor Jean Lammiman

Councillors: * Blann * Osborn
 * Bluston * Pinkus
 * Gate * Seymour
 * Ingram * Thammaiah
 * Lavingia (4) * Versallion

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

[Note: Councillor Dighé also attended this meeting to speak on the item indicated at Minute 255 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 247. **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 Mitzi Green	Councillor Lavingia

 248. **Declarations of Interest:**

Councillor Seymour declared a personal interest in agenda item 11, "Report of the Benefit Fraud Inspectorate on the Administration of Housing Benefits", by virtue of having a relative who was in receipt of Housing Benefit.

Councillor Gate declared a personal interest in agenda item 16, "Joint (Overview and Scrutiny) Committee on the Re-development of Northwick Park Hospital", by virtue of his wife being a health professional.

RESOLVED: To note the interests declared by Councillors Seymour and Gate in relation to agenda items 13 and 16 respectively, and that the Members participated in the discussions and decisions on those items.

 249. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Scrutiny Review of Budget Processes: Report of the Director of Organisational Performance and Report of the Scrutiny Review Group	Consultation on the report had only just been completed. The Committee needed to receive and endorse the report of the Review Group at this meeting in order that it could be referred onto the February Cabinet meeting for consideration.
15. Recommendation 1 of the Lifelong Learning Scrutiny Sub-Committee meeting on 12 January 2005: Progress Reports on Reviews – Members' Verbal Updates	Consultation on the Recommendation had only just been completed. Measures to ensure more effective communication between the Scrutiny function and the Directorates needed to be implemented as soon as possible.

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
16. Joint (Overview and Scrutiny) Committee on the Re-development of Northwick Park Hospital	<p>Consultation on the report had only just been completed.</p> <p>The process for the appointment of Harrow's representatives onto a Joint (Overview and Scrutiny) Committee on the Re-development of Northwick Park Hospital needed to be agreed in time for the representatives to be appointed at Council on 24 February 2005.</p>

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

<u>Agenda item</u>	<u>Reason</u>
18. Report of the Benefit Fraud Inspectorate on the Administration of Housing Benefits	The report contains exempt information under Paragraph 14 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contains information relating to action taken or to be taken in connection with the prevention of crime.

250. **Minutes:**

RESOLVED: That the minutes of the meeting held on 24 November 2004, having been circulated, be taken as read and signed as a correct record.

251. **Public Questions:**

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

252. **Petitions:**

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

253. **Deputations:**

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

254. **Civic Budget 2005-06:**

The Committee considered a report of the Executive Director (Business Connections) which had been submitted to Cabinet on 16 December 2004, together with the relevant recommendation and minute of the Cabinet meeting. The report set out the draft budget for 2005/06 for consultation, and the draft Housing Revenue Account (HRA) for 2005/06. In addition, Members received a report of the Director of Financial and Business Strategy which had been submitted to Cabinet on 13 January 2005, and which set out the draft capital programme for 2005-06 to 2007-08. The relevant minute of the January Cabinet meeting had also been circulated.

At the meeting, the Committee received a presentation from the Director of Financial and Business Strategy, which provided an overview of the draft budget for 2005/06 and the budget consultation process.

Members sought further information on a number of issues, including the areas of greatest risk within the budget, and the savings arising from the Business Transformation Project. In addition, clarification was provided with regard to the Planning Delivery Grant, licensing fees and interest rates. Officers' views were sought on the recommendation arising from Phase 1 of the Scrutiny Review of Budget Processes that information provided to Members on the budget proposals include comparative data from previous years. Some of the difficulties with producing this information, including system limitations and resource implications, were outlined, but it was confirmed that this could be considered for future years.

Members expressed concern at the saving of £200K relating to Housing Benefits included in the budget proposals, and that the budget for Housing Benefits administration was being cut shortly after a dramatic improvement in the performance

of the service. Members felt that this was a disincentive for maintaining or further improving the performance of the service, and that the Council should instead be rewarding staff for the improvement achieved, although not necessarily financially. The Committee was advised, however, that the saving did not arise wholly from budget cuts, but also from extra income and increases in efficiency resulting from IT and business process re-engineering. Officers agreed that there was a need to promote a culture which encouraged staff to report underspends, and that the Council should explore ways of ensuring that services were not penalised for being efficient. In addition, it was agreed that staff should be rewarded for improving performance, and it was advised that this would be addressed by the move towards contribution-based pay agreed as part of the Single Status agreement, more work on which would be undertaken during 2005/06.

The Committee also expressed concern at the HRA subsidy loss of £4m. It was agreed that Members should receive a briefing note on this matter and, if necessary, a more detailed report to a future meeting.

Members thanked the Director of Financial and Business Strategy for the clarity of her report and for her effort in putting together the presentation.

RESOLVED: That (1) Members receive a briefing note on the HRA subsidy loss and, if necessary, a more detailed report on this matter to a future meeting; and

(2) the reports be noted.

255. **Annual Report of HR Portfolio Holder for 2003/04:**

The Committee considered a report of the Business Connections, Finance and Performance Management Portfolio Holder, who had also previously had responsibility for Human Resources (HR). The report set out the HR work of the Council, performance against key indicators, and progress made against key service objectives, for the year 2003/04.

The Business Connections, Finance and Performance Management Portfolio Holder, who was in attendance at the meeting, outlined what he considered to be the key achievements of the personnel service in 2003/04. These included the development of the Council's relationship with UNISON, the UNISON Branch Secretary's role in which was commended. He also highlighted that the service had been without a Director during 2003/04, and Members agreed to place on record their appreciation of the work undertaken by the Group Manager (HR Strategy) during that time in his capacity as Interim Head of Personnel. In addition, the Portfolio Holder outlined areas where there was still further work to be done.

Members asked detailed questions on a number of issues arising from the report. In particular, further information was sought on the recommendations arising from the Asian Applicants Review Group, and the extent to which these had been successful in addressing the issues identified. An officer undertook to give a presentation on this at a future meeting. He also undertook to raise a Member's query with regard to on-going pensions-related projects with the relevant officer.

The Committee was pleased to note that an induction process had been developed for Members elected at by-elections. There were some reservations, however, about the cost-effectiveness of in-house leadership programmes for Members; it was suggested that those Members wishing to undertake such training should do it externally.

There was a discussion with regard to sickness absence. It was noted that the 2005/06 budget proposals included a £200K saving arising from reduced sickness absence, and the Committee received an assurance that this was considered achievable. The Portfolio Holder outlined the cashable and non-cashable benefits of reduced sickness absence, and the steps being taken to address sickness absence were also outlined. Members felt, however, that the Committee required more detailed information, specifically a breakdown of sickness absence by area of work, and by nature and grade of staff, in order to be able to consider this issue fully. In addition, Members requested that future reports expand on the work of the attendance management project group, and report on the performance of the new contract for Occupational Health services.

There was also concern about the number of staff leaving or taking early retirement, particularly as a result of the Middle Management Review (MMR), and about the lack of detailed information on this in the report. Members requested that the Committee receive this information broken down by pay band, and that these issues be incorporated into the scope of the scrutiny review of MMR. In addition, it was noted that the report did not bring out the results of the staff survey, and reference was made

to problems with the consultation on single status and the effects thereof on the morale of junior staff. In response, the Portfolio Holder highlighted that every request for early retirement was submitted to the Early Retirement Sub-Committee for consideration. Officers added that the number of staff taking early retirement was quite small, and undertook to provide the Committee with anonymised statistics. The Portfolio Holder also agreed that there had been problems with the consultation on single status, but gave an assurance that lessons had been learnt and the problems would be addressed.

The Chair requested that the concerns raised by Members be taken forward by officers and forwarded to the Communications, Partnership and Human Resources Portfolio Holder, and that the Committee be kept fully informed of the outcome. It was noted that the Committee needed to consider how it dealt with the issue of sickness absence, and it was agreed to bring this forward as an area to be looked at as part of the considerations on the Committee's work programme for 2005/06.

RESOLVED: That the report be noted.

256. **Report of the Benefit Fraud Inspectorate on the Administration of Housing Benefits:**

Further to the Committee's consideration, at its last meeting, of the draft Benefit Fraud Inspectorate (BFI) report on the re-inspection of the Housing Benefits service, Members now received a report of the Director of Business Services which set out the final BFI report.

Members congratulated officers on the BFI report and felt that it should be publicised. The Committee had previously undertaken a scrutiny review of Housing Benefits administration, and it was suggested that the Lead Member for that review make a statement to the press.

The importance of organisational learning, and of the lessons learnt by the Housing Benefits service being applied elsewhere in the Council, was highlighted. Members were also concerned that the level of performance of the Housing Benefits service be maintained. The Committee received an assurance that the new IT system, without which the improvement in performance would not have been possible, was continuing to work well, and that officers were now seeking to further improve the service in order to achieve an "excellent" rating.

RESOLVED: That the report of the Benefit Fraud Inspectorate be noted.

(See also Minute 248).

257. **IT Strategy Progress and IT Improvement Report:**

The Committee considered a report of the Director of Business Services, which set out progress against the key objectives in the service plan for Harrow IT Services (HITS) for 2004/05, and against the ICT strategy. The Director of Business Services also gave a verbal update at the meeting on the progress of the Business Transformation Project.

Members were pleased to note the amount of work on-going in this area, and the amount of progress that had been made. In response to Members' queries, further information was provided on planned improvements to Member IT provision, and on the business process re-engineering team. It was noted that it was intended to produce a communications strategy for HITS, and it was suggested that this be submitted to the Publications Advisory Panel in due course. In addition, progress with regard to business continuity planning was noted, and the importance of thorough testing in identifying gaps was highlighted. The importance of stakeholder input into the development of the business portal was also highlighted.

With regard to the Business Transformation Project, it was noted that a seminar to provide Members with a detailed update on this would be arranged shortly, and Members requested that this also provide an update on the First Contact initiative.

RESOLVED: That the report be noted.

258. **Extensions of the Meeting:**

At 10.00 pm, during discussion of the above item, and subsequently at 10.26 pm and 10.43 pm, following discussion of the above item and of agenda item 15, "Recommendation 1 of the Lifelong Learning Scrutiny Sub-Committee meeting on 12 January 2005: Progress Reports on Reviews – Members' Verbal Updates", the Chair drew the attention of the meeting to the time.

RESOLVED: That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.30 pm, 10.45 pm and 11.00 pm respectively.

259. **Scrutiny Review of Budget Processes:**

The Committee received the final report arising from phase 1 of the scrutiny review of budget processes.

It was noted that the final report did not differ in content to the draft version which had been considered by the Committee at its last meeting on 24 November 2004, but had now been put into a format which was consistent with that of other scrutiny review reports. It was therefore agreed to endorse the report, and refer it to Cabinet for consideration.

The Lead Member for the review, Councillor Ingram, gave an update on the progress of Phase 2 of the review. It was noted that the pilot Community Budget Group (CBG) had been established, but that this still required more members and, in particular, a nomination from the Labour Group.

It was also noted that the Scrutiny Support Officer for the review, Lopa Sarkar, would be leaving the Council's employ later in the week, and Members expressed their appreciation of all the work she had done to support the review.

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

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

260. **Progress Reports on Reviews - Members' Verbal Updates:**

(a) **Review of the New Harrow Project**

The Chair, who was the Lead Member for this review, reported that the next phase of the review would examine the Middle Management Review, organisational performance, and would also include a light-touch review of the area structure. It was hoped to arrange a briefing from the Area Directors on the operation of the area structure, and to open this up to all Members of Council.

(b) **Review of Public Engagement**

The Chair reported that Members would be working with the Policy and Partnership Service, which was currently developing a community engagement strategy. This review could be part of the overall review of the New Harrow Project, or a separate review. The Review Group was keen to co-opt community representatives and members of the public onto the Group, and had invited the Chief Executive of the Harrow Association of Voluntary Service to serve on the Review Group.

Members suggested that this review should include consultation on traffic schemes. It was noted that this had also been the subject of an earlier review by the Environment and Economy Scrutiny Sub-Committee.

RESOLVED: That the verbal updates be noted.

261. **Recommendation 1 of the Lifelong Learning Scrutiny Sub-Committee meeting on 12 January 2005: Progress Reports on Reviews - Members' Verbal Updates:**

Further to Recommendation 1 of the meeting of the Lifelong Learning Scrutiny Sub-Committee held on 12 January 2005, it was

RESOLVED: To explore further procedures to ensure more effective communication between the Directorates and the Scrutiny function.

262. **Joint (Overview and Scrutiny) Committee on the Re-development of Northwick Park Hospital:**

The Committee received a report of the Director of Legal Services which advised of the need to establish a Joint (Overview and Scrutiny) Committee to consider the proposals for the re-development of Northwick Park Hospital, and sought approval to the proposed process for appointing Harrow's representatives on the Joint Committee.

There was some concern about the resource implications arising from participation in the Joint Committee, and the need for the London Borough of Brent to also provide support to the Joint Committee was stressed.

RESOLVED: To (1) note that a Joint (Overview and Scrutiny) Committee will be established to consider the proposals for the re-development of Northwick Park Hospital; and

(2) approve the process for appointing Harrow's representatives on the Committee, as set out in paragraph 2.2.1 of the officer report.

(See also Minute 248).

263. **Strategic Performance Report and Updates on Corporate Governance:**
Further to this having been raised as an item of any other business, Members noted that the Committee had not received the regular Strategic Performance Report at this meeting but that it would be submitted to the Committee's next meeting. Members also requested that the Committee start receiving regular updates on corporate governance, and the Director of Organisational Performance undertook to raise this with the relevant Director.

RESOLVED: That the above be noted.

264. **External Audit Review of Scrutiny:**
Further to the Chair having raised this under any other business, she gave an update on the position with regard to the External Audit review of scrutiny.

Concern was expressed about the contents of the draft report and other issues relating to the review. It was noted that the scrutiny Chairs and Vice Chairs would be having a meeting about the review on 10 February 2005.

RESOLVED: That the above be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.55 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

SCRUTINY
SUB-COMMITTEES

CALL-IN SUB COMMITTEE

11 JANUARY 2005

Chair: * Councillor Mitzi Green

Councillors: * Gate * Seymour (1)
 * Osborn * Mrs R Shah (3)

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

[Note: Councillors C Mote, John Nickolay and Romain also attended this meeting in a participatory role].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

40. **Appointment of Chair:**

RESOLVED: To note the appointment at the Overview and Scrutiny Committee meeting on 24 November 2004 of Councillor Mitzi Green as Chair of the Sub-Committee for the remainder of the 2004/05 Municipal Year.

41. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Jean Lammiman	Councillor Seymour
Councillor Thammaiah	Councillor Mrs R Shah

42. **Declarations of Interest:**

Councillors Mitzi Green and Seymour declared personal interests in agenda item 8, "Call-in of Environment and Transport Portfolio Holder Decision: Stanmore CPZ – Consultation Results", by virtue of being members of the Edgware Reform Synagogue, which was close to the area of the proposed extension to the CPZ.

RESOLVED: To note the personal interests declared by Councillors Mitzi Green and Seymour in agenda item 8, and that the Members participated in the discussion and decision on that item.

43. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 8, "Call-in of Environment and Transport Portfolio Holder Decision: Stanmore CPZ – Consultation Results", be considered prior to agenda item 7;

(2) in accordance with the Local Government (Access to Information) Act 1985, this meeting be called with less than 5 clear working days' notice by virtue of the special circumstances and grounds for urgency stated below:-

Special Circumstances/Grounds for Urgency: Under Overview and Scrutiny Procedure Rule 22.6, a meeting of the Call-in Sub-Committee must be held within 7 clear working days of the receipt of a request for call-in. This meeting therefore had to be arranged at short notice and it was not possible for the agenda to be published 5 clear working days prior to the meeting.

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
7(d). Statement by the Environment and Transport Portfolio Holder) Due to the short timescales for arranging and publishing the agenda for meetings of the Call-in Sub-Committee, this documentation was not available at the time of publishing the main agenda. These items were admitted to the agenda in order to enable the Portfolio Holder, who was unable to attend the
8(d). Statement by the Environment and Transport Portfolio Holder	

meeting, to explain the reasons for the decisions and to respond to the issues raised in the call-in notices.

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

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

RESOLVED: To appoint Councillor Jean Lammiman as Vice-Chair of the Sub-Committee for the remainder of the 2004/05 Municipal Year.

45. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 November 2004, having been circulated, be taken as read and signed as a correct record.

46. **Call-in of Environment and Transport Portfolio Holder Decision: Stanmore CPZ - Consultation Results:**

Members considered a decision of the Environment and Transport Portfolio Holder dated 20 December 2004 to introduce limited extensions to the Stanmore CPZ, and to undertake further consultation with residents of a number of roads within the planned extensions. The Sub-Committee received the notice invoking the call-in procedure, the record of the Portfolio Holder's decision, the documentation sent to the Portfolio Holder to inform his decision, and a statement from the Portfolio Holder, who was unable to attend the meeting.

The decision had been called-in on two grounds: inadequate consultation with stakeholders prior to the decision, and the absence of adequate evidence on which to base a decision.

At the meeting, a Member representing the signatories to the call-in notice stated that the concerns relating to the evidence on which the decision had been based had now been addressed by officers. The concerns relating to the adequacy of consultation remained, however, and these applied specifically to paragraph (5) of the Portfolio Holder's decision, which was as follows:

“that a Controlled Parking Zone be created in Howberry Road between Cloyster Wood and Wychwood Avenue including Howberry Close as shown at Appendix M of the officer report to operate, Monday to Friday, 2pm to 3pm, and the residents of Howberry Road and Howberry Close be written to in parallel to the statutory consultation in order to explain the benefits of the scheme”.

It was confirmed that the remainder of the Portfolio Holder's decision was not disputed.

The Member put the case for the call-in. He felt that the officer report, specifically paragraph 2.3.11.11, had misrepresented the views of the Canons Park Residents' Association (CAPRA), in that it suggested that CAPRA favoured a Controlled Parking Zone incorporating a residents' parking scheme. The Association's preferred option was, in fact, yellow line waiting restrictions. In addition, he felt that the results of the Council's consultation had been inconclusive. Consultation undertaken by CAPRA, the results of which were tabled at the meeting, showed that the majority of respondents did not want a residents' parking scheme. Residents wanted to be re-consulted and given the choice of a residents' parking scheme or yellow line waiting restrictions. The arguments for the call-in were endorsed by a Ward Councillor who was backbenching; he stated that the views of residents were not accurately reflected by the decision and requested that the properties in the affected area, of which there was approximately 68, be re-consulted.

Upon being invited to respond, officers advised that the report made no suggestion that the scheme offered in the consultation document was CAPRA's preferred option, but stated only that the relevant area was included in the consultation as a result of requests from CAPRA. It was explained that the yellow line waiting restrictions preferred by CAPRA discriminated against residents without off-street parking, as they made no provision for residents parking during the restricted hour; when the Council had introduced the existing yellow line scheme south of Cloyster Wood, a number of complaints about this had been received. In addition, officers considered that the consultation had not been inconclusive – of the 17 responses received, 13 had been in favour of the residents' parking scheme offered in the consultation document, and 4 against, only two of which had requested a yellow line scheme. There had also been

two stakeholder meetings, to both of which CAPRA had been invited. It was emphasised that the merits of both schemes had been fully debated at the Traffic and Road Safety Advisory Panel meeting on 1 December 2004, upon the recommendation of which the Portfolio Holder had made his decision, and that the Panel had reached the conclusion that the yellow line option would be an inferior scheme.

Members of the Sub-Committee asked detailed questions on a number of issues. In particular, it was clarified that the initial consultation had only offered residents the option of a residents' parking scheme, not the alternative of a yellow line scheme; Members representing the signatories to the call-in considered this the key failing of the consultation. Ward Councillors had been consulted on the draft consultation documents, however, and had not raised this as an issue. In addition, it was noted that over 60% of residents had not responded to the consultation. It was advised that if residents were re-consulted, this may result in both a delay in the implementation of the scheme and additional costs. It was noted, however, that the re-consultation could be carried out in parallel with the statutory consultation for the residents' parking scheme in order to minimise any delay.

Discussion having turned to the decision before the Sub-Committee, Members were concerned that, although consultation had taken place, it had not offered residents both the available options. It was therefore agreed to uphold the call-in of the decision. A Member also commented that if the Council introduced a scheme to which residents were opposed, they would have to live with it for some time before it was reviewed; he suggested that residents be re-consulted, but also informed that the re-consultation may result in a delay in the implementation of the scheme and additional costs.

RESOLVED: That (1) the call-in of paragraph (5) of the decision be upheld on the grounds of inadequate consultation with stakeholders prior to the decision, and that this part of the decision be referred back to the Portfolio Holder for re-consideration; and

(2) the remainder of the decision be implemented.

47. **Call-in of Environment and Transport Portfolio Holder Decision: Petts Hill Bridge - Scheme Design and Consultation Results:**

Members considered a decision of the Environment and Transport Portfolio Holder dated 20 December 2004 to implement a scheme to improve traffic and pedestrian access at the Petts Hill Bridge junction. The Sub-Committee received the notice invoking the call-in procedure, the record of the Portfolio Holder's decision, the documentation sent to the Portfolio Holder to inform his decision, and a statement from the Portfolio Holder, who was unable to be present. In addition, appendix 19 to the Borough Spending Plan, which related to the Petts Hill Bridge Scheme, had been circulated to Members, and the public consultation document and the business case summaries for both the 3-lane and the 4-lane schemes were tabled at the meeting.

The decision had been called-in on two grounds: inadequate consultation with stakeholders prior to the decision, and the absence of adequate evidence on which to base a decision.

Upon being invited to put the case for the call-in, a Member representing the signatories to the call-in notice stated that the concerns relating to the evidence on which the decision had been based, specifically, the availability of the minutes of the Traffic and Road Safety Advisory Panel meeting on 1 December 2004, had now been addressed by officers. He outlined the reasons why the decision had been called in on the grounds of inadequate consultation. He highlighted that the Borough Spending Plan stated that the Petts Hill Bridge scheme "would be designed in consultation with local people". However, all the consultation about the scheme, including the public consultation document and the display of the proposals at Welldon Park First School, had only given the option of the 3-lane interim scheme, not the 4-lane new bridge option.

In addition, the Member considered that the public consultation document was inadequate as it had asked only two questions, namely "Do you feel that something needs to be done about the bottleneck at the Petts Hill Bridge?" and "Do you feel that this scheme will help to improve the situation?". The Member considered that, given the problems of congestion at the junction, these were loaded questions which were unlikely to elicit a negative response. He also called into question the accuracy of the illustrations in the consultation document.

The Member made a number of other points about the two options for the scheme. In particular, he expressed concern that the 3-lane scheme would not alleviate congestion in Northolt Road, and that the pedestrian tunnels proposed as part of the 3-lane scheme would be a focus for crime and vandalism. He also pointed out that it would cost less to implement the 4-lane scheme (£7m), than to proceed with the interim 3-lane scheme now and to upgrade to a 4-lane scheme at a later date (£9.12m). He questioned the efforts made to secure the funding for the 4-lane option and suggested that, if there were a round table discussion with local MPs, the Mayor and GLA Members, it may still be possible to find a way of securing this. He tabled some correspondence exchanged with the Portfolio Holder.

Upon being invited to respond, officers agreed that the 4-lane new bridge scheme would be the preferred option and would cost less in the long term. However, it had not been possible to secure sufficient funding for the 4-lane scheme despite extensive efforts in this regard, which were outlined. The Cabinet had therefore made a decision to proceed with the 3-lane interim scheme. For this reason, the public had not been consulted on the 4-lane scheme.

With regard to the public consultation document, it was advised that this had been produced by the Council's Communications section, which was experienced in producing such documents, and that it had been designed to maximise response. Such documents needed to be short and simple, otherwise the public would not read and respond to them. The first two questions had been designed to start to engage with consultees, and to get a flavour of high-level views. A third question had invited comments about the scheme. This had resulted in comments relating to 20 different aspects of the scheme, including pedestrian safety in the tunnels; it had therefore been successful in drawing out design issues. It was also confirmed that the illustrations on the consultation document were accurate.

A Member who was backbenching argued that the consultation should have informed the public that it may be possible to proceed with a better, 4-lane option at a later date, and suggested that there should have been greater liaison with the London Borough of Ealing, as this may have produced a better consultation document. Officers advised, however, that the consultation had been very much a joint exercise agreed with the London Borough of Ealing. In addition, it was pointed out that there was no guarantee that the Council would ever secure the funding for the 4-lane new bridge scheme, as it did not currently feature in any published future spending plans of TfL or the Mayor of London. The alternative to proceeding with the 3-lane interim scheme would therefore have been to do nothing; the questions in the consultation document had given the public the opportunity to choose that option.

Members asked detailed questions on a number of issues. It was advised that the level of response to the public consultation document, of which 11,000 copies had been distributed, had been considered adequate. A Member representing the signatories to the call-in notice stated that some residents had not received the consultation document. It was advised, however, that the Council had not received any complaints about the leaflets not having been received. In addition, Members noted that the consultation had been widely publicised in the press.

There was some discussion about the extent to which the comments made in response to the consultation had influenced the design of the scheme. In addition, the Member representing the signatories to the call-in notice argued that the public had been presented with a fait accompli; he suggested that the consultation should have been carried out a year earlier in order to enable the public to have an input into the scheme design. Officers advised, however, that it was normal practice to consult on a specific proposal, because if the public were presented with a blank piece of paper, it would not engage them. In addition, it had not been possible to carry out the consultation a year earlier, as at that stage funding for the 3-lane interim scheme had not been confirmed. If the Council consulted on a scheme for which the funding was not secured, this would raise public expectations which the Council may not be able to deliver on, and would be an abortive expense if the scheme did not go ahead.

It was also noted that, if the Council proceeded with the 3-lane interim scheme, the case for the upgrade to the 4-lane new bridge scheme would be reduced, because some of the benefits of the 4-lane scheme would already have been achieved. However, this would be offset by the reduced costs that would be needed to upgrade from the interim scheme to the final new bridge scheme. In addition, if the Council waited to go ahead with 4-lane new bridge scheme, funding for the 3-lane interim scheme would be seriously prejudiced and probably lost.

Discussion having turned to the decision before the Sub-Committee, Members agreed that the 4-lane new bridge scheme was the preferred option, but that there was no definite funding for it. The Sub-Committee was also satisfied with the breadth of the consultation and that the consultation had been widely publicised. With regard to the option which had been consulted upon, some Members felt that residents should have been given the alternative option of a scheme which may be several years away, and that the consultation was therefore flawed. Other Members felt, however, that the consultation had given residents the opportunity to reject the 3-lane scheme, and that it would not have been right to consult on a scheme that might not be implemented. It was therefore

RESOLVED: That the grounds for the call-in be rejected and the decision be implemented.

[Note: Councillors Osborn and Seymour wished to be recorded as having voted against the above decision].

48. **Call-in Notices:**

Further to this having been raised as an item of any other business, Members requested that call-in notices be date-stamped upon receipt. Officers undertook to do this.

(Note: The meeting having commenced at 7.35 pm, closed at 9.42 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

LIFELONG LEARNING SCRUTINY SUB-COMMITTEE**12 JANUARY 2005**

Chair: * Councillor Mitzi Green

Councillors:	* Nana Asante	* Janet Mote
	* Gate	John Nickolay
	* Mary John	* Omar
	* Kinsey	* Anjana Patel (2)
	* Vina Mithani (1)	

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

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

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

[Note: Councillor Stephenson also attended this meeting in a participatory role].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Progress Reports on Reviews - Members' Verbal Updates**

Your Sub-Committee discussed the progress of its review of exclusions.

Members were concerned to note that an external review of exclusions was being undertaken by a consultant in addition to the scrutiny review. They expressed concern that the Sub-Committee had not been made aware of the external review before it had prepared a scoping report for the scrutiny review. The Chair suggested that a recommendation be made to the Overview and Scrutiny Committee requesting the introduction of procedures designed to avoid duplication of work and a further breakdown of communication.

Resolved To RECOMMEND:

That the Overview and Scrutiny Committee explore further procedures to ensure more effective communication between the Directorates and the Scrutiny function.

(See also Minute 193(b)).

PART II - MINUTES184. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor Osborn
Councillor Jean LammimanReserve MemberCouncillor Anjana Patel
Councillor Vina Mithani185. **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.186. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
10. Update following the Review on the Distribution of SEN Statements	This report was a late addition to the agenda and was consequently unavailable at the time the main agenda was printed and circulated. Members were requested to consider this item in order to receive an update on a previous review, in line with its request to regularly monitor the number of SEN statemented pupils in the Borough's schools.
12. Travellers' Education Service	This report was a late addition to the agenda and was consequently unavailable at the time the main agenda was printed and circulated. Members were requested to consider this item in line with the Sub-Committee's request to receive a report on the Travellers' Education Service.

(2) item 13 be considered after item 8; and

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

187. **Minutes:**

RESOLVED: That (1) the minutes of the meeting held on 13 October 2004, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meeting held on 8 December 2004 be deferred until printed in the next Council Bound Minute Volume.

188. **Public Questions:**

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

189. **Petitions:**

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

190. **Deputations:**

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

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

The Sub-Committee received a report from the Executive Director (Business Connections) and Executive Director (People First), which detailed the proposed People First Education budget for 2005/2006. The Council's total budget was based on a 1.48% increase in Council Tax. The Portfolio Holder for Education and Lifelong Learning explained that consultation was ongoing with the public, through the MORI poll and two public meetings due to be held on 18 January and 3 February 2005. It was added that comments would be welcomed throughout this process.

The Sub-Committee discussed the proposal to introduce Sunday opening for libraries. The Portfolio Holder for Education and Lifelong Learning explained that two libraries would be open for four hours on Sundays. In relation to Community Schools, the Portfolio Holder for Education and Lifelong Learning clarified that the scheme would be rolled out to all schools that wished to take it up, and outlined the funding that would be available to each of the seven 'clusters' of schools.

RESOLVED: That the report be noted.

192. **Strategic Performance Report:**

The Chair informed the Sub-Committee that the Portfolio Holder for Education and Lifelong Learning had agreed to provide Members with an overview of areas of concern included in the Strategic Performance Report. It was explained that the 2004 figures were only partial results, based on information from 1 July 2004 to 30 September 2004. An officer explained that green meant the target had been achieved, amber meant the Council was within 5% of the target and red meant the Council was more than 5% off

the target. Although there were a number of areas categorised as red, it was noted that the targets set by the DfES did not reflect the Council's current position. An officer added that the targets did not record a 'near miss' and as a result the figures failed to distinguish those areas that had only marginally fallen within the red category.

Regarding targets in general, the Portfolio Holder for Education and Lifelong Learning explained that, in isolation, targets could often be misleading and needed to be considered together within the context of the area that they were measuring. It was noted that targets were beneficial given that a failure to meet them would prompt measures to improve that particular area of concern. As a result the Council would not always expect to meet every target. The Chair added that the Sub-Committee would be keen to be sent the most recent targets, when they had been published.

RESOLVED: That the above be noted.

193. **Progress Reports on Reviews - Members' Verbal Updates:**

- (a) Phase Three Delegated Funding
The Sub-Committee heard that the final report had been agreed. Following approval by the Chair and Vice Chair the report would be referred to Cabinet.
- (b) Exclusions Review
Further to Recommendation 1 above, the Director of Learning and Community Development explained the decision to undertake an external review of exclusions. He reported that the rate of exclusions in Harrow's schools had been very high for too long and that previous initiatives had failed to remedy the problem. The Director of Learning and Community Development reported that the problem was extremely complex and in his opinion would therefore benefit from both reviews.

It was reported that the external consultant would provide the opinion of a highly experienced professional. The Director of Learning and Community Development anticipated that the two reports would compliment each other and hoped that the Sub-Committee continued its work on the review. The Portfolio Holder for Education and Lifelong Learning supported the work of both reviews and welcomed an opportunity for all interested parties to meet to discuss a way for both reviews to move forward. It was further explained that the decision to undertake an external review of Exclusions and Behaviour was made before Christmas.

In reply to a question from a Member, the Director of Learning and Community Development explained that the cost of the consultant was expected to be in the region of £8,000. Members were concerned that their work had already commenced on the review in October and the news of the appointment of the consultant had only come to light the previous week. Members expressed the view that the terms of reference for the consultant represented considerable overlap with the scope agreed by the Sub-Committee in October 2004 and were concerned that to continue with the review at this point would be a duplication of effort. The Director of Learning and Community Development accepted that officers should have advised the Sub-Committee of the decision and apologised for the confusion that had followed.

The Chair outlined three options, one of which was to continue the review as planned. Another option outlined was to cease work on the review and view the consultant's report in April. The final option identified was to wait for the consultant's report but in the meantime work on a different area. Following discussions on the Sub-Committee's options, it was agreed that Members would meet with the consultant on 24 January 2005 to consider the draft report. It was further agreed that the Sub-Committee would receive the consultant's final report at its meeting on 19 April 2005. Until such time, it was agreed that the Sub-Committee would cease its work on the exclusions review.

Members discussed how best to use the resources of the Sub-Committee and concluded that an informal meeting would be convened for the end of February to consider areas of the Cultural Strategy. It was added that the Audit Commission would be undertaking a Cultural Inspection in March 2005 and that officers would be primarily focused on achieving a positive outcome for the Council.

RESOLVED: That the verbal updates be noted.

194. **Response to the Recommendations Put Forward by the Scrutiny Review of the Statementing Process for Children with Special Educational Needs (SEN):**

The Sub-Committee considered a report of the Director of Children's Services. The report provided a response to the recommendations put forward by the Sub-Committee's review of the statementing process for children with Special Educational Needs (SEN). The Chair commented that it was good to see many of the Sub-Committee's recommendations being implemented.

A Member suggested that providing a more extensive list of frequently asked questions could reduce the number of telephone calls that SEN caseworkers received. The officers responded by saying that an information booklet was already provided for parents.

Officers explained that the information referred to in Recommendation 13 of Appendix A would be included in the report on the SEN Strategy at the Sub-Committee's meeting on 27 June 2005. The Chair asked for a further update at the Sub-Committee's meeting on 20 September 2005.

RESOLVED: That (1) the report be submitted to the Cabinet Information Circular; and
(2) the report be noted.

195. **Update following the Review on the Distribution of SEN Statements:**

The Sub-Committee considered a report of the Director of Children's Services, which provided a comparison of the position with regard to the number of statements of Special Educational Needs in Harrow's mainstream schools in 2002 and 2004. The Portfolio Holder for Education and Lifelong Learning explained that legislation had allowed parents a greater degree of freedom in choosing which schools their child would attend. It was added that the figures from 2002 - 2004 showed little change. The Chair asked that the Sub-Committee receive the January 2005 figures when available.

RESOLVED: That the Sub-Committee receive the January 2005 figures when available.

196. **Early Years and Childcare Strategy Update Report:**

The Sub-Committee considered a report of the Executive Director (People First), which provided Members with an update on the Early Years and Childcare Strategy. The Chair raised the issue of children starting school without the authorities being aware that they had Special Educational Needs (SEN). An officer explained that there were two area SEN Co-ordinators (SENCOs) that worked up until the end of Reception. It was added that from April – December 2004 there had been 163 children that required support in the years preceding Reception. In response, it was reported that staffing levels would be raised to deal with the workload. Members were advised that pupils often transferred from different Boroughs, which could lead to children not being identified as having SEN at their new schools. It was added that area SENCOs attended transition meetings to ensure that the introduction into school for children with SEN was personalised.

A Member commented that the diagram on page 47 of the report would be of interest to members of other scrutiny committees and that they should be informed of this.

RESOLVED: That (1) the Sub-Committee receive a further update at its meeting on 10 January 2006; and

(2) the report be noted.

197. **Travellers' Education Service:**

The Sub-Committee considered a report of the Director of Learning and Community Development, which outlined the work and role of the Traveller Achievement Service. It was reported that the service aimed to provide sustained support for traveller pupils. Members were referred to page 4 of the second supplemental agenda, which stated that 50% of gypsy and traveller children in the country were listed as having Special Educational Needs and an increased risk of exclusion. Figures for 2002/03 showed that Harrow's schools were below the national average in terms of exclusions for traveller pupils.

RESOLVED: That the report be noted.

(Note: The meeting having commenced at 7.35 pm, closed at 9.54 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

**STRENGTHENING COMMUNITIES SCRUTINY
SUB-COMMITTEE****25 JANUARY 2005**

Chair: * Councillor Thammaiah

Councillors: Janet Cowan
* Ann Groves (3) Vina Mithani
* Lavingia (1) * Omar
* Osborn (1)* Denotes Member present
(1) and (3) Denote category of Reserve Member

[Note: Councillor Marie-Louise Nolan also attended this meeting in a participatory role].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**130. **Appointment of Chair:****RESOLVED:** To note the appointment of Councillor Thammaiah as Chair of the Sub-Committee for the remainder of the 2004/2005 Municipal Year, as agreed by the Overview and Scrutiny Committee at its meeting on 24 November 2004.131. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor Dharmarajah
Councillor Gate
Councillor SeymourReserve MemberCouncillor Ann Groves
Councillor Lavingia
Councillor Osborn132. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Crime and Drugs Strategy (2005-2008)	Councillor Ann Groves	Declared a personal interest arising from the fact that she is a magistrate.

133. **Arrangement of Agenda:****RESOLVED:** That (1) item 13 on the Main Agenda be considered before item 12; and
(2) all items be considered with the press and public present;134. **Appointment of Vice-Chair:****RESOLVED:** That Councillor Seymour be appointed as Vice-Chair of the Sub-Committee for the remainder of the Municipal Year 2004/2005.135. **Minutes:****RESOLVED:** That the minutes of the meeting held on 14 October 2004, having been circulated, be taken as read and signed as a correct record.136. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

137. **Petitions:**

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

138. **Deputations:**

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

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

RESOLVED: To note that no references were received from Council and/or other Committees at the meeting.

140. **Question and Answer Session with the Portfolio Holder for Communications, Partnership and Human Resources:**

The Chair welcomed the Portfolio Holder to the meeting and began the question and answer session by addressing the Post Office closure programme. The Portfolio Holder was asked whether the Council would have a further role in ensuring that the remaining Post Office branches were adequate and improved as far as possible.

In response, the Portfolio Holder stated that the closure programme would need to be monitored, and that this could be an area for the Sub-Committee to return to in six months' to a year's time. She noted that despite the closure of many Post Offices, remaining branches had not experienced an increase in usage. She suggested that this might be the result of new electronic services such as the payment of pensions directly into bank accounts.

A Member commented that it might be possible for London Boroughs to pursue legal action against Post Office Ltd. In response, the Portfolio Holder suggested that consultation with neighbouring boroughs should occur before any action was taken, but agreed to consult with her fellow Portfolio Holders on this issue.

A Member having asked a question relating to the area of youth diversionary activities and, in particular, how partnerships would play a role in the provision of facilities, the Portfolio Holder informed the Sub-Committee that a report in this area was currently being drafted and was to be submitted to the meeting of the Cabinet in March. She highlighted the importance of both the work undertaken by the Youth Offending Team, and the provision of after-school activities. With regard to community groups, she emphasised that communication was essential in order to analyse the provision of youth services in the borough and to investigate what activities young people would prefer to do in their spare time.

The remainder of Members' questions to the Portfolio Holder focused on the Harrow Strategic Partnership (HSP). Members expressed concern as to how the Council would ensure that the HSP was held accountable for its decision-making and use of resources. The Portfolio Holder responded by stating that there were four Elected Members on the HSP Board who represented the main political parties. Concerning her own role, the Portfolio Holder stated that she served on both the Executive and the Board which enabled the reporting of work to stakeholders and to the Strengthening Communities Scrutiny Sub-Committee.

In response to a further question from a Member, the Portfolio Holder provided information with regard to the engagement of local community and voluntary groups in the Partnership. In particular, she highlighted that four representatives from the voluntary sector would serve on the HSP board until May 2006. A Member commented that, as Chair of two Reference Groups, she had received little feedback from the Partnership. The Portfolio Holder agreed to investigate the matter and provide an update report at the next meeting of the Sub-Committee scheduled to take place on 13 April 2005.

The role of scrutiny in monitoring the HSP's effectiveness was queried. The Portfolio Holder informed Members that the HSP should be appropriately inclusive and adept at identifying local needs and that, consequently, scrutiny had a role to play in ensuring that this occurred. In addition, the Portfolio Holder stated that the monitoring of the Community Engagement Strategy and the assessment of its effectiveness were also functions that scrutiny could perform. In response to a query regarding the extent of the influence that scrutiny could exert over the policy making process, the Portfolio Holder highlighted the value of scrutiny being involved at an early stage in the process.

To conclude the question and answer session, the Portfolio Holder's views were sought on the future development of the HSP. She stated that it was important to measure the impact of the Partnership; the Government was now assessing how authorities pursued their priorities and the successes that were achieved. In addition, she emphasised the importance of pooling resources and expertise, and the need to involve local businesses. An officer advised of an improvement plan being used by all London boroughs, and undertook to forward this to the Lead Officer for the Sub-Committee.

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

(2) an update report on feedback from the Harrow Strategic Partnership to Reference Groups be provided at the next meeting of the Sub-Committee scheduled to take place on 13 April 2005.

(Note: Following due consideration, this item was taken at the beginning of the meeting before all other items on the agenda).

141. **Harrow Community Transport - The Future:**

The Sub-Committee received a presentation from two representatives of Harrow Community Transport Network. Members were informed that the organisation had been established 25 years ago, as a result of a study conducted by the Harrow Association of Disabled People. It was advised that the organisation was run by volunteers and provided safe, accessible transport for individuals and other organisations within the borough.

The Sub-Committee was informed that Harrow Community Transport Network was currently undergoing a re-structuring programme which included the appointment of new trustees, a full-time manager and a part-time administrative assistant. This required substantial funds which it was hoped could be gained through the Bridge House Trust and, potentially, Harrow Council, Harrow Primary Care Trust and Transport for London.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the support that the Authority could offer the organisation, it was noted that the Grants Advisory Panel had recommended that a sum of £5,000 be donated to the organisation. Additionally, a Member suggested that the Executive be requested to fully support the work of Harrow Community Transport Network and to administer financial aid as and when it was required, to which it was agreed.

The Sub-Committee requested that it be kept informed of any developments regarding the organisation's bids for funds, to enable Members to lend additional support at a later stage.

RESOLVED: That (1) the above information be noted;

(2) the Executive be requested to fully support the work of Harrow Community Transport Network and to administer financial aid as and when it is required; and

(3) the Sub-Committee be kept informed of any developments regarding the organisation's re-structuring programme and bids for funds.

142. **Crime and Drugs Strategy (2005 - 2008):**

The Sub-Committee received a report of the Interim Head of the Crime Reduction Unit and the Drug Action Team (DAT), which detailed the Council's draft Crime and Drugs Strategy and priorities for 2005-2008. The Sub-Committee additionally received an update report on crime statistics within the borough from a representative of the Metropolitan Police.

Members were informed that the fear of crime was high amongst Harrow residents despite the fact that there had been a marked decrease in the number of certain crimes. For example, there had been a month on month decrease in the incidence of residential burglary throughout the year. However, concern was expressed at the levels of racial and homophobic related crimes in the borough.

With regard to the Crime and Drugs Strategy, it was advised that after national and local priorities had been considered and the results of widespread consultation with the public analysed, four main priority areas had been identified for inclusion in the strategy. These consisted of tackling and preventing youth crime, property crime, a reduction in the impact of anti-social behaviour and Violence Against the Person (VAP). In addition, Members were informed that three cross-cutting themes were to underpin each of these priority areas - Community Involvement and Diversity, Prolific and Priority

Offenders Scheme, and Drugs and Alcohol. The officer noted that fear of crime was a particular issue in Harrow, in comparison with the actual level of crime that took place.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the after-care available for drug users, it was advised that the government targets on Drug Treatment and Testing Orders had been met in Harrow, although work would be undertaken with the police in cases where these orders were not being complied with.

RESOLVED: That the above be noted.

(See also Minute 132).

143. **Towards a Corporate Community Engagement Strategy:**

The Sub-Committee received a report of the Director of Organisational Performance which detailed the first stage in the production of the Council's Community Engagement Strategy.

Members were informed that the report was a discussion paper. They were invited to endorse the principles contained within Harrow Council's Code of Engagement, and to comment upon the list of organisations that would be consulted on the Community Engagement Strategy.

It was advised that once the consultation groups had had an opportunity to express their views, the approval of Members would be sought, followed by public consultation. The Sub-Committee agreed that the Partnership for Older People should be included in the list of consultees.

In the discussion that followed, Members sought clarification on a number of issues. In response to a query regarding the extent of the impact that consultees could have on the policy making process, an officer advised that there was a need for effective communication with the general public, which included a degree of honesty. In relation to mass consultation, a Member commented that this often became the property of a few and enquired as to whether area forums still existed; an officer undertook to provide clarification on this issue.

In conclusion, it was advised that the Overview and Scrutiny Committee would be considering the Community Engagement Strategy as part of its 2005/2006 Work Programme and that the input of this Sub-Committee would be sought. Members were informed that a review group was to be established and nominations were invited, in order to provide a facilitative role between the Strengthening Communities Scrutiny Sub-Committee and the Overview and Scrutiny Committee. Councillors Ann Groves and Osborn both expressed an interest in serving on this review group.

RESOLVED: That (1) the principles contained within the discussion paper be endorsed; and

(2) the Partnership for Older People be added to the list of consultees.

(Note: The meeting having commenced at 7.31 pm, closed at 10.09 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH
Chair

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 13 JANUARY 2005

Chair: * Councillor N Shah

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

* Denotes Member present

PART I - RECOMMENDATIONS
RECOMMENDATION I - Key Decision - Council Taxbase and Collection Fund 2005-06

The Executive Director (Business Connections) introduced the report and drew Members' attention to the tabled A3 version of Appendix 1. He advised that the Council had a statutory obligation to agree a Council Tax tax base for 2005-06 and to give the figure to preceptors by 31 January 2005.

The Executive Director (Business Connections) reported that in calculating the Council Tax tax base an assumed collection rate of 99% had been used. The detailed calculation of the Band D equivalent properties was as set out in Appendix 1 to this recommendation.

In response to a Member's question in relation to the discount rate on empty properties, the Executive Director (Business Connections) confirmed that the discount rate applied each time the property became vacant.

Cabinet, having approved the estimated deficit of £845,769 on the Collection Fund as at 31 March 2005 and noted that an amount of £685,711 would be transferred from the General Fund in 2005-06,

Resolved to RECOMMEND:

(1) That the Band D equivalent number of taxable properties be calculated as shown in the appendix to this recommendation and in accordance with the Government Regulations;

(2) that the provision for non-collectable amounts of Council Tax for 2005-2006 be agreed at 1.0%, producing an expected collection rate of 99%;

(3) that subject to (1) and (2) above, a Council Tax tax base for 2005-2006 of 84,309 Band D equivalent properties (being 85,160 x 99%) be approved, allowing for payment in lieu of Ministry of Defence properties;

(4) that the Council continues with its policy of varying the discount rate on empty properties to 10% discount of second homes and furnished empty properties and no discount for unfurnished empty properties.

Reason for Recommendation: To fulfil the Council's statutory obligation to set the Council Tax tax base 2005-2006.

(See also Minute 683).

RECOMMENDATION II - Crime and Drugs Strategy 2005-2008

Members considered the draft Crime and Drugs Strategy and priorities for 2005-2008. The Chief Executive drew Members' attention to the tabled letter, not to be made publicly available at this stage, from the Government Office for London and advised that the final Strategy might require amendment in light of the comments set out in the letter.

The representative of the Chief Executive advised that the Crime and Disorder Act 1998 required local authorities, police, drug action teams and the primary care trust to jointly undertake an audit of local crime and drugs problems every three years and, following that audit, to undertake a consultation process to produce a Crime and Drugs Reduction Strategy. He outlined the contents of the draft Strategy, the four priority areas and the three cross-cutting themes. The priorities and cross-cutting themes had been developed following widespread consultation with the public, stakeholders and partner agencies on the audit findings and having taken into account national and local priorities.

The representative of the Chief Executive advised that arrangements were in place for publication of the Strategy following approval by the Children's Management Committee on 28 January 2005 and the Safer Harrow Management Group on 9 February 2005. Members further suggested that the Harrow Strategic Partnership Board consider the strategy on 27 January 2005.

Resolved to RECOMMEND:

That the draft Crime and Drugs Strategy 2005-2008 be approved.

Reason for Recommendation: The Crime and Disorder Act 1998 required Local Authorities, Police, Drug Action Teams and the PCT (the "Responsible Bodies") to jointly undertake an audit of local crime and drug problems once every 3 years and, following the audit, to undertake a consultation process to produce a Crime and Drug Reduction Strategy.

Previous Years' Taxbase calculation figures:-										Gross figure BEFORE non-collection rate applied
Band D equivalent for taxbase calculation 2004 - 2005 was										84926
Band D equivalent for taxbase calculation 2003-2004 was										84205
Band D equivalent for taxbase calculation 2002-2003 was										82880
Band D equivalent for taxbase calculation 2001-2002 was										82669
Band D equivalent for taxbase calculation 2000-2001 was										82361
Band D equivalent for taxbase calculation 99/00 was										81692
Band D equivalent for taxbase calculation 98/99 was										81777
Band D equivalent for taxbase calculation 97/98 was										81951
Band D equivalent for taxbase calculation 96/97 was										81490
Band D equivalent for taxbase calculation 95/96 was										81517
Band D equivalent for taxbase calculation 94/95 was										81706
* Likely bands Estimated on ratio of existing properties										
** These are properties currently under construction or for which planning permission has been granted that are not already on our database. The figures shown is the proportion of these properties that will be completed AND BANDED during the year.										
Band @ - this is the tax set for propeties in Band A that qualify for Disabled Reduction (there are none at present)										

PART II - MINUTES

673. **Asian Tsunami:**
Cabinet stood and observed a minute silence in memory of the victims of the Asian Tsunami.
- The Chair advised Cabinet that currently he was aware of one member of staff who had been directly affected by the disaster. Members requested that their best wishes be conveyed to the member of staff concerned.
- The Chief Executive advised that staff would be invited to contribute to the Disasters Emergency Committee (DEC) Fund via their monthly payslips or to support longer-term projects. The Office of the Deputy Prime Minister (ODPM) had advised that the Council, as an organisation, could not make a cash donation to the fund. However, the Authority was offering assistance to local community groups.
- A Member suggested that Councillors also be invited to contribute to the DEC Fund via their payslips.
- The Chief Executive reported that a publicity leaflet produced by Directors of Social Services in relation to overseas adoption would be published shortly. She advised that the Director of Learning and Community Development and a head teacher would be visiting India, with a view to offering support and advice in respect of education. She added that there would be a report back to a Conference scheduled for the end of February. The visit had been planned for some time but it was now hoped that it might be possible to send two additional representatives.
- A motion in the name of Councillor N Shah was moved and it was
- RESOLVED:** That a resolution, to be drafted and agreed at a later date, be submitted to Council, setting out the Authority's view/position in relation to the Asian Tsunami.
674. **Declarations of Interest:**
- RESOLVED:** To note that no interests were declared.
675. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 16 December 2004, having been circulated, be taken as read and signed as a correct record once published in the Council Minute Volume.
676. **Arrangement of Agenda:**
The Chair indicated that he was prepared to consider items 16(a) and (b), the Council's representation on Rayners Lane Estate Committee, and the Appointment of Reserve Members to the Housing Improvement Options Advisory Panel, as matters of urgency in order to reconfirm the Council's nominations to the Committee and to enable the appointments to take immediate effect respectively.
- Members noted that items 8 and 9, Calculation of the Council Tax Tax base 2005/6 and the Estimated Collection Fund Surplus/Deficit as at 31 March 2005, had been merged into one report.
- RESOLVED:** That all business be considered with the press and public present.
677. **Petitions:**
- RESOLVED:** To note that no petitions had been received.
678. **Public Questions:**
- RESOLVED:** To note that no public questions had been received.
679. **Forward Plan 1 January - 30 April 2005:**
- RESOLVED:** To note the contents of the Forward Plan for the period 1 January – 30 April 2005.

680. **Lorraine O'Reilly:**
The Chair welcomed Lorraine O'Reilly, the Executive Director (People First) to Cabinet and to the Council.

681. **New Year's Honours:**
The Chair advised that the following Harrow residents had received awards from the Queen in the New Year's Honours list and he congratulated them on their contributions in their various fields:-

Max Caller	CBE	Former Chief Executive of the London Borough of Hackney
Pamela Singh	CBE	Headteacher of Pope John School, Shepherds Bush
Michael Turvey	MBE	Organist & pianist, St. John the Baptist, Pinner
Derek Roy	MBE	Gardener, Harrow Council
Ray Cooper	MBE	Site manager, Sacred Heart Roman Catholic Language College, Wealdstone

682. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Home Care Review:**

The Director of Organisational Performance introduced the report, which set out the recommendations from the Health and Social Care Scrutiny Sub-Committee's review of Home Care Services.

In response to a Member's question, the Executive Director (People First) advised that that an 80% target for telelogging had been set with the agencies and acknowledged the Member's comment that this issue was about safety.

The Portfolio Holder for Communications, Partnership and Human Resources, who had chaired the Scrutiny Sub-Committee at the time of the review, emphasised the importance of developing the role of scrutiny further. She stated that as well as considering the criticisms levelled at the service, it was important to note the positive comments received about the high quality service from care workers and to acknowledge the difficult area in which those staff worked. She added that she looked forward to seeing how the recommendations of the review would be implemented.

Members welcomed the report.

RESOLVED: (1) That the Council and Home Care Agencies work together to develop:

- (a) a plan by 31 March 2005 to address issues that require urgent attention through the Council's new service and financial planning process; and
- (b) a service strategy by 1 June 2005 to improve services by addressing strategic issues (highlighted in Table A of the review report) over the next 3 years in line with the Council's Medium Term Budget Strategy.

(2) that People First (Community Care Services) lead this work in collaboration with Business Connections (HITS and Income Payments);

(3) that Cabinet consider the resource implications of the Plan to address urgent issues and the service strategy once completed;

(4) that the Social Care and Health Portfolio Holder and the Director of Community Care Services report to the Health and Social Care Scrutiny Sub-Committee on progress in June 2005.

Reason for Decision: Cabinet had requested that the Sub-Committee carry out a review of Home Care Services in March 2004. The Committee had referred its report and recommendations to Cabinet for consideration and acceptance of the recommendations would lead to improvements to home care services commissioned by the Council.

683. **Key Decision - Council Taxbase and Collection Fund 2005/06:**
(See also Recommendation I).

The Executive Director (Business Connections) introduced the report and advised that the Cabinet had a statutory obligation to approve the estimated surplus/deficit on the collection fund by 15 January 2005.

In response to a Member's question, the Executive Director (Business Connections) confirmed that if, instead of a deficit a surplus was achieved on the Collection Fund, there would be a credit in the next year. Similarly, if the number of houses used to calculate the Collection Fund was underestimated the credit would be carried forward to the following year.

Cabinet, having made recommendations to Council in relation to the Council Tax tax base,

RESOLVED: (1) That an estimated deficit of £845,769 on the Collection Fund as at 31 March 2005 be approved; and

(2) to note that an amount of £685,711 would be transferred from the General Fund in 2005/2006.

Reason for Decision: To approve the Collection Fund estimate by 15 January 2005 in accordance with the requirements of Section 99(3) of the Local Government Finance Act 1988.

684. **Key Decision - Funding Voluntary Organisations 2005/06:**

The Executive Director (Business Connections) introduced the report and drew Members' attention to the addendum report, which provided additional information about the Council's support to voluntary organisations.

RESOLVED: (1) That the provisional Association of London Government (ALG) Grants Committee budget for 2005/06 be approved in order that the Council's acceptance could be provided to the ALG within their deadline; and

(2) that the saving on the London Borough Grants Scheme be added to Harrow's budget for grants to voluntary organisations for 2005/06.

Reason for Decision: The ALG Grants Committee budget for 2005/06 must be agreed by two thirds of the constituent Council's before 1 February 2005. If it was not agreed, the overall level of expenditure would be deemed to be the same as that approved in 2004/05 which would not be in the Council's best interests.

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

The Executive Director (Business Connections) introduced the report, drawing Members' attention to the tabled A3 version of Appendix 1, which sought approval to the draft capital programme for 2005-06 to 2007-08 for consultation. He added that this report would form part of the final budget proposals submitted to Cabinet and Council in February 2004.

Members noted that the Budget Review Working Group, which had considered the paper the previous evening, had suggested that the format of the report be improved prior to its circulation for consultation.

Members noted a correction to the figure in appendix 1 for Waste Management in 2006-07 to (213,000).

RESOLVED: That the draft capital programme for 2005-06 to 2007-08 be approved for consultation.

Reason for Decision: To ensure that the Capital Programme was approved in a timely manner.

686. **Special Needs Transport:**

The Executive Director (People First) introduced the report, which outlined the review of Special Needs Transport policy, practice and provision, which had been commissioned by the Director of Strategy. The Executive Director (People First) expressed her hope that the new policy would look at individual needs rather than being a blanket policy, as at present.

In response to a Member's question in relation to persuading parents to allow their children to be transported to school, the Executive Director (People First) advised that this issue required a great deal of sensitivity and that the level of funding provided to parents who took their children to school required revision.

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

RESOLVED: (1) That a new SEN Transport policy be drafted based on the latest DfES (11/04) guidance which focuses on assessment of individual need and regular review of provision;

(2) that consultation, including the appropriate scrutiny sub-committee(s), on the revised SEN transport policy for pupils be undertaken;

(3) that the new policy be implemented with effect from September 2005;

(4) that the post of Travel Solutions Co-ordinator be created to co-ordinate transport across People First Services, promote travel-training initiatives, work with other agencies to improve disability awareness and provision and develop an integrated transport strategy;

(5) that funding from the 16-19 Partnership grant be used to recruit a travel trainer to work with schools and colleges on transition training pending establishment of a travel training partnership.

Reason for Decision: The report addressed the key corporate priorities and ensured more effective compliance with Government legislation and guidance, as well as linking with the People First Strategic Plan for development of three new Learning Disability Local Resource Centres.

687. **Key Decision - Crime and Drugs Strategy (2005-2008):**
(See Recommendation II).

688. **London Local Authorities and Transport for London Act 2003 - Delegation of Powers:**

A representative of the Executive Director (Urban Living) introduced the report, which outlined details of the authority to be delegated to the Executive Director to exercise the new powers in respect of certain sections of the Act. He emphasised that these were enhancements to existing enforcement powers to deal with a range of highway, parking and traffic problems.

RESOLVED: That the scope of the new enforcement provisions be noted and that powers be delegated to the Executive Director (Urban Living) in respect of Sections 4, 8, 14, 16 & 17 of the Act as detailed in his report.

Reason for Decision: The delegation of powers to the Executive Director (Urban Living) was essential to complement current day-to-day enforcement operations and provided an opportunity to increase the level of highway enforcement activity by Community Safety and Maintenance Services public realm and enforcement teams.

689. **Strategic Planning Advisory Panel - Revised Terms of Reference:**
Members considered a recommendation from the meeting of the Strategic Planning Advisory Panel held on 2 December 2004 in relation to their revised terms of reference.

RESOLVED: That the revised terms of reference for the Strategic Planning Advisory Panel set out below be agreed:

1. To give detailed consideration to and make recommendations in respect of:
 - (a) the Local Development Framework and its Development Plan Documents and matters incidental thereto;
 - (b) representations received to Development Plan Documents and any amendments proposed;
 - (c) monitoring the implementation of the Framework, its review and modification as necessary.

2. To make recommendations in respect of the development of such individual sites as may be referred to by the Panel by the Cabinet.
3. To give detailed consideration and to make recommendations in respect of all other planning policy matters such as the designation of Conservation Areas and amendments to their boundaries and the designation of locally listed buildings.

Reason for Decision: To ensure that the Panel's Terms of Reference reflected its new remit.

690. **Any Other Urgent Business:**

(1) **Rayners Lane Estate Committee - Council Representation**

RESOLVED: That Councillors Currie and Ingram be re-confirmed as the Councillor nominations to the Rayners Lane Estate Committee for the remainder of the Municipal Year.

Reason for Decision: To re-confirm the Councillor nominations to the Committee.

(2) **Housing Improvement Options Advisory Panel – Appointment of Reserves**

That the following Members be appointed as reserves to the Housing Improvement Options Advisory Panel:-

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
<u>Reserve Members</u>	1. Idaikkadar 2. Margaret Davine 3. O'Dell	1. Billson 2. Arnold	1. Branch 2. Thornton

Reason for Decision: To enable the Reserve Members to be appointed to the Panel with immediate effect.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.43 pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

CONSULTATIVE
FORUMS

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****6 JANUARY 2005**

Chair: * Councillor Currie

Councillors: * Billson * Knowles
* Margaret Davine

* Denotes Member present

[Note: Councillors Mrs Bath and Burchell also attended this meeting in a speaking role].

Tenant and Leaseholder Representatives

Representatives from the following Associations were in attendance:-

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

(In total, 15 Tenants/Representatives attended).

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - 2005-06 Budget and Medium Term Budget Strategy 2005-06 to 2007-08**

The Forum received a reference from the meeting of the Cabinet held on 16 December 2004, asking the Forum to consider the draft Housing Revenue Account (HRA) which was set out in the report of the Executive Director (Business Connections) entitled "2005-06 Budget and Medium Term Budget Strategy 2005-06 to 2007-08". A revised Appendix G3 to the report, setting out the Rent Model, was also tabled at the meeting.

The Director of Financial and Business Strategy explained that the proposal outlined a nil rent increase during the first two years and a subsequent 4.73% annual increase until 2012. It was advised that the proposal reflected the need to achieve convergence with RSL rents, the need to avoid a rent increase that would exceed the rent limit as this would lead to a subsidy loss, and various other factors. It was further explained that there would be a slight increase in Leaseholder charges phased over a three-year period.

In response to a question from a resident regarding the setting out of the proposed rent, officers explained that the nil rent increase was subject to final approval, and reiterated the factors affecting the model.

A Forum member having made a comment regarding the allocation of the costs of setting up the Arms Length Management Organisation (ALMO), officers confirmed that it was legitimate to charge these costs to the Housing Revenue Account.

In response to a query regarding the costs for cleaning communal areas, the Director of Financial and Business Strategy advised that the proposed budget made provisions for an additional £19k for cleaning, and that she would look into claims that a prior sum of £130k, which had been set out for a similar purpose on a previous occasion, had been lost.

In response to a further query regarding the increase in the gas servicing programme, officers undertook to provide the Forum with more details on this issue at a future meeting.

A Member suggested that a steady increase in the rent by 3.36% a year would be a more appropriate solution.

The Director of Financial and Business Strategy agreed to provide the Member with alternative rent models.

The tenants expressed differing views on whether the suggestion made by a Member of a fixed annual increase until 2012 was a preferable option to a nil increase during the first two years.

A formal vote was taken by the Council Members of the Forum on the proposal of a steady annual rent increase and with an equality of votes cast, the Chair exercised his casting vote and the proposal was lost.

Resolved to RECOMMEND: (for decision by Cabinet)

That the comments made by Forum members on the proposed Housing Revenue Account for 2005/2006 be considered.

PART II - MINUTES

179. **Minute's Silence:**
The Forum observed a one-minute silence in memory of the victims of the tsunami in Asia.
180. **Appointment of Chair:**
RESOLVED: That the appointment at the meeting of the Cabinet on 11 November 2004, of Councillor Bob Currie as Chair of this Forum for the remainder of the Municipal Year 2004/05, be noted.
181. **Attendance by Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance at this meeting.
182. **Declarations of Interest:**
RESOLVED: To note that the following interests were declared:
- | <u>Member</u> | <u>Nature of Interest</u> |
|-----------------------|---|
| Councillor Bob Currie | Councillor Bob Currie declared a personal interest by virtue of his role as a Ward Councillor, as Eastcote Lane, Alexandra Avenue and Brookside Close were all in his ward. |
183. **Arrangement of Agenda:**
RESOLVED: That all items be considered with the press and public present.
184. **Appointment of Vice Chair:**
RESOLVED: That Councillor Knowles be appointed Vice Chair of the Forum for the remainder of the Municipal Year 2004/05.
185. **Minutes:**
RESOLVED: That the minutes of the meeting held on 13 October 2004, having been circulated, be taken as read and signed as a correct record.
186. **Matters Arising from the Last Meeting:**
The Forum considered a report of the Acting Head of Housing Services which updated the meeting on issues raised at the Tenants' and Leaseholders' Consultative Forum on 13 October 2004. Several issues were discussed as follows.
- Brookside Close – Residents raised concerns regarding the newly installed windows and the fire blocks on the estate. It was agreed that a meeting be arranged with officers and resident representatives to discuss the issues, and that the Planning, Development and Housing Portfolio Holder would also be in attendance.
- Eastcote Lane Estate – Residents queried the delay of the door replacement programme. It was agreed that officers circulate a letter outlining the reasons for the delay to residents and the Chair.

The Chair noted that the Forum had not received a report on the issues raised in ELTRA's survey and asked that officers from the Building and Design Service be present at the next meeting to answer questions.

Cottesmore Tenants' and Residents' Association – The Forum noted the action taken by the Environment and Economy Scrutiny Sub-Committee and awaited further updates at a future meeting.

HFTRA – Officers assured the meeting that residents would be involved in future consultations regarding ground maintenance arrangements.

RESOLVED: That the above be noted.

187. **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).

188. **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).

189. **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).

190. **Reference from the meeting of Cabinet held on 16 December 2004: 2005-06 Budget and Medium Term Budget Strategy 2005-06 to 2007-08:**

Further to Recommendation 1 it was

RESOLVED: That an update on the reasons for the increase in the gas servicing programme be provided to the Forum.

191. **Revisions to Tenancy Agreement/ Revisions to the Garage Licence/ Timetable for Introductory Tenancies:**

The Forum received a report of the Acting Head of Housing Services which provided an update on the revisions to the Tenancy Agreement and the Garage Licence, including the draft implementation timetable for these amendments, as well as the start-up of the Introductory Tenancies scheme.

It was noted that the Project Team, which was set up to oversee the revisions of the agreements and the implementation of Introductory Tenancies, included housing officers, legal staff, Councillors and residents' representatives.

It was advised that all tenants would be consulted on the proposed amendments and that there would be a variety of methods of responding. The outcome of the consultations would be brought back to the Forum's March meeting.

RESOLVED: That the report be noted.

192. **Options Appraisal:**

The Forum considered a report of the Acting Head of Housing Services which outlined the Options Appraisal process and the re-evaluation of stock which the Council would undertake as a result of opting for the prudential borrowing scheme instead of the Arms Length Management Organisation (ALMO).

The following issues were highlighted:

- Letters regarding the consultation had been sent out to all Tenants' and Residents' Associations.
- The Independent Tenant Advisor would be appointed by the Tenants' and Residents' Associations.
- A Tenant Working Group was to be set up.
- The cost of improvement to properties was £60m, which included improvement to the environment around the estates.
- The process was led by the Housing Strategy and Research Manager.

Officers also noted residents' concerns that daytime meetings were inconvenient and could deter residents from participating in the process.

RESOLVED: That the report be noted.

193. **Matters Raised by the Cottesmore Tenants' and Residents' Association:**

The Forum received the response of the Acting Head of Housing Services to the issues raised by Cottesmore Tenants' and Residents' Association.

Residents raised particular concerns regarding anti-social behaviour on the estate arising from individuals gathering in a particular alleyway. It was reported that the police were investigating recent acts of vandalism and harassment. It was further claimed that the path was never intended to serve as an alleyway and it was requested that the alleyway be closed.

In response to the comments, officers advised that there were legal implications which had to be taken into account prior to a closure. Clear evidence of anti-social behaviour attributable to the alleyway was required. Officers had asked the police to provide them with crime data and, once this information was received and if the criteria were met, a consultation could take place on the estate regarding a closure of the alleyway.

RESOLVED: That (1) a reference be made to the Licensing and General Purposes Committee to consider the viability of enforcing a closure of the alleyway as soon as possible.

(2) the report be noted.

194. **Matters Raised by the Eastcote Lane Tenants' and Residents' Association:**

The Forum considered the report of the Acting Head of Housing Services regarding the issues raised by the Eastcote Lane Tenants' and Residents' Association, and issues were discussed as follows:

- Concerns were raised regarding the lack of parking space around the estate.
- It was confirmed that a meeting with Highways and the New Harrow Project team had been held to look at options to improve parking in Hamilton Crescent.

RESOLVED: That the above be noted.

195. **Questions from Tenants/Leaseholders:**

RESOLVED: To note that no questions were raised.

196. **Any Other Business:**

It was noted that a meeting regarding the Options Appraisal process would be held on 12 January 2005.

197. **Date of Next Meeting:**

RESOLVED: To note that the next meeting of the Forum is due to be held on 3 March 2005.

[Note: The meeting continued after 10.00 pm in accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution)].

(Note: The meeting having commenced at 7.31 pm, closed at 10.40 pm)

(Signed) COUNCILLOR BOB CURRIE
Chair

COMMUNITY CONSULTATIVE FORUM

26 JANUARY 2005

Chair: * Councillor Nana Asante

Councillors: * Arnold * Harriss (1)
* Janet Cowan * Lavingia
* Currie * Omar

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

[NB Attendance at this meeting by representatives of community organisations and representatives of the Local Authority is recorded at Appendix 1].

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

RESOLVED: To note the appointment of Councillor Nana Asante as the Chair of the Community Consultative Forum for the remainder of the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 11 November 2004.

119. **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 Anjana Patel	Councillor Harriss

120. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Arnold	Declared an interest arising from the fact that he is a Member of the Grants Advisory Panel.
Councillor Nana Asante	Declared an interest arising from the fact that she is a Member of the Grants Advisory Panel and a Member of the Black History Steering Group

121. **Arrangement of Agenda:**

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

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

RESOLVED: To appoint Councillor Janet Cowan as Vice-Chair of the Community Consultative Forum for the remainder of the 2004/2005 Municipal Year.

123. **Minutes:**

RESOLVED: That the minutes of the meeting held on 28 September 2004, having been circulated, be taken as read and signed as a correct record, subject to the following amendments:

- (i) Presentation by a Community Group (Minute 105)
To amend the final paragraph to read:

"The representative closed the presentation by informing the Forum that there would be an opportunity to make a donation to the Darfur in Sudan and the Mayor's Charity."

- (ii) Any Other Urgent Business (Minute 117)
To amend the minute to reflect the nature and location of the following community event:

Community event held by the Gujurati Association of the UK at the Kadiwar Patwa Centre in Kenmore Avenue.

- (iii) Representatives of Community Organisations who Attended (Appendix 1)
To correct the spelling of the names of the community representatives, as follows:

M Bamtefa
H Ibrahim

African SANG / IJAPA
Somali Family Support Group

124. **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).

125. **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).

126. **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).

127. **Tsunami Disaster:**

The Forum stood and observed a two-minute silence in remembrance of the victims of the Tsunami disaster.

128. **Presentations by Community Groups:**

The Forum received presentations from representatives of three voluntary organisations within the borough: Sewa International, Compassion in Action, and Diva Asian Women's Network (DAWN). The first two organisations had been working independently to provide relief in areas affected by the recent Tsunami disaster. Both provided the Forum with details of their immediate relief work, as well as an outline of proposed long-term projects, and expressed their sadness at the devastation and destruction caused by the disaster.

The Forum then heard from counsellors working at DAWN, a support network provided for Asian women that aimed to empower those who felt alienated by cultural, social and personal issues. The Forum was informed that the counsellors were able to give sympathetic advice and guidance in a safe and flexible environment, and understood the particular difficulties faced by Asian women living in the UK.

RESOLVED: That the information be noted.

129. **Improving Welfare Benefit Take-Up:**

The Forum received a presentation on this matter from the Income and Payments Manager and the Group Manager, Assessment. The presentation outlined the Council's plans to develop a Welfare Benefit Strategy that would ensure that those who were eligible could receive the financial assistance and services to which they were entitled, by removing the barriers that might have prevented them from doing so. The Forum was advised that the Strategy aimed to promote benefit take-up, particularly amongst the hard-to-reach groups of Harrow and those who might be particularly disadvantaged because of personal circumstances.

The Forum was informed that a joint team of trained visiting officers had been set up, able to collect information from within the client's home and share this with the relevant agencies. The use of technology in data collection was also being explored, to ensure that a client's key data was only collected once and therefore preventing duplication of efforts. The officers stated that the Council was keen to expand the operation of the

joint team to engage with as many groups within Harrow as possible, and welcomed the comments of the voluntary and community groups present.

In response to a query regarding how user-friendly the service was, it was advised that visiting officers could communicate in all the main community languages, and that a translator could be provided if necessary. Explanatory leaflets were also being produced that covered all the main community languages. The officers informed the Forum that the joint team simplified the sometimes complicated process of completing forms, and that electronically collecting and sharing data would further simplify the process.

The role of voluntary groups within the scheme was also discussed. The Forum was advised that some clients would prefer to approach voluntary organisations rather than the Council, for example if the client had debts. It was also suggested that the Strategy would benefit from sharing the experience and information held by voluntary and community groups, but concern was expressed over the funding required to enable this. The officers agreed to meet with any interested parties to provide further information, and expressed a wish to hear from community groups of any barriers that may exist to accessing the Benefits, Cashiers and Revenues services for their members such as languages, opening times and physical accessibility. The Forum was advised that the team was keen to engage with groups that had not previously been consulted.

The officers accepted an invitation to return to the Forum to present an update on their work.

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

(2) the officers liaise with the Chair concerning update reports on the progress of the Welfare Benefit Take-Up Strategy.

130. **Towards a Corporate Community Engagement Strategy:**

The Forum received a report of the Director of Organisational Performance, which detailed the development of the Council's Community Engagement Strategy. It was hoped that the strategy would improve and standardise the way in which local communities could contribute to the decision-making process. The purpose of the presentation was to involve the community groups present in a discussion on the development of the strategy.

Several areas of the report were highlighted, such as the groups the Council might wish to engage with, a Code of Engagement for both the Council and stakeholders, weaknesses in current engagement activity identified by stakeholders, and Harrow's Code of Practice on Consultation.

In the discussion that followed, the Forum was informed that the Engagement Strategy hoped to ensure effective engagement across all parts of the community, and especially those minority and under-represented groups in the borough that may not have engaged in previous consultations. In response to a comment that the community groups might be saturated by consultation, the officer stated that developing different techniques for consultation with different target groups would hopefully make the process more engaging.

The officer requested that community groups register their comments on the strategy by 11 February 2005.

RESOLVED: That the information be noted.

131. **Harrow Leisure Centre:**

In response to questions raised at previous meetings of the Forum, the Sports Strategy Officer for Harrow Council provided community groups with a verbal update report on the management of Harrow Leisure Centre. The respective responsibilities of the Council and Leisure Connections Plc were outlined, along with a plan of action for key areas of development and a detailed complaints procedure.

In the discussion that followed, it was advised that user forums had been established to allow the public to comment on the level of service provided. A representative of a community group who claimed that his letter of complaint had not been dealt with in the recommended timeframe was assured that the matter would be resolved. In response to a query regarding the discounted facilities available to pensioners, the Forum was

informed that a leisure card was currently available which entitled them to free swimming, and that this would hopefully be extended to other activities. The Forum was assured that the Council protected the pricing on 'core' leisure activities, whilst allowing Leisure Connections to make profits from the 'non-core' activities. Disappointment was expressed that the Council had taken so long to admit to its part in the failings of the leisure centre.

RESOLVED: That the information be noted.

132. **Feedback from the Black History Month Evaluation Meeting:**

In her capacity as a member of the steering group for Black History Month (BHM), the Forum received an oral report from the Chair, which detailed the proceedings at the BHM Evaluation Meeting, held on 19 January 2005. She informed the Forum that a joint report by HACAS and The African SANG was presented to the steering group with a recommendation that an Independent Review of Black History Month 2004 should be held as soon as possible so that the report could inform development of Black History Month 2005.

The aims of the evaluation were to establish the purpose and focus of BHM, and to evaluate how best to engage the community, including schools, colleges, community groups and local businesses in the proceedings. Through the evaluation, it was hoped that recommendations would be made to assist the planning for next year's event, and that the pressures felt this year by a few key organisers would be reduced. Publicity was identified as a key weakness of the project, whilst using a theme was seen to help focus the proceedings. The Forum was encouraged to write to the steering group with their thoughts on BHM, and to advise them on how best to engage the community and to support the call for an independent review.

The Forum was then invited to attend an event organised by Harrow Bengalee Association on Sunday 13 February at Harrow Arts Centre on Uxbridge Road on the Migration theme "How Bengalees Came to Britain", which formed part of the Black History Month programme.

RESOLVED: That the information be noted.

133. **Open Forum:**

RESOLVED: To note that there were no suggestions of topics for discussion at future meetings.

134. **Any Other Business:**

The Chair requested volunteers from the Community and Voluntary sectors to form an informal sub-group that would develop a community-led work programme for the forthcoming meetings of the Forum. Nominations were received from:

Varsha Bavishi	Harrow Mencap
Alex da Costa	Harrow Refugee Forum
Kanti Nagda	Sangat Centre
Niru Matin	Harrow Bengalee Association

RESOLVED: That (1) the formation of the informal sub-group be noted; and

(2) the responsible officers liaise with the sub-group to arrange its first meeting.

[Note: Following the meeting, the Chair received an additional nomination from Mohammad Rizvi of the Pakistan Society of Harrow, which she accepted].

(Note: The meeting having commenced at 7.35 pm, closed at 9.35 pm)

(Signed) COUNCILLOR NANA ASANTE
Chair

APPENDIX 1

COMMUNITY CONSULTATIVE FORUM – 26 JANUARY 2005**(1) Representatives of Community Organisations who Attended**

V Bavishi	Harrow Mencap
M Rizvi	Pakistan Association of Harrow
N Eid	Harrow Kuwati Community Association
A da Costa	Angolan Civic Community Alliance
	Harrow Refugee Forum
G Ali	Pakistan Society of Harrow
K Nagda	Sangat Centre
A Omar	Harrow Islamic Society
V Kapashi	Mahavir Foundation
B Sharma	HARA
P Mewta	Mahavir Foundata
T Chisolm	HACAS
Amrit Shah	DAWN
Bally Basra	
N Matin	Harrow Bengalee Association
A Ali	Harrow Mosque
C Rabbahi	Harrow Mosque
L Gorasia	Hindu Council (Harrow)
	Kutch Madhapar Karyalay (UK)

(2) Officers who Attended

Mark Buckingham	Income and Payments Manager
Michael Carney	Group Manager, Assessment
Patsy Headlam	Policy and Partnership Officer
Clifton Jackson	Sports Strategy Officer

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
18 JANUARY 2005

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member/Adviser present

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 18 January 2005 there were 2 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>
H74	10	Canons
H75	10	Rooks Heath

PART II - MINUTES
337. Attendance by Reserve Members:

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

338. 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.

339. 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 of Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

340. Minutes:

RESOLVED: That the minutes of the meetings held on 2 November, 16 November and 30 November 2004, having been circulated, be taken as read and signed as correct records.

341. 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).

342. **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).

343. **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).

344. **Dates of Future Meetings:**

RESOLVED: That meetings of the Panel be scheduled for 5.00pm on the following days:

Tuesday 1 February 2005
Tuesday 22 February 2005
Tuesday 8 March 2005
Tuesday 22 March 2005

345. **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

**HOUSING IMPROVEMENT OPTIONS ADVISORY
PANEL****19 JANUARY 2005**

Chair: * Councillor Burchell

Councillors: * Bluston * Vina Mithani
* Currie * Thornton (1)
* Knowles

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Housing Improvement Options - Terms of Reference**

At this inaugural meeting of your Advisory Panel, draft terms of reference were presented for consideration. A minor amendment to the wording of paragraph (3) was proposed and agreed.

Resolved to RECOMMEND:

That Cabinet confirm the amended terms of reference under which the Housing Improvement Options Advisory Panel will operate, as now set out:-

- “1. To receive updates on the progress of the Housing Options Appraisal process and to consider proposals for the Council’s housing stock in detail, prior to consideration by Cabinet.
2. To receive updates on progress towards the decent homes standard in respect of the Council’s housing stock and to consider proposals in detail, prior to consideration by Cabinet.
3. To consider and make recommendations to Cabinet on the letting of property improvement, planned maintenance and responsive maintenance contracts and periodically to review performance and value for money of these contracts.”

PART II - MINUTES1. **Appointment of Chair:**

RESOLVED: That the appointment of Councillor Burchell, at the Cabinet meeting on 11 November 2004 (Minute 644(4)), as Chair of the Advisory Panel for the Municipal Year 2004/05, be noted.

2. **Attendance by Reserve Members:**

RESOLVED: That the attendance at this meeting of duly appointed Reserve Members be noted as follows:-

Ordinary MemberReserve Member

Councillor Miss Lyne

Councillor Thornton

3. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest on behalf of Members in relation to the business under consideration at this meeting.

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

Further to the nominations respectively of Councillor Currie and of Councillor Knowles to the office and upon a vote, it was

RESOLVED: That Councillor Currie be appointed Vice-Chair of the Advisory Panel for the Municipal Year 2004/05.

5. **Terms of Reference:**

Further to the draft terms of reference submitted to the inaugural meeting of the Panel it was agreed to recommend the same to the Cabinet for approval, as now amended.

(See Recommendation 1 above).

In the course of a discussion on the general remit of the Panel and its role in the context of the Housing Improvement Options appraisal process, some Members expressed their reservations concerning that process.

(Note: Councillors Knowles and Vina Mithani left the meeting at 7.45 pm).

6. **Arrangement of Agenda:**

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

7. **Appointment of Non-Voting Co-opted Advisers:**

Further to an oral update from the Director of Strategy (Urban Living) on the arrangements being undertaken to date to secure nominations/appointments as Advisers to this Panel, it was

RESOLVED: That (1) the numbers and sources of Advisers proposed by the Cabinet when establishing the Panel (Minute 637(5): 11.11.04) be noted, as follows:-

- | | | |
|-------|----------------------------|-----|
| (i) | Tenants' Federation | - 2 |
| (ii) | UNISON | - 1 |
| (iii) | (Former) ALMO Shadow Board | - 2 |

(2) it be noted that the Tenants' Federation Advisers were intended to be the same nominees as would also serve on the Tenant Options Appraisal Working Group; notification of the UNISON nominees was awaited; and volunteers from among the former ALMO Shadow Board participants were being sought.

8. **Petitions:**

RESOLVED: To note that no petitions had been submitted for this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13.

9. **Deputations:**

RESOLVED: To note that no deputations had been sought to this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14.

10. **Public Questions:**

RESOLVED: To note that no public questions had been submitted for this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15.

11. **Decent Homes Options Appraisal Project Brief:**

The meeting received a tabled briefing note from the Director of Strategy (Urban Living) in this matter.

Following detailed discussion of the issues covered in the briefing paper including the Decent Homes Standard, Government objectives, resident involvement and the role of this Panel, it was,

RESOLVED: (1) That the tabled paper be received and noted;

(2) that an indicative timetable of dates for future meetings of the Panel (approximately monthly) be drawn-up;

(3) that the requirement for Members to be provided with extensive documentation on the relevant tasks assigned to the Panel, both for formal meetings and as an informative process between meetings, be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 8.25 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

**WEALDSTONE REGENERATION ADVISORY
PANEL****24 JANUARY 2005**

Chair:	* Councillor Marie-Louise Nolan	
Councillors:	* Marilyn Ashton * Blann (2) * Harriss	* Lavingia * Vina Mithani
Co-opted Member:	Councillor Miss Lyne	
Advisers:	Mr S Addy	– Harrow Association of Disabled People
	Dr O Amele	– Wealdstone Traders' Association
	* Mr T Arens	– Heriot Catering
	† Mr M Garratt	– Kodak
	* Mrs S Hall	– Wealdstone Traders' Association
	* Mrs B Harvey	– Wealdstone Active Community
	Mr R Page	– North West London Chamber of Commerce
	* Mrs J Skidmore	– Wealdstone Active Community
	* Mr A Wood	– Harrow Public Transport Users' Association

* Denotes Member present

(2) Denotes category of Reserve Member

† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Wealdstone Town Centre**

Further to the Panel having identified, at its last meeting, the need to improve the attractiveness of Wealdstone to shoppers, the Panel now considered a report of the Director of Strategy (Urban Living), which set out actions taken to date and the likely timescales for implementing further recommendations. A revised version of the report was also tabled at the meeting.

The Director of Strategy (Urban Living) displayed a sketch detailing the planned development of four disabled parking bays at the rear of Premier House and the associated re-routing of traffic which had been agreed by the Transport Department. An Adviser to the Panel expressed the view that the disabled parking at the rear of Premier House was too far from the shopping area and reported that disabled drivers had complained that there were no parking spaces at the north end of the High Street.

An Adviser to the Panel reported that poor signage meant that drivers seeking a parking space were unaware of the locations and sizes of car parks in the area and the times of operation of the resident permit holders only restrictions. The Director of Strategy (Urban Living) stated that improved signage was planned for April 2005.

The Director of Strategy (Urban Living) stated that a report by the Government's Social Exclusion Unit supported the removal of barriers, following consultation, in pedestrian areas. A Member of the Panel suggested that a risk assessment be carried out to ensure that the removal would not create an unsafe environment for pedestrians.

In response to a query in relation to the "cauldron" style planters, the Director of Strategy (Urban Living) advised that it had been agreed with local residents that the planters would remain until replacement designs were ready for installation.

The Director of Strategy (Urban Living) reported that discussions with representatives from some of the major food stores had taken place, but so far none had expressed interest in opening a store in Wealdstone due to the proximity of the Tesco supermarket in Harrow.

An Adviser to the Panel expressed the view that traders would like to see the High Street opened up to traffic. There was a lengthy discussion on this issue and Members and Advisers to the Panel made the following comments:

- The type of shops in Wealdstone did not attract shoppers who were likely to spend a lot of time browsing. Opening up the road would enable shoppers to park close to the shops for short-targeted visits to particular traders.
- Many people travelled to the shops by bus or foot and therefore opening up the road to satisfy the needs of car drivers might not be the solution.
- There would be no financial assistance from Transport for London (TfL) to open up the High Street to traffic and therefore any changes would have to be funded by the Council.
- The pedestrian area attracted groups of youths and there was a perception that it was an unsafe environment.
- Harrow Police and Community Consultative Group had suggested that a crime audit of the area be carried out.

In relation to the improvement of the road junctions outlined in her report, the Director of Strategy (Urban Living) suggested that a site consultation was necessary with a small sub-group of the Panel. In addition, the consultation currently being carried out by TFL on the proposed cycle lane could be discussed at that meeting.

The Director of Strategy (Urban Living) stated that consultants had carried out an initial analysis of the possible models for the regeneration of Wealdstone. The consultants' report had not been published but their initial comments had indicated that maximising local shopping was likely to be more successful than trying to compete with larger shopping centres such as Harrow town centre. The consultants had not recommended opening up the High Street to traffic. The Director of Strategy (Urban Living) advised the Panel that a further study by consultants would cost in the region of £40,000-£60,000. She estimated that the consultation would take ten to twelve weeks to complete once a consultant had been appointed.

In discussing the further use of consultants in relation to the regeneration of Wealdstone, the following comments were made:-

- The consultation should include people who lived, worked and traded in Wealdstone, as well as people from outside the area, to establish what would make Wealdstone attractive.
- The consultants' report should contain positive recommendations on what would make Wealdstone better, and not simply focus on which regeneration models would not work.
- Traders should be asked their views on what type of questions should be included in the consultation questionnaires, and destination surveys should be conducted on people travelling by bus through Wealdstone.
- The perception of crime in the area should be taken into consideration by the consultants.
- The consultants should not be the same organisation as that carrying out the Harrow town centre consultation.

The Panel, having made requests in relation to Police representation on the Panel, the re-alignment of the CCTV cameras in the High Street and for further information on the location of disabled parking bays in Wealdstone and temporary car park signage,

Resolved to RECOMMEND: (to the Planning, Development and Housing Portfolio Holder)

(1) That a consultant be appointed to carry out a further study on Wealdstone Town Centre;

(2) that a steering group, to include Councillors Marie-Louise Nolan and Harriss, and Mrs Harvey, Ms Hall and Mr Wood, be established to assist in the selection of the consultant;

(3) that the Panel be advised of timescales and be kept informed of progress throughout the consultation;

(4) that a subgroup of the Panel, to include Councillors Marie-Louise Nolan and Marilyn Ashton, and Ms Hall and Mr Arens meet on site to discuss the road junction issues.

(See also Minute 207).

PART II - MINUTES

198. **Attendance by Reserve Members:**

RESOLVED: To note (1) the attendance at this meeting of the following duly appointed Reserve Member:

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Harrison	Councillor Blann

(2) apologies received from Mr M Garratt, a representative of Wealdstone Businesses, an adviser to the Panel.

199. **Declarations of Interest:**

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

200. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Grounds for Urgency</u>
10. Wealdstone Town Centre	The Panel was asked to consider this item, as a matter of urgency, as the report was not available at the time the main agenda was printed and circulated.

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

201. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 November 2004, having been circulated, be taken as read and signed as a correct record.

202. **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).

203. **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).

204. **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).

205. **References from Council and Other Committees/Panels:**

RESOLVED: To note that there were no references from Council or other Committees or Panels to be received at this meeting.

206. **Byron Park Regeneration:**
The Director of Strategy (Urban Living) gave an oral update on the Byron Park regeneration.
- The Director of Strategy (Urban Living) stated that draft plans were now complete and would be discussed with local people and organisations prior to their consideration at a one topic meeting with members of the Panel. She proposed that the meeting take place at the Leisure Centre during week commencing 14 February 2005. Depending on the Panel members' availability, she suggested that this meeting could usefully take place during daylight hours, to enable a site visit.
- In response to a Member's question, the Director of Strategy (Urban Living) confirmed that subject to the approval of the plans by the Portfolio Holders for Planning, Development and Housing, the draft plans would be circulated to members of the panel prior to the February meeting.
- RESOLVED:** (1) That the position be noted;
- (2) to note that the Director of Strategy (Urban Living) would be arranging a meeting at the Leisure Centre with Members of the Panel in the week commencing 14 February 2005.
207. **Wealdstone Town Centre:**
Further to Recommendation 1 above, it was
- RESOLVED:** (1) That the sergeant in charge of the Wealdstone Safer Neighbourhoods team and the Council's Crime Reduction Manager be invited to attend the next meeting of the Panel to hear the Panel's concerns in relation to policing in the area;
- (2) that the Police be invited to nominate a representative to act as an Adviser to the Panel;
- (3) that the Director of Strategy (Urban Living) be requested to submit a report to the next meeting of the Panel on the location of disabled parking bays Wealdstone Town Centre;
- (4) that the Director of Strategy (Urban Living) be requested to arrange for the consultant to provide an update on the realignment of the CCTV cameras in the High Street and to meet on site with Wealdstone Active Community to discuss signage;
- (5) that Officers be requested to investigate whether temporary signage in relation to car parking could be displayed on the Acton Housing hoardings, as an interim solution, which could include details of the recently approved scheme to allow free parking for the first hour in multi-storey car park once the scheme became operational on 28 February 2005.
208. **Key Worker Housing in Wealdstone:**
The Panel received a report on Key Worker Housing in Wealdstone.
- The Panel expressed the view that the scheme could be better publicised as some visitors to the recent Working in Harrow open days had not realised who was eligible for the shared ownership schemes in the Borough.
- A Member advised that some applicants had not been able to consider buying a shared ownership flat because of the high service charges. She suggested that the effect of the service charge on annual costs should be factored into the examples of the average income needed to buy these properties. It would also be useful to give an indication as to the types of repair/maintenance covered by the service charge.
- A Member suggested that area newsletters and "Harrow People" could feature details of the schemes being developed in Wealdstone to provide people with positive information on the length of time building works would take and dates of when new developments would be completed. Officers undertook to investigate whether this information could be displayed on the Dominion Housing hoarding, possibly with artists' impressions of the finished buildings.
- RESOLVED:** That the position be noted and that a regular update on housing developments in Wealdstone be submitted to the Panel.

209. **Wealdstone Active Community:**
A representative of Wealdstone Active Community (WAC) updated the Panel on recent activities as follows:-

- To date, £952.79 had been raised for Children in Need.
- Plans for a St George's Day parade through Wealdstone town centre were underway.
- WAC was waiting to find out whether a grant had been awarded which would enable them to publish their newsletter again.

RESOLVED: That the update be noted.

210. **Wealdstone Centre:**
The Chair advised the Panel that the Wealdstone Centre had recently been launched and that the use of the library had increased significantly.

RESOLVED: That an update report on the use of the Centre be submitted to the next meeting of the Panel.

211. **Date of Next Meeting:**

RESOLVED: That the next meeting of the Panel be held at 6.30 pm on Wednesday 23 March 2005.

(Note: The meeting having commenced at 6.30 pm, closed at 9.33 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

GRANTS ADVISORY PANEL

24 JANUARY 2005

Chair: * Councillor Harrison

Councillors: * Arnold * Myra Michael (2)
 * Nana Asante * Mrs Joyce Nickolay
 * Billson (1) * Mrs R Shah
 * Bluston * Thammaiah
 * Branch (1)

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Grant Funding 2005/06**

Your Panel considered a report of the Director of Financial and Business Strategy that summarised the funding requested from voluntary organisations and the amount of funding being recommended by officers for each organisation, as well as funding recommended for the overall grants budget and inflation additions for salaries.

During the discussion that followed, several Members emphasised the current pressure on funding and expressed regret that it would not be possible to accommodate all growth requested. The Panel was advised on alternative funding sources that could be available to applicants, including the Edward Harvist Trust and North West London Community Foundation. The Panel was also advised to consider funding for organisations only within the context of their application, and not to establish a precedent for covering an organisation's deficit.

Those organisations in respect of which verbal or written amendments were moved are indicated on the attached schedule of decisions.

Resolved to RECOMMEND: (To Cabinet)

That Cabinet (1) note that the overall grants budget for 2005/2006, subject to the Council approving its overall Revenue Budget for 2005/2006, is £1,139,600;

(2) agree that the amount of £31,800 accounts for inflation additions for salaries;

(3) agree to the 'in principle' decisions on grant funding and reserved funding in relation to the individual grant applications, as set out in the appendix to these minutes, subject to the Council's approval of the overall Revenue Budget for 2005/2006.

[REASON: As set out above and in the officer reports].

PART II - MINUTES154. **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 Marilyn Ashton	Councillor Myra Michael
Councillor Anjana Patel	Councillor Billson
Councillor Miss Lyne	Councillor Branch

155. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest declared by Members in relation to the business to be transacted at this meeting:

- The following Members declared an interest in the items indicated arising from their involvement with the organisations listed, and remained and took part in the discussion and voting on the applications relating to those organisations:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation</u>
8. Grant Funding 2005/06	Councillor Arnold	* Harrow in Europe * Harrow Citizens' Advice Bureau (Council representative and also a volunteer)
	Councillor Branch	* Harrow in Europe * Harrow Shopmobility Scheme (Wife involved with organisation) * Harrow Show Committee (Organised Dog Show within the Harrow Show)
	Councillor Bluston	* Harrow in Business * Harrow Sports Council * Harrow School of Gymnastics - Member of Harrow Sports Council * North West London Community Foundation
	Councillor Nana Asante	* Harrow in Europe * BTWSC (Son involved with organisation)
	Councillor Harrison	* Harrow in Europe
	Councillor Mrs Joyce Nickolay	* Harrow in Europe
2.	The following Member declared personal and prejudicial interests in the item indicated arising from their involvement with the organisations listed. Accordingly they left the room and took no part in the discussion or voting on the applications relating to those organisations:	

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation</u>
8. Grant Funding 2005/06	Councillor Mrs R Shah	* Harrow Council for Racial Equality * Harrow Anti-Racist Alliance

[Note: Subject to paragraph 12.2(c) of Section A in Part 5 of the London Borough of Harrow Constitution, a Member appointed or nominated to a body by the authority as its representative may regard themselves as not having a prejudicial interest in a matter relating to that body].

156. **Arrangement of Agenda:**

RESOLVED: (1) That all items be considered with the press and public present with the exception of the following item for the reasons set out below:

<u>Item</u>	<u>Reason</u>
Submitted applications from both new and currently funded applicants contained within the supporting documents to Agenda Item 8, "Grant Funding 2005/06"	These documents contain exempt information as defined under paragraph 5 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that they relate to particular applicants for financial assistance provided by the Authority.

(2) that the following item be admitted onto the Agenda before Item 8, "Grant Funding 2005/06" for the reasons set out below:

<u>Item</u>	<u>Reason</u>
Presentation from the Secretary of the North West London Community Foundation	To make the Panel aware of the Foundation, which could provide an alternative source of funding to some applicants considered in Agenda Item 8.

157. **Minutes:**

RESOLVED: That the minutes of the meeting held on 22 November 2004, having been circulated, be taken as read and signed as a correct record.

158. **Public Questions:**

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

159. **Petitions:**

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

160. **Deputations/Representations:**

(1) Prior notice had been received from the Harrow Agenda 21 Environmental Forum of the wish to make a deputation to the Panel in relation to their grant application. The Chair put this request to the meeting and it was agreed at the discretion of the Panel to hear the deputation;

(2) Additionally, informal representations were allowed at the meeting as contributions to the Panel's consideration in relation to the following organisations:

- Harrow Bengalee Association
- Harrow Tamil School Association
- National Council of Vanik Associations UK
- BTWSC
- Girl Guiding North West Middlesex

RESOLVED: That the deputation and representations be received and noted, in the context of the consideration of grant funding for 2005/06.

[Note: The Panel's policy (Minute 60: 28.07.03) in principle is not to receive deputations relating to individual grant applications].

161. **Presentation from the North West London Community Foundation:**

The Panel received a presentation from the Secretary of the North West London Community Foundation, outlining its history and the funding opportunities it could provide for some organisations to be considered by the Panel.

RESOLVED: That the information be noted.

162. **Grant Funding 2005/06:**

See Recommendation 1.

(Note: The meeting having commenced at 7.30 pm, closed at 10.35 pm)

(Signed) COUNCILLOR CYRIL HARRISON
Chair

APPENDIX**PROPOSED GRANTS TO VOLUNTARY ORGANISATIONS 2005/2006**

Further to Recommendation 1, the following "in principle" decisions were made in relation to the applications for grants in 2005/06.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Organisations funded under Service Level Agreement		
Arts Culture Harrow	369,590	Inclusive of salary inflation. Already approved by Cabinet.
Bentley Priory Nature Reserve	2,200	Inclusive of salary inflation.
Harrow African-Caribbean Association	5,152	Inclusive of salary inflation.
Harrow Association of Disabled People	44,163	Inclusive of salary inflation.
Harrow Association of Voluntary Service	88,603	Inclusive of salary inflation.
Harrow Crime Prevention Panel	11,250	
Harrow in Business	64,162	Inclusive of salary inflation.
Harrow in Europe Association	5,000	
Harrow Pre-School Learning Alliance	4,230	
Harrow Shopmobility Service	12,670	Inclusive of salary inflation.
Harrow Sports Council	27,381	
Harrow Weald Common Conservators	27,258	Inclusive of salary inflation.
Harrow Women's Centre	56,283	Inclusive of salary inflation.
K.S.I.M. Senior Citizens Association	2,387	
Mind in Harrow	7,722	
Mind in Harrow – Additional Funding Request	0	
National Autistic Society – Harrow Branch	1,650	
RELATE	22,708	Inclusive of salary inflation.
Welldon Activity Group	21,504	
Women's Aid Harrow	33,515	Inclusive of salary inflation.
Organisations currently funded		
ADHD Support Group	8,096	
Afghan Association	3,584	It was moved that the proposed level of grant be amended to £3,584. This was carried by the general assent of the Panel.
Angolan Civic Communities Alliance	3,000	It was moved that the proposed level of grant be amended to £3,000. This was carried by the general assent of the Panel.
Asian Elderly Group	Deferred + 6,670 reserved	It was moved that consideration of this item be deferred until the February meeting of the Panel in order to allow further information to be requested from the organisation. This was carried by the general assent of the Panel. It was subsequently agreed by general assent that £6,670 be held in reserve, pending the release of this information.
Association of Senior Muslim Citizens	1,000 + 1,000 reserved	It was moved that the proposed level of grant be amended to £1,000. This was carried by the general assent of the Panel. It was moved that additional funding be reserved until further information was received from the organisation. This was carried by the general assent of the Panel.
Carers Support - Harrow	Nil	
Carramea	2,400	
Community Link-Up	2,000 reserved	It was agreed that the organisation should consider making a more realistic bid, unless they are requesting funding for a specific, detailed project. It was moved that the grant be reserved and the association encouraged to make a more realistic bid. This was carried by the general assent of the Panel.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Connaught Opera	2,000	
Harrow Agenda 21 Environmental Forum	5,000 reserved	It was moved that consideration of this item be deferred until the February meeting of the Panel, and that the grant be reserved, to allow the forum to provide the Panel with information regarding their current work. This was carried by the general assent of the Panel. It was subsequently agreed that the organisation could submit a late application for Community Premises to next month's meeting.
Harrow Anti-Racist Alliance (HARA)	3,000	It was moved that the proposed level of grant be amended to £3,000. This was carried by the general assent of the Panel.
Harrow Bengalee Association	Deferred + 1,500 reserved	It was moved that consideration of this item be deferred until the February meeting of the Panel, and that the grant be reserved, to allow a revised officers' report to be submitted. This was carried by the general assent of the Panel.
Harrow Churches Bereavement Visiting Scheme	7,128	Plus salary inflation.
Harrow Citizens Advice Bureau	98,417	It was moved that the Panel grant the full funding requested by the organisation (£105,692). Upon being put to a vote this was not carried. It was subsequently agreed by the general assent of the Panel that £98,417 be granted.
Harrow Citizens Advice Bureau – Additional Request	0	
Harrow Community Transport	5,000	
Harrow Council for Racial Equality	52,795	
Harrow Council for Racial Equality – Additional Request	Deferred + 3,000 from 04/05 budget	It was moved that consideration of this item be deferred until the February meeting of the Panel to allow further investigation into the merits of the project. This was carried by the general assent of the Panel. It was subsequently agreed by general assent to release £3,000 from reserved funding from the 2004/2005 budget.
Harrow Heritage Trust	9,000	
Harrow in Leaf	1,000	
Harrow Iranian Community Association	5,000	
Harrow Pensioners' Action Group	750	It was moved that the proposed level of grant be amended to £750. This was carried by the general assent of the Panel.
Harrow Public Transport Users' Association	300	
Harrow Refugee Forum	5,000	
Harrow School of Gymnastics	2,000	
Harrow Show Committee	1,000	
Harrow Somali Women's Action Group	5,000	
Harrow Tamil School Association	4,500	It was moved that the proposed level of grant be amended to £4,500 to support the Association's work with children affected by the recent disaster in South Asia. This was carried by a unanimous decision of the Panel.
Harrow Youth and Community Project	1,000	
Headway N.W. London (formerly Headway Harrow)	3,102	It was moved that the proposed level of grant be amended to £3,102. This was carried by the general assent of the Panel.
Herga Road & Masons Avenue Community Association	1,000	

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Hindu Council	2,000	It was moved that consideration of the item be deferred to the next meeting; upon being put to the vote this was not carried. It was subsequently agreed by general assent that the grant be amended to £2,000.
Home Start Harrow	5,000	It was moved that the proposed level of grant be amended to £5,000. This was carried by the general assent of the Panel.
Ignite Trust – 2 applications	3,500	
Islamic & Cultural Society of Harrow	500	It was moved that the proposed level of grant be amended to £500. This was carried by the general assent of the Panel.
Jaago Punjabi Women's Group	2,750	
Kala Anjali Arts Circle	1,500	
Kids Can Achieve	4,524	It was moved that the proposed level of grant be amended to £4,524. This was carried by the general assent of the Panel.
Middlesex Association for the Blind (Harrow)	Deferred	It was moved that consideration of this item be deferred until the February meeting of the Panel in order to allow further information to be requested from the Association. This was carried by the general assent of the Panel.
Multiple Sclerosis Society – Harrow Branch	1,000	
National Council of Vanik Associations UK	Deferred	It was moved that consideration of this item be deferred until the February meeting of the Panel in order to allow further information to be requested from the Association. This was carried by the general assent of the Panel.
Pakistan Society of Harrow	6,500	It was moved that the proposed level of the grant be amended to £7,000. Upon being put to the vote this was not carried. It was subsequently agreed by general assent that the grant be amended to £6,500.
Parkinson's Disease Society	2,300	
Russian Immigrants Association	3,000	It was agreed that the Association should be encouraged to seek alternative sources of funding from bodies such as ALG.
Special Connection	2,000	
Tongues on Fire	5,000	
UK Asian Women's Conference	2,750	
Victim Support Harrow	15,780	
Vitalise (formerly Winged Fellowship Trust)	3,364	
Woodlands Community Association	4,000	
Grants – New Applicants – Not Funded Currently		
Age Concern Harrow	0	
Aspire	1,000	
BTWSC	Deferred	It was moved that consideration of this item be deferred until the February meeting of the Panel in order to allow further information to be requested from the organisation. This was carried by general assent of the Panel.
Community and Refugee Enlightening (CARE)	0	
Disability Foundation (The)	1,000	
Girlguiding North West Middlesex	2,000	It was moved that the proposed level of grant be amended to £2,000. This was carried by the general assent of the Panel.
Harrow Association of Somali Voluntary Organisations	10,000	

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Harrow Bangladeshi Association	Deferred	It was moved that consideration of this item be deferred until the February meeting of the Panel in order to allow further information to be requested from the organisation. This was carried by the general assent of the Panel.
Harrow Computer Group	0	
Harrow Emerald Group	500	
Harrow Family Learning Network	0	
Harrow Gayatri Satsang Mandal	Deferred	It was moved that consideration of this item be deferred until the February meeting of the Panel when the results of other funding applications would be available.
Persian Senior Citizens Club	500	It was moved that the proposed level of grant be amended to £500. This was carried by the general assent of the Panel.
Rayners Lane Estate Tenants & Residents Association	500	It was moved that the proposed level of grant be amended to £500. This was carried by the general assent of the Panel.
Sahara	500 reserve	It was moved that £500 be reserved until the organisation produces further information requested by officers. This was carried by the general assent of the Panel.
Sangat Advice Centre	0	
Transage Project (The)	0	
Wealdstone Active Community	1,000	It was moved that the proposed level of grant be amended to £1,000. This was carried by the general assent of the Panel.
Wish Centre (The)	1,000	It was moved that the decision on whether to grant the deficit of £7,000 between the requested and recommended amounts be deferred until the February meeting, pending the outcome of their applications to other funders. This was carried by the general assent of the Panel.

