

2005 – 2006
May 2005 Volume I



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 1: MAY 2005

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* Notes: (1) A meeting of the Licensing Panel commenced on 11 May 2005 but is adjourned to 22 June 2005; the minutes of that meeting will therefore be included in the Minute Volume for June 2005;

(2) Meeting of the Joint Overview and Scrutiny Committee for the scrutiny of the redevelopment of Northwick Park Hospital, established under the statutory provisions of the Health and Social Care Act 2001: Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002.

COUNCIL
AND
COUNCIL
COMMITTEES

AUDIT
COMMITTEE

REPORT OF AUDIT COMMITTEE

MEETING HELD ON 10 MAY 2005

Chair: * Councillor John Cowan

Councillors: * Branch * Mark Ingram
* Idaikkadar * Romain

* Denotes Member present

PART I - RECOMMENDATIONS

RECOMMENDATION I - Terms of Reference

The Committee received a report of the Director of Financial and Business Strategy which proposed revised terms of reference for the Committee and outlined the reasons for widening the remit of the Committee.

The revised terms of reference had been drawn up in consultation with Members of the Committee and the External Auditors, and would allow Members to consider individual External and Internal Audit reports in more detail.

The Chair stressed the importance of a wider remit in order to strengthen the role of the Committee.

After a short discussion regarding the future responsibilities of the Committee, it was

Resolved to RECOMMEND: (to Council)

That the revised terms of reference of the Audit Committee be adopted as set out in the appendix.

[REASON: To widen the remit of the Committee].

PART II - MINUTES

38. **Attendance by Reserve Members:**

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

39. **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.

40. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
12. Internal Audit Report – E-Risk	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency.

(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>
12. Internal Audit Report – E-Risk	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, investigation or prosecution of crime.

41. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 March 2005, having been circulated, be taken as read and signed as a correct record.

42. **Public Questions:**

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

43. **Petitions:**

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

44. **Deputations:**

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

45. **Terms of Reference:**

See Recommendation I.

46. **Corporate Governance:**

The Committee considered a report of the Director of Corporate Governance regarding the current position on the Council's governance framework. The Council aimed to ensure effective governance by adapting the principles for good governance set out in the Independent Commission on Good Governance in Public Services' standard.

The report also provided Members with an update on the progress made in the areas highlighted by the internal auditors in the Statement of Internal Control 2003-04. The Statement of Internal Control was part of the governance framework and measured the effectiveness of the management of the Council's finances.

In response to a question from a Member, the Director of Finance and Business Strategy confirmed that the assessment questions to Council and Councillors which were included in the standard were designed to be applied to all formal committees.

A Member suggested that a requirement to liaise with external auditors and to seek their comments on the internal control environment should be included in the action plan for internal control.

It was further suggested that the initiative to provide mandatory training to Members of the Development Control Committee and the Licensing Panel be extended to all committees, and that all Members who wished to sit on committees should be required to participate in compulsory training about the committees' activities. The training scheme could be implemented after the local elections in 2006.

A discussion regarding Member training followed and it was

RESOLVED: That (1) the Cabinet be requested to consider making it mandatory for all Council Members to receive training regarding the activities of a committee prior to taking up service on that committee, and implementing this after the elections in 2006; and

(2) the report be noted.

47. **Internal Audit Report on E-risk:**

Members considered a confidential report of the Director of Finance and Business Strategy, which set out the findings of an Internal Audit review of e-risk. Information on the actions being taken to address the issues identified by the review was also tabled. After a short discussion, Members made the following requests:-

- That an update report be made to the next meeting of the Committee on the issues raised in a letter recently circulated to Members;
- that the ICT Executive Summary and the structure of the IT department be circulated to Members for information; and
- that Members be invited to attend a tour of the IT department prior to the next meeting of the Committee.

RESOLVED: That the report be noted.

48. **Dates of Next Meetings:**

The Committee received a paper outlining its meeting dates for 2005/06.

The Chair advised that the meeting dates would be subject to change in exceptional circumstances.

RESOLVED: That the dates of the Audit Committee's meetings for 2005/06 be noted.

(Note: The meeting, having commenced at 7.31 pm, closed at 8.36 pm).

(Signed) COUNCILLOR JOHN COWAN
Chair

APPENDIX

Terms of Reference for the Audit Committee

- a) To approve the financial statements of the authority
- b) To review the internal control arrangements and changes thereto and approve the Statement of Internal Control prior to sign off
- c) To monitor compliance with internal controls
- d) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (SAS610)
- e) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate
- f) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- g) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- h) To consider all individual Internal Audit reports on a regular basis
- i) To scrutinise/comment on the External Audit plan
- j) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- k) To consider individual External Audit (or external agency) reports as appropriate
- l) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations
- m) To recommend action where audit and regulatory recommendations are not being implemented
- n) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture
- o) To request reports on relevant matters of interest

COUNCIL



**MINUTES
of the
ANNUAL MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 12 MAY 2005**

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

Councillors:

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

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

Mrs Joyce Nickolay
Marie-Louise Nolan
Phillip O'Dell
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

(See Resolution 313)

313. PRAYERS:

In the unavoidable absence of the Mayor's Chaplain, opening Prayers were taken by Father R. Wakeling. In the course of Prayers, Father Wakeling referred to Councillor Miss Bednell's bereavement following the recent death of her mother, Mrs Evelyn Bednell, former Mayoress of the Borough in the Municipal Year 1986/87. The funeral of Mrs Bednell was to take place on Friday 13 May 2005.

[NOTE: At the commencement of the meeting the Mayor, Councillor Mrs Champagnie, made a statement regretting that a document had been circulated on behalf of the Labour Group without notice of it having been afforded to her as Chair. The Leader of the Council and of the Labour Group, Councillor N. Shah, apologised for any breach of etiquette in this regard].

A PROCEEDINGS FOR THE ELECTION OF MAYOR**314. ELECTION OF MAYOR:**

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

Councillor Navin Shah nominated and Councillor Ann Groves seconded that **COUNCILLOR ASAD OMAR**, the Deputy Mayor, be elected Mayor for the Municipal Year 2005/06.

Councillor Branch nominated and Councillor C. Mote seconded that **COUNCILLOR MISS PADDY LYNE** be elected Mayor for the Municipal Year 2005/06.

There being no further nominations the Mayor invited other Members to speak in favour of either nominee. A number of Members accordingly spoke in favour of each candidate.

Following these speeches, the Mayor, Councillor Mrs Champagnie, asked for a vote by a show of hands. The vote was recorded as 31 for Councillor Omar and 32 for Councillor Miss Lyne.

The Mayor declared Councillor Miss Lyne as duly elected Mayor for 2005/06.

RESOLVED:

THAT COUNCILLOR MISS PATRICIA MAY LYNE BE ELECTED MAYOR OF THE LONDON BOROUGH OF HARROW FOR THE MUNICIPAL YEAR 2005/2006.

315. INSTALLATION OF NEWLY ELECTED MAYOR:

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

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

The Mayoress, Mrs Mary Graham, was then invested by the retiring Mayor's Consort with her Medallion of Office.

The Mayor, Councillor Miss Lyne, then returned her thanks for her election.

316. VOTE OF THANKS TO THE RETIRING MAYOR:

Councillor C. Mote formally moved a vote of thanks to the retiring Mayor, **Councillor Mrs Champagnie** and to the retiring Mayor's Consort, **Mr. Clive Champagnie**, which was seconded by **Councillor D. Ashton**.

Councillors N. Shah, Mrs Bath, Branch, Dighé, Seymour, Jean Lammiman, Osborn, Silver, Mark Ingram and Toms also endorsed the vote of thanks to Councillor Mrs and Mr. Champagnie for their Mayoral Year.

RESOLVED:

THAT THE COUNCIL PLACE ON RECORD ITS UNANIMOUS APPRECIATION OF AND SINCERE THANKS TO COUNCILLOR MRS LURLINE CHAMPAGNIE AND MR. CLIVE CHAMPAGNIE FOR THEIR YEAR OF OFFICE AS MAYOR AND MAYOR'S CONSORT OF THE LONDON BOROUGH OF HARROW FOR 2004/2005.

317. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR:

Councillor Mrs Champagnie congratulated the incoming Mayor, Councillor Miss Lyne, on her appointment to the Office of Mayor. She expressed her appreciation and gratitude to the London Borough of Harrow for having elected her as Mayor for the past year, and felt thrilled to wear the mantle of Mayor.

In recalling her Mayoral Year, Councillor Mrs Champagnie referred especially to the many functions she had attended and the opportunities to meet the people of the Borough. She had been impressed by the generosity and kindness of the people of the Borough and the welcome given everywhere to the Mayor.

In her speech she highlighted some of her engagements she had attended and thoroughly enjoyed. In particular the visit by Her Majesty The Queen and His Royal Highness The Duke of Edinburgh to mark the 50th Anniversary of the Borough's Charter, when she was Deputy Mayor, awarding the Freedom of the Borough to Sir Roger Bannister to mark the fiftieth anniversary of his 1954 world record mile run, the Mayoress's Committee Ball and many other fundraising events.

In her speech she offered her special thanks to the Mayoral staff, Mrs Ball, Mrs Gresty, Mr Deans and Mr Carlin and other staff for their dedication, support and guidance.

Councillor Mrs Champagnie also wished to thank the Chief Executive and her staff, the Legal Department, and all the staff of the London Borough of Harrow for their assistance, guidance and advice.

And finally, she expressed his heartfelt thanks to her husband, consort and best friend, Clive for the support and encouragement he had given to her in her role as Mayor.

In conclusion, Councillor Mrs Champagnie extended her thanks to her friends, her family and neighbours and Harrow Communities for making her Mayoral Year special.

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

The Mayor, Councillor Miss Lyne, on behalf of the Council presented a replica of the Mayor's Medallion to Councillor Mrs Champagnie in commemoration of her Mayoralty of the Borough 2004/05.

The Mayoress, Mrs Mary Graham, presented to the immediate past Mayor's Consort, Mr. Clive Champagnie, a Medallion to commemorate his year as Mayor's Consort of the Council 2004/05.

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

The Mayor signified in writing that she had appointed **Councillor Mary John** to be Deputy Mayor for the Municipal Year 2005/06.

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

The Mayoress then invested the Deputy Mayoress, **Mrs Tasneem Rasheed**, with her Medallion of Office.

The Deputy Mayor, Councillor Mary John, then returned thanks for her appointment.

320. CHAPLAINCY:

The Mayor confirmed to the Council that she had appointed the Reverend Terence Handley MacMath as her Mayor's Chaplain for the Municipal Year 2005/06.

B ELECTION OF THE EXECUTIVE**321. ELECTION OF THE LEADER OF THE COUNCIL:**

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

RESOLVED:

THAT COUNCILLOR NAVIN SHAH BE RE-ELECTED LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2005/06.

322. ELECTION OF DEPUTY LEADER OF THE COUNCIL:

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

RESOLVED:

THAT COUNCILLOR DIGHÉ BE RE-ELECTED DEPUTY LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2005/06.

323. APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF THE POLITICAL GROUPS:

RESOLVED:

THAT THE CONFIRMATION PROVIDED BY THE THREE POLITICAL GROUPS OF THEIR RESPECTIVE LEADERS AND DEPUTY LEADERS FOR THE MUNICIPAL YEAR 2005/06 BE NOTED AS FOLLOWS:

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

324. EXECUTIVE FUNCTIONS 2005/2006:

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

RESOLVED:

(1) THAT THE EXECUTIVE (CABINET) MEMBERSHIP AND RELATED REVISED PORTFOLIOS BE APPROVED FOR 2005/06 (as set out in Appendix 1 to these Minutes);

(2) THAT THE INFORMATION IN RESPECT OF THE PROPOSED EXECUTIVE COMMITTEES, ADVISORY PANELS AND CONSULTATIVE PANELS FOR 2005/06, INCLUDING THE ESTABLISHMENT OF A HARROW BUSINESS CONSULTATIVE PANEL, AND THE DELEGATIONS TO OFFICERS, BE NOTED.

C PROCEDURAL MATTERS**325. COUNCIL MINUTES:**

RESOLVED:

THAT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON 21 APRIL 2005, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.

326. CIVIC FUNCTIONS AND SPECIAL MAYORAL CHARITY APPEAL:

Council noted that the newly elected Mayor, Councillor Miss Lyne, would shortly be confirming the dates of the principal Civic Functions for the Municipal Year 2005/06 and that these would be notified to elected Members within the following week to this Annual Meeting.

Additionally, formal confirmation of the Mayor's Special Charity Appeal would be advised.

327. ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL:

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

328. DECLARATIONS OF INTEREST:

Councillor Lent notified a prejudicial interest in relation to the subject matter of the Motion included at Item 18 on the Council Summons, for which Item he would withdraw from the Council Chamber and take no part in its consideration.

RESOLVED:

THAT THE DECLARATION OF INTEREST NOW ADVISED BE RECEIVED AND NOTED.

329. PROCEDURAL MOTION:

The Motion at Item 18 on the Council Summons was qualified by Council Rule 15.6, under which the Motion stood referred to the Executive, the subject matter being within its delegated powers.

Councillor Mark Ingram moved a procedural motion that the effect of Rule 15.6 be disappplied, to enable the Motion to be debated at this Annual Council Meeting.

Having been put to a vote, the procedural motion was carried.

RESOLVED:

THAT COUNCIL RULE 15.6 BE NOT APPLIED TO THE MOTION INCLUDED AT ITEM 18 OF THE SUMMONS, ALLOWING THAT MOTION TO BE CONSIDERED BY THIS COUNCIL MEETING.

(See Resolution 339 below).

D ESTABLISHMENT OF COMMITTEES AND DELEGATIONS 2005/06**330. DETERMINATION AS TO THE SIZE OF COMMITTEES OF THE COUNCIL AND THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES 2005/06:**

Further to the provisions of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive had prepared and notified to the political Groups on the Council, a Determination under the Regulations as to their proportional entitlements to places on Committees for the Municipal Year 2005/06.

RESOLVED:

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

331. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES:

The Annual Council Meeting received with the Summons confirmation of the nominations by the political Groups to places on the Committees of the Council in accordance with the formal determination as to the proportional entitlement of the Groups. In addition, the Meeting received a tabled, revised nomination to the Development Control Committee on behalf of the Conservative Group.

RESOLVED:

THAT THE COMMITTEES OF THE COUNCIL BE ESTABLISHED WITH THE MEMBERSHIPS NOW AGREED FOR THE MUNICIPAL YEAR 2005/06 (as set out in Appendix 2 to these Minutes).

332. APPOINTMENT OF CHAIRS TO COUNCIL COMMITTEES:

Further to Item 12 of the Summons, the Council Meeting received confirmation from the political Groups of nominations to the office of Chair of certain Committees of the Council, which were formally approved.

RESOLVED:

THAT THE FOLLOWING CHAIRS OF COMMITTEES BE APPOINTED FOR THE MUNICIPAL YEAR 2005/06:-

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

(Note: The above appointments are also reflected in Appendix 2 to these Minutes – see Resolution 331 above).

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

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to the terms of reference and delegated powers for Committees of the Council, it was advised that the existing arrangements as set out in Part 3 of the Constitution would be continued, with the noted exception addressed at Resolution 335 below.

RESOLVED:

THAT THE TERMS OF REFERENCE AND DELEGATED POWERS FOR COMMITTEES OF THE COUNCIL IN PART 3 OF THE CONSTITUTION BE CONFIRMED (subject to Resolution 335 below).

E APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

334. OUTSIDE BODY APPOINTMENTS 2005/06:

- (i) Item 14 on the Summons provided for the receipt of proposals from the Groups as to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2005/06.
- (ii) The nominations of the political Groups to places on outside bodies were notified in the attachment with the Summons, within an overall motion submitted on behalf of the Major Minority (Labour) Group.
- (iii) In addition, appointments to remaining vacancies and corrections to the nominations for places on outside bodies, together with a series of amendments proposed on behalf of the Conservative Group, were received as tabled documents.
- (iv) The Council received and agreed the following changes to the nominations as originally notified with the Summons:-

Appointments to outstanding vacancies

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
2	ALG			
(v)	Children, Young People and Families Forum	1 (+1 Deputy)	Stephenson	Margaret Davine

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
(xi)	London Caribbean Partnership Group	1 (+1 Deputy)	Nana Asante	N. Shah
70	West London Alliance	2 (+1 Deputy)	(Nominations advised)	Dighé

Agreed change in a proposed appointment

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
59	Reserve Forces and Cadets Association for Greater London	1	Thornton (withdrawn) New nominee C. Mote	N/A

- (v) Councillor C. Mote moved and Councillor D. Ashton seconded a series of amendments proposing the deletion of certain nominations and their substitution by alternative nominations, as follows:-

Outside Body

Original Nomination

Substitute Nomination

2.	Association of London Government Committees and Panels			
(i)	Leaders' Committee (s101 Joint Committee)	Appointee:	Cllr. N. Shah	Cllr. C. Mote
		Deputies:	Cllr. Dighé Cllr. Burchell	Cllr. D. Ashton Cllr. Romain
23.	Harrow Primary Care Trust Management Board	Observer:	Cllr. Ann Groves	Cllr. Silver
33.	Lee Valley Regional Park Authority	Appointee:	Cllr. Anne Whitehead	Cllr. Mrs Kinnear
54.	Prince Edward's Playing Fields Trust	Appointee:	Cllr. Burchell	Cllr. John Cowan
71.	West London Waste Authority	Appointee:	Cllr. Blann	Cllr. Romain

- (vi) As mover of the original motion, Councillor N. Shah advised Council that he was willing to accept that amendment which related to No. 54 above, which Council duly endorsed.

The other amendments set out at (v) above were each the subject of a separate vote, consequent on which those relating to outside bodies 2(i) and 33 were lost and those relating to outside bodies 23 and 71 were carried.

- (vii) Councillor N. Shah advised Council that one appointment listed in the original Summons document was no longer within the remit of this Authority and should be omitted from consideration.

The Council duly noted that "2. Association of London Government Committees and Panels: (xii) ALG Lead Member for Equalities" was to be otherwise appointed.

- (viii) The substantive proposals, as varied by (iv) to (vii) above, were approved.

RESOLVED:

THAT THE SUBSTANTIVE MOTION AS TO THE OUTSIDE BODY APPOINTMENTS FOR THE MUNICIPAL YEAR 2005/06 (INCLUDING THE AGREED AMENDMENTS) BE APPROVED (the full list of appointments is attached as Appendix 3 to these Minutes).

F REPORTS FROM COUNCIL COMMITTEES**335. AUDIT COMMITTEE: TERMS OF REFERENCE:**

Further to the provision made at Item 15 of the Summons, the Annual Council Meeting received a tabled, second Supplemental Summons containing Recommendation I in this matter from the Audit Committee meeting held on 10 May 2005.

The Audit Committee Chair, Councillor John Cowan, formally moved the receipt of Recommendation I in the following terms:-

“That the revised terms of reference of the Audit Committee be adopted as set out in the appendix” (to the Recommendation).

The Recommendation was adopted as printed.

RESOLVED:

THAT RECOMMENDATION I OF THE AUDIT COMMITTEE MEETING OF 10 MAY 2005 BE ADOPTED, TOGETHER WITH THE REVISED TERMS OF REFERENCE (as set out in Appendix 4 to these Minutes).

G COUNCIL MEETINGS**336. DATES OF COUNCIL MEETINGS 2005-06:**

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

RESOLVED:

THAT THE FOLLOWING DATES FOR MEETINGS OF THE COUNCIL IN THE MUNICIPAL YEAR 2005/06 BE HEREBY CONFIRMED:-

20 OCTOBER 2005

19 JANUARY 2006

(COUNCIL TAX TAXBASE) (subject to any change in the current Constitution, to delegate the statutory decision to the Executive)

23 FEBRUARY 2006

(COUNCIL TAX)

27 APRIL 2006

25 MAY 2006

(ANNUAL COUNCIL) (following the Borough Elections)

H REPORTS FROM THE EXECUTIVE**337. OPERATION AND PROVISIONS FOR CALL IN AND URGENCY:**

In accordance with the requirements of Overview and Scrutiny Rule 23.7 the operation of the provisions for Call-In and Urgency are reviewed on an annual basis. Annual Council received a report of the Chief Executive confirming the circumstances in which these procedures had been utilised and in respect of which issues.

RESOLVED:

THAT THE REPORT OF THE CHIEF EXECUTIVE IN THIS MATTER BE RECEIVED AND NOTED.

I **MISCELLANEOUS****338.** **PROCEDURE FOR THE TERMINATION OF THE PROCEEDINGS:**

At 10.27 p.m., following the decision made at Resolution 337 above, the Mayor advised the Council that the closure time of 10.30 p.m. for Council Meetings as provided for in Rule 10.1 was about to be reached and sought Members' wishes as to how the final item on the Summons should be dealt with.

The Leader of the Council, Councillor N. Shah, proposed that the "guillotine" be extended by a further ten minutes until 10.40 p.m. to enable the Motion at Item 18 to be moved and considered.

On being put to a vote, the proposal was carried.

RESOLVED:

THAT FURTHER TO THE PROVISIONS OF RULE 10.2 (ii)(b) THE ANNUAL COUNCIL MEETING PROCEEDINGS BE CONTINUED FROM 10.30 P.M. UNTIL 10.40 P.M..

J **ISSUES RAISED BY COUNCIL MEMBERS****339.** **MOTION: AN OPEN BUDGET IN HARROW:**

(i) Further to Item 18 on the Summons, Councillor Mark Ingram formally moved under the provisions of Rule 15 the Motion relating to "An Open Budget in Harrow", which had been indicated as being seconded by the three political Group Leaders and was formally seconded by Councillor N. Shah, Leader of the Council.

(ii) In moving the Motion, Councillor Mark Ingram sought leave of the Council to effect an Alteration under the provisions of Council Rule 17.7, which was to delete the final words of the Motion "and as set out in the document titled 'An Open Budget in Harrow'."

The Alteration received the general assent of the Council.

(iii) Following debate and upon a vote the Motion was adopted.

RESOLVED:

THAT THE SUBSTANTIVE MOTION, AS REVISED, BE ADOPTED IN THE FOLLOWING TERMS:-

"That this Council notes

1. the unsatisfactory turnout at local and national elections,
2. the need to 're-engage' more effectively with the people of Harrow, in a cost-effective manner,
3. the successful use of open budget processes in various locations around the world, and
4. the document being circulated titled 'An Open Budget in Harrow' concerning the creation of an Open Budget Process for Harrow to commence with an Assembly in September or October 2005.

This Council believes that Harrow Council should make reasonable efforts to engage in an open budget process when setting the 06/07 budget that meets the principles below:

- Influence: those who take part in the process must feel that their views or decisions will have some influence;
- Information: information required by participants to deliberate on the budget is available in full and is presented in a user-friendly and accessible form;

- Deliberation: any events or meetings that are held as part of the process should be structured in such a way that they encourage self-education, deliberation and negotiation rather than confrontation;
- Feedback: all those involved must be kept informed of how their views and decisions have played a role in the decision-making process;
- Independence: the process should be supervised and assessed by an independent body if it is to possess legitimacy from the start.

This Council resolves that the Cabinet should take whatever steps are necessary to implement and reasonably resource an open budget process that meets with the criteria identified above.”

[Note: The Mayor at 10.40 p.m. advised the Council that the extended “guillotine” had been reached. The Council proceeded immediately to the vote on the Motion, as referred to at Resolution 339(iii) above].

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.41 pm).

APPENDIX 1EXECUTIVE FUNCTIONS 2005/2006ITEM 5 ON THE SUMMONSREPORT OF THE LEADER OF THE COUNCIL

(Rule 3.2, Executive Procedure Rules of the Constitution).

(Article 7 of the Constitution – The Executive).

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

(1) THE EXECUTIVE

Paragraph 7.02 of Article 7 provides for the determination by the Council of the size and membership of the Executive (to consist of the Executive Leader (see Item 4), together with at least two but not more than nine other Councillors).

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

<u>Executive Member (Ward)</u>	<u>Office/Portfolio</u>	<u>Delegated Authority</u>
Councillor N Shah (Kenton East)	Leader Strategic Overview and External Affairs	Revised
Councillor Dighé (Kenton West)	Deputy Leader Business Connections and Performance	Revised
Councillor Burchell (Edgware)	Planning, Development and Housing.	Revised
Councillor Margaret Davine (Edgware)	Social Care and Health	Revised
Councillor Marie-Louise Nolan (Wealdstone)	Communications, Partnership and Human Resources	Revised
Councillor O'Dell (Marlborough)	Environment and Transport	No change
Councillor Stephenson (Headstone South)	Education and Lifelong Learning	Revised
Councillor C Mote (Pinner South)	-	-
Councillor D Ashton (Belmont)	-	-
Councillor Thornton (Harrow Weald)	-	-

Encs. (Note: The Portfolio Delegations are attached for information: where indicated as "Revised" the changes are shown in italics).

Portfolio Holders – Amended Delegations

The Leader of the Council and Portfolio Holder for Strategic Overview and External Affairs

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

(a) Corporate Matters

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

(b) External Affairs

- liaise on behalf of the Council with Government Departments, the Greater London Authority and other local and public bodies;
- respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information.

Portfolio Holders – Amended Delegations

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

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

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

General Business Connections and Performance responsibilities

- with the Leader, to develop and maintain a coherent, sustainable financial strategy for Harrow
- ensure that the development of proposals for and consultation on the Annual budget takes place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice
- *lead on health and safety matters.*

Specific Business Connections and Performance responsibilities:

- To overview the development of clear systems and structures for budget development, management and monitoring
- ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level
- evaluate the financial procedures of the Council and recommend improvements
- bring forward proposals for the annual review of charges made by the Council and monitor the equalities impact of charges.
- promote a corporate framework for performance management and service planning and to keep the framework under review
- to make reports to the Executive on the performance of services
- to overview the Councils approach to public service agreements, corporate performance assessment and other performance related initiatives.
- *ensure that the Council has effective risk management and internal control systems and processes in place*
- *develop the Council's procurement strategies and support of and interactions with local businesses*
- *ensure the Council has effective arrangements to promote the take-up of welfare benefits across the Borough*
- *ensure that the Council has effective procedures for the recovery of all income owed to it and payment of its creditors*

Portfolio Holders – Amended Delegations

Portfolio Holder for Communications, Partnership and Human Resources

General and Specific:

a) Social Inclusion

- Jointly with other Portfolio Holders to develop a strategy for social inclusion by:
 - auditing the public's need for advice and identifying gaps in the provision.
 - assessing the effectiveness of anti-poverty strategies and preparing strategies to address shortfalls.
 - linking social inclusion objectives to regeneration and other corporate and communities strategies.
 - assessing and identifying strategies to address education achievement, attendance and exclusion issues.
 - identify strategies to support social inclusion in the provision of local housing.
 - developing social inclusion targets within all relevant services delivered by the Council.

b) Community Issues and Harrow Partnership

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

c) Human Resources

- lead on all human resources matters including employee consultation, equal opportunities in relation to employees of the Council.
- *ensure the development and maintenance of a coherent human resources strategy for the Council and its workforce.*

d) Communications

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

Portfolio Holders – Amended Delegations

Portfolio Holder for Education and Lifelong Learning

General responsibilities:

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

Specific responsibilities:

To oversee the provision of the following services:

- *Achievement and Inclusion Services*
- *Community and Culture Services*
- Leisure Services
- Lifelong Learning Services
- *Youth Service*
- Library Services
- Early Years & Childcare Services (in conjunction with the Early Years *Development and Childcare* Partnership)
- Student Support
- Education Support Services
- *Governor Support*
- *Special Educational Needs*

Portfolio Holders – Amended Delegations

Portfolio Holder for Environment and Transport

General responsibilities:

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

Specific responsibilities

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

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

Portfolio Holders – Amended Delegations

Portfolio Holder for Planning, Development, Housing

General responsibilities:

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

Specific responsibilities:

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

- homelessness determinations
- the allocation of Council housing and nominations to accommodation of other providers.
- The maintenance and improvement of the Council's housing stock
- Promotions of satisfactory standards in housing accommodation in the private sector and enforcement actions as appropriate
- Proposals for the assessment of future housing needs within the Borough
- To maintain an overview of and develop a strategy for the management of the Council's property portfolio.
- *To authorise the acquisitions or disposals of any interests in land holdings up to the value of £250k other than disposal at less than best consideration or to make any decision or otherwise respond to any request in relation to the Council's interests in land.*
- *The development and implementation of the Harrow Town Centre Strategy.*

Portfolio Holders – Amended Delegations

Portfolio Holder for Social Care and Health

General responsibilities:

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

Specific responsibilities:

The direct provision of the following services:

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

Commissioning responsibilities with Health for:

- Mental Health Services
- Learning Disability Services
- Child and Adolescent Mental Health Services
- *Older People and Physical, Sensory and Disability Services*
- *Carers*

APPENDIX 2

(MAY 2005)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2005/2006

(Membership in order of political group nominations)

(I) AUDIT COMMITTEE (5)

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

(II) DEVELOPMENT CONTROL COMMITTEE (11)

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

(CH)

= Chair

(VC)

= Vice-Chair

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

(III) LICENSING AND GENERAL PURPOSES COMMITTEE (15)

<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
(7)	(7)	(1)

**I.
Members**

Blann
Choudhury
Dharmarajah
Ann Groves
Idaikkadar (CH)
O' Dell
Ray

Arnold
Mrs Bath
Billson
Janet Cowan
Knowles
Vina Mithani
John Nickolay

Branch

**II.
Reserve
Members**

(CH)
(VC)
*

= Chair
= Vice-Chair

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

(IV) OVERVIEW AND SCRUTINY COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(6)	(5)	(0)
<u>I. Members</u>	Blann Bluston Gate Mitzi Green Mark Ingram Thammaiah	Jean Lammiman (CH) Osborn Pinkus Seymour Versallion	
<u>II. Reserve Members</u>	1. Mrs R. Shah 2. Nana Asante 3. Ann Groves 4. Lavingia 5. Toms 6. Omar	1. Myra Michael 2. Mrs Champagnie 3. Mary John 4. John Nickolay 5. Janet Mote	

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

(CH) = Chair
 (VC) = Vice-Chair
 * Denotes Group Members for consultation Delegated Action and/or on administrative matters.

(V) SCHOOL ORGANISATION COMMITTEE (20)

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

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

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

Other Representatives

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

Adviser: Mr B Leaver

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

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

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

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

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

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

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(3)	(2)	(1)
<u>I. Members</u>	Ann Groves Harrison Thammaiah	Janet Cowan Mrs Joyce Nickolay	Branch
<u>II. Reserve Members</u>	1. Gate 2. Toms 3. Marie-Louise Nolan	1. Jean Lammiman 2. Osborn 3. Mrs Champagnie	1. Thornton 2. Miss Lyne
<u>III. Independent Persons</u>	Independent Persons (2):- (appointed until Jan 2006)	Mrs Bijal Shah (VC) and Reverend Peter Broadbent, Bishop of Willesden	
	(Reserves:	Ms Judy Bertram and Mr Edward Keal).	
	Membership rules:		
	i. There must be at least 2 Councillors and one Independent person on the Committee;		
	ii. An Elected Mayor or the Leader may not be members;		
	iii. The Chair of the Committee must not be a member of the executive;		
	iv. At least 25% of the membership must be Independent persons;		
	v. Only one member of the executive can be a member of the Committee;		
	vi. The rules on political proportionality do not apply.		

APPENDIX 3**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06**

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
1.	(1) Age Concern London Conference	1	1. Ann Groves	N/a
	(2) Age Concern Harrow	2	1. Kara 2. Ann Groves	N/a
2.	Association of London Government Committees and Panels			
	(i) Leaders' Committee (s1010 Joint Committee)	1 (+ 2 Deputies)	<u>Appointee:</u> 1. N Shah	<u>Deputies:</u> 1. Dighé 2. Burchell
	(ii) Greater London Provincial Council	2 Deputies	N/a	<u>Deputies:</u> 1. Stephenson 2. Marie-Louise Nolan
	(iii) Associated Joint Committee (ALG Grants Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Thammaiah	<u>Deputies:</u> 1. N Shah 2. Ismail 3. Mrs R Shah 4. Nana Asante
	(iv) Associated Joint Committee (Transport & Environment Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Anne Whitehead	<u>Deputy:</u> 1. Blann 2. Kinsey 3. O'Dell 4. Gate
	(v) Children, Young People and Families Forum	1 (+1 Deputy)	<u>Appointee:</u> 1. Stephenson	<u>Deputy:</u> 1. Margaret Davine
	(vi) Culture & Tourism Panel	1 (+ 1 Deputy)	<u>Appointee:</u> 1. Ann Groves	<u>Deputy:</u> 1. Stephenson
	(vii) Crime and Public Protection Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Marie-Louise Nolan	<u>Deputy:</u> 1. Ann Groves
	(viii) Economic Development Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Dighé
	(ix) Health & Social Care Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Margaret Davine	<u>Deputy:</u> 1. Currie
	(x) Housing Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Ann Groves

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
	(xi) London Caribbean Partnership Group	1 (+1 Deputy)	<u>Appointee:</u> 1. Nana Asante	<u>Deputy</u> 1. N Shah
3.	Bentley Priory Nature Reserve Management Committee	4	1. Mrs C Bath 2. Blann 3. Pinkus 4. Stephenson	N/a
4.	Carequest Board	1	1. Ann Nardecchia, Organisational Development Consultant	N/a
5.	Court of City University	1	1. Stephenson	N/a
6.	Deputy Lord Lieutenant's Committee	5	1. The Mayor 2. The Deputy Mayor 3. Thornton 4. Mrs C Bath 5. C Mote	N/a
7.	Edward Harvist Charity	1	1. Bluston (Sept 2001 – Oct 2005)	N/a
8.	Edward Robinson Education Foundation	2	1. Lent 2. Miss Lyne	N/a
9.	Environment Agency Thames Region, Regional Flood Defence Committee	(Joint appointment with Boroughs of Barnet, Brent and Hounslow for 2002-2006)	1. Councillor B Colman (London Borough of Barnet)	N/a
10.	Environmental Forum (Local Agenda 21)	4 (+ 4 Reserves)	<u>Appointees:</u> 1. Blann 2. Harriss 3. Mary John 4. O'Dell	<u>Reserves:</u> 1. Miles 2. Billson 3. Janet Cowan 4. Marie-Louise Nolan
11.	Greater London Enterprise Ltd	1	1. Burchell	N/a
12.	Harrow Association of Disabled People	3	1. Ann Groves 2. Mary John 3. Silver	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
13.	Harrow Association of Voluntary Service	3	1. Choudhury* 2. Mary John* 3. Lavingia (* to serve on Executive Committee)	N/a
14.	Harrow Citizens' Advice Bureau (Management Committee)	2	1. Arnold 2. Gate	N/a
15.	Harrow College Further Education Corporation Board	2	<u>Nominees</u> 1. Stephenson (1 May 2005 – 30 April 2007) 2. Brenda Rayson, Senior Adviser, Secondary (October 2003 – October 2007)	N/a
16.	Harrow Council for Racial Equality	3	1. Dharmarajah 2. Ismail 3. John Nickolay	N/a
17.	Harrow Heritage Trust Executive Committee	4	1. Stephenson 2. Janet Mote 3. O'Dell 4. Versallion	N/a
18.	Harrow in Business	2	1. Bluston 2. Nick Bell (Executive Director, Business Connections)	N/a
19.	Harrow in Europe Committee	5	1. Blann 2. Dharmarajah 3. Nana Asante 4. Mary John 5. Jean Lammiman	N/a
20.	Harrow Nature Conservation Forum	1	1. Blann	N/a
21.	Harrow on the Hill Forum	6	<u>Ward Members:</u> 1. Billson 2. Mrs Kinnear 3. Versallion <u>Group members:</u> 1. Branch 2. Anjana Patel 3. Ray	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	REPRESENTATIVES for 2005/06	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
22.	Harrow Police and Community Consultative Group	4	1. Janet Cowan 2. Thammaiah 3. Dharmarajah 4. C Mote	N/a
23.	Harrow Primary Care Trust Management Board	1	<u>Observer:</u> 1. Silver	N/a
24.	Harrow Sports Council	3	1. Bluston 2. C Mote* 3. Miles (* to serve on Executive Committee)	N/a
25.	Harrow Town Centre Forum	3	1. Bluston 2. Burchell 3. Mrs R Shah	N/a
26.	Harrow Unified Mental Health Service Partnership Board	3 (+ 3 Reserves)	<u>Appointees:</u> 1. Margaret Davine 2. Ann Groves 3. Silver	<u>Reserves:</u> 1. Mrs R Shah 2. Gate 3. Jean Lammiman
27.	Harrow Weald Common Board of Conservators	5	1. Mrs Ashton 2. Miss Lyne 3. Thornton 4. Toms 5. Anne Whitehead	N/a
28.	Harrow Young Musicians - Managing Body	2	1. Toms 2. Jean Lammiman	N/a
29.	Hertfordshire Rural Forum	1	1. Seymour	N/a
30.	Investigation of Air Pollution Standing Conference	2	1. Blann 2. Gareth Llywelyn Roberts (Chief Environmental Health Officer)	N/a
31.	John Pardoe Charity	4	1. Mrs C Bath 2. Miss Bednell 3. Mr M Carmody 4. Dharmarajah	N/a
32.	League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	<u>Appointee:</u> 1. Mary John	<u>Deputy:</u> 1. Mrs A Diamond

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
33.	Lee Valley Regional Park Authority [Note: At the expiry of the statutory 4 year term, the Council may (upon invitation from the ALG) nominate a Member to stand for election to one of eight places available to non-riparian London Authorities]	1	1. Anne Whitehead (1 July 2001 – 30 June 2005) (a further nomination has been sought for July 2005 – June 2009)	N/a
34.	Local Authorities Aircraft Noise Council	2	1. Blann 2. Service Manager, Environmental Protection	N/a
35.	Local Government Association - General Assembly Meetings (Two - inclusive of AGM)	3 (+ 3 Deputies)	<u>Appointees:</u> 1. N Shah 2. John Cowan 3. Thornton (Representing each of the political groups)	<u>Deputies:</u> 1. Dighé 2. C Mote 3. Miss Lyne
36.	Local Government Association - Urban Commission	2	1. Burchell 2. Director of Professional Services (Urban Living)	N/a
37.	Local Government Information Unit	1	1. Lent	N/a
38.	London Accident Prevention Council	3	1. Ismail 2. Joyce Nickolay 3. Peter Wenham (Senior Road Safety Officer)	N/a
39.	London Arts Board Local Authority Forum	2 (+ 1 non-voting officer)	1. Ann Groves 2. Stephenson & Samantha Webster (Group Manager, Community and Culture)	N/a
40.	London Borough of Harrow (a) Bus & Highways Liaison Meeting	4	1. Blann 2. Thammaiah 3. John Nickolay 4. Pinkus	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
	(b) Rail Liaison Meeting	4	1. Blann 2. Choudhury 3. John Nickolay 4. Pinkus	N/a
41.	London Home and Water Safety Council	2	1. Romain 2. Service Manager, Environmental Protection	N/a
42.	(i) London Housing Unit Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. N Shah (Leader)	<u>Deputy:</u> 1. Burchell
	(ii) London Housing Unit Executive Sub-Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. Burchell	<u>Deputy:</u> 1. Choudhury
43.	London (North West) Valuation Tribunal [Note: Appointments are now made jointly with the London (North West) Valuation Tribunal]	6	1. Branch (April 2001 - December 2006) 2. Mr M Carmody (April 2004 - Dec 2009) 3. Mr R Conway (April 2004 - Dec 2009) 4. Mr S Giles- Medhurst (April 2004 - Dec 2009) 5. Cllr. Miss Lyne (April 2004 - Dec 2009) 6. Mr A L Mediratta (April 2004 - Dec 2009)	N/a N/a N/a N/a N/a
44.	London Youth Games	2 (+ 2 Deputies)	<u>Appointees:</u> 1. Miles 2. Mr W North	<u>Deputies:</u> 1. Nana Asante 2. (Mr North's Nominee)
45.	Mayor of Harrow's Charity Fund Trustees	3 4	1. The Mayor 2. Miss Bednell 3. Choudhury <u>Burgesses:</u> 1. Mrs G Branch 2. Mr Owen Cock 3. Mrs B Cripps 4. Mrs R Feakins	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
46.	Middlesex Guildhall Collection and Trust Fund	6	1. D Ashton 2. Mrs C Bath* 3. The Mayor* 4. Gate 5. Harrison* 6. Samantha Webster (Group Manager, Community and Culture)* (* to serve on Executive Committee)	N/a
47.	Multi-Agency Forum on Racial Harassment	3 (+ 3 reserves)	1. Branch 2. Jean Lammiman 3. N Shah	1. Miss Lyne 2. Janet Cowan 3. Lavingia
48.	Museum of London Archaeology Service	2	1. Anne Whitehead 2. Bob Mills (Group Manager Library Services)	N/a
49.	National Council for One Parent Families	1	1. Ingram	N/a
50.	National Society for Clean Air & Environmental Protection	1	1. Gareth Llywelyn Roberts (Chief Environmental Health Officer)	N/a
51.	North London Collegiate School Board of Governors	1	1. Janet Cowan (May 2001 – April 2005 – a further nomination sought from May 2005 – 2008)	N/a
52.	North West London Community Foundation (formerly Harrow Community Trust)	1 (+ 1 Deputy)	<u>Appointee:</u> 1. Bluston	<u>Deputy:</u> 1.C Mote
53.	North West London Strategic Health Authority – Continuing Care Criteria Review Panel	1 (officer appointment only)	1. Penny Furness-Smith (Director of Community Care)	N/a
54.	Prince Edwards Playing Fields Trust	1	1. John Cowan	N/a
55.	Promotion of Public Transport Users' Group	4 (+ 4 Reserves)	<u>Members:</u> 1. Blann 2. Choudhury 3. Kara 4. Mrs Kinnear	<u>Reserves:</u> 1. Harrison 2. Anne Whitehead 3. Joyce Nickolay 4. John Nickolay

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
56.	RAF Northolt Community Consultative Group	7 (+ 7 Deputies)	<u>Representatives:</u> 1. Currie 2. Gate 3. Miles 4. Branch 5. Arnold 6. Anjana Patel 7. Mrs Kinnear	<u>Deputies:</u> 1. Idaikkadar 2. Ray 3. Ingram 4. Thornton 5. Harriss 6. Billson 7. Versallion
57.	Refugees into Jobs Board	1 (+ 1 Reserve)	1. Nana Asante	1. Ismail
58.	Relate Board of Trustees	3	1. Mrs R Shah 2. Margaret Davine 3. Jean Lammiman	N/a
59.	Reserve Forces and Cadets Association for Greater London	1	1. C Mote	N/a
60.	Richard Franklyn Charity	2	1. John Cowan 2. Burchell	N/a
61.	Sir Lancelot Lake Charity	2	1. John Cowan 2. Burchell (both appointments expire May 2005 - further nominations sought for June 2005 – May 2008)	N/a
62.	Sir John Wolstenholme Charity	2	1. Mrs C Bath 2. Miss Bednell	N/a
63.	St Dominic's College	1	1. Gate	N/a
64.	Stanmore College	1	1. Margaret Davine	N/a
65.	Staying Put Scheme Advisory Committee	1	1. Mrs R Shah	N/a
66.	Brent and Harrow Trading Standards Service	3 (+ 3 Deputies)	<u>Appointees:</u> 1. Gate 2. Romain 3. Mrs Kinnear	<u>Deputies:</u> 1. Dharmarajah 2. Arnold 3. Harriss
67.	Victoria Hall, Harrow	1	1. Bluston	N/a
68.	Wealdstone Task Force	4 (+ 4 Reserves)	<u>Appointees:</u> 1. O'Dell 2. Lavingia 3. Mrs Kinnear 4. Miss Lyne	<u>Reserves:</u> 1. Harrison 2. Kinsey 3. Harriss 4. Thornton

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
69.	West House and Heath Robinson Museum Trust	1	1. Burchell	N/a
70.	West London Alliance	2 (+1 Deputy)	<u>Appointee:</u> 1. N Shah 2. Joyce Markham, Chief Executive	<u>Deputy:</u> 1. Dighé
71.	West London Waste Authority	1	1. Romain	N/a

APPENDIX 4**Terms of Reference for the Audit Committee**

- a) To approve the financial statements of the authority
- b) To review the internal control arrangements and changes thereto and approve the Statement of Internal Control prior to sign off
- c) To monitor compliance with internal controls
- d) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (SAS610)
- e) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate
- f) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- g) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- h) To consider all individual Internal Audit reports on a regular basis
- i) To scrutinise/comment on the External Audit plan
- j) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- k) To consider individual External Audit (or external agency) reports as appropriate
- l) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations
- m) To recommend action where audit and regulatory recommendations are not being implemented
- n) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture
- o) To request reports on relevant matters of interest

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

(SPECIAL) MEETING HELD ON 16 MAY 2005

Chair: * Councillor Idaikkadar

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

* Denotes Member present

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

RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1 (xii) at the Annual Council meeting, held on 12 May 2005, of Councillor Idaikkadar as Chair of the Committee for the Municipal Year 2005/06.

57. Attendance by Reserve Members:

RESOLVED: To note that no Reserve Members were included in the Committee's membership.

58. Appointment of Vice-Chair:

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

RESOLVED: To appoint Councillor Ann Groves as Vice-Chair of the Committee for the Municipal Year 2005/06.

59. Declarations of Interest:

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

60. Arrangement of Agenda:

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

61. Minutes:

RESOLVED: That the minutes of the previous meeting held on 7 March 2005, be deferred until the next ordinary meeting of this Committee.

62. Establishment of Sub Committee and Panels 2005-06:

Further to the nominations now submitted by the political Groups in respect of this Committee's subsidiary body memberships and to the office of Chairs as appropriate, it was

RESOLVED: That the Licensing and General Purposes Sub-Committee and Panels be established for the Municipal Year 2005/06 with the memberships and Chairs as detailed in the appendix to these Minutes.

(Note: The meeting, having commenced at 6.30 pm, closed at 6.35 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR
 Chair

APPENDIX**LICENSING AND GENERAL PURPOSES PANELS**

(Membership in order of political group nominations)

Labour**Conservative****Liberal
Democrats****(1) CHIEF OFFICER APPOINTMENTS PANEL (5)****I.
Members**

(3) [(2) Voluntary]

(2)

(1) [From Labour Group allocation]

1. **Leader of Group**1. **Leader of Group**1. **Leader of Group**(Councillor N Shah
or nominee) (CH)(Councillor C Mote or
nominee)(Councillor Miss Lyne
or nominee)2. **Deputy Leader of
the Group**2. **Deputy Leader of the
Group**(Councillor Dighé or
nominee).(Councillor D Ashton or
nominee).**(2) EARLY RETIREMENT SUB-COMMITTEE (3) (Non-proportional)****I.
Members**

(2)

(1)

Bluston (CH)

Knowles

Branch

**II.
Reserve
Members**1.
2.
3.1. Mrs Bath
2.
3.1. Thornton
2. -**(3) EDUCATION AWARDS APPEALS PANEL (3)**

(2)

(1)

**I.
Members**Ray
Toms (CH)

Janet Cowan

**II.
Reserve
Members**1. Ann Groves
2. Thammaiah
3. Anne Whitehead1. Mrs Bath
2. Jean Lammiman
3. Vina Mithani

(4) LICENSING PANEL (3) (Pool of Members)

(1)	(1)	(1)	
I. <u>Members</u>	Blann Choudhury Dharmarajah Ann Groves Idaikkadar O'Dell Ray	Arnold Mrs Bath Billson Janet Cowan Knowles Vina Mithani John Nickolay	Branch

(5) NATIONAL NON-DOMESTIC RATE: DISCRETIONARY RATE RELIEF APPEAL PANEL**(3) (Pool of Members)**

(To be selected from the following nominees)

Blann Burchell Currie Ann Groves Ismail Lavingia Toms Anne Whitehead	Harriss Mary John Myra Michael John Nickolay Mrs Joyce Nickolay Versallion	Branch Miss Lyne
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(6) PENSION FUND INVESTMENTS PANEL (4)

(2) (2)

I. <u>Members</u>	Bluston (CH) Idaikkadar	D Ashton Romain
II. <u>Reserve Members</u>	1. Dighé 2. Burchell 3. Ingram	1. Pinkus 2. Myra Michael 3. Harriss

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

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

(To be selected from the following nominees)

Blann Bluston Currie Margaret Davine Mitzi Green Ann Groves Harrison Lavingia Ray Stephenson Toms	Arnold Mrs Bath Billson Janet Cowan Knowles Jean Lammiman	Branch Miss Lyne
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(8) SOCIAL SERVICES APPEALS PANEL (3) or ((2)) (Pool of Members)**(2)**Blann
Mitzi Green
Omar
Mrs R Shah
Toms**((1))**Myra Michael
Vina Mithani
Silver**((1))**Branch
Miss Lyne(CH)
(VC)
*

= Chair

= Vice-Chair

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

LICENSING AND
GENERAL PURPOSES
PANELS

LICENSING PANEL

24 MAY 2005

Chair: * Councillor Knowles

Councillors: * Branch * O'Dell

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**30. **Appointment of Chair:**

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

31. **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.

32. **Arrangement of Agenda:**

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

33. **Minutes:**

RESOLVED: That the minutes of the meeting held on 2 March 2005, having been circulated, be taken as read and signed as a correct record.

[Note: The 2 March 2005 minutes had originally been deferred at a Licensing Panel meeting held on 11 May 2005, then adjourned. The minutes of the 11 May meeting, due to be reconvened on 22 June 2005, would be presented for signing following that date].

34. **Public Questions, Petitions or Deputations:**

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

35. **Application for Variation of Hours during Transitional Period:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application made by TLT Solicitors on behalf of Punch Taverns Plc, for the premises licence for Oddfellows Arms Public House, 2 Waxwell Lane, Pinner.

The Chief Environmental Health Officer tabled 2 papers, for ease of reference. One detailed the existing conditions on the premises' licence (embedded conditions), and the other detailed the conditions consistent with a converted licence.

The application sought a variation to the existing Justices' Licence during the transitional period and was before the Panel as a representation had been received from an interested party, whose garden backed onto the rear garden of Oddfellows. The interested party had cited public nuisance, the prevention of which was one of the four Licensing objectives. The objector did not attend the meeting.

Mr Phipps, solicitor representing the applicants, informed the Panel that they had written to the objector inviting him to meet in order to reconcile his objections, but the objector had not responded. Mr Phipps also reminded Members that during the 13 years that the licensee had held the licence, no complaints had been made against the premises in terms of its hours of trade or noise pollution. His clients were happy to negotiate, however, by way of a compromise. Responding to queries concerning noise escape from live and recorded music, Mr Phipps informed the Panel that the music was controlled by the Manager, who could adjust noise levels when required. Further, the Panel was told that live music was not a regular occurrence and that background music was usually played in the garden.

RESOLVED: That the variation to the licence as per the application be granted with the existing conditions and the amended conditions set out in the operating schedule, as detailed below:

EXISTING CONDITIONS (to appear on the converted licence)

PERMITTED HOURS

Alcohol shall not be sold or supplied except during permitted hours. In this condition, permitted hours means:

- a. On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 10 am to 11pm.
- b. On Sundays, other than Christmas Day or New Year's Eve, 12 noon to 10.30 pm.
- c. On Good Friday, 12 noon to 10.30 pm.
- d. On Christmas Day, 12 noon to 3 pm and 7 pm to 10.30 pm.
- e. On New Year's Eve, except on a Sunday, 10 am to 11 pm.
- f. On New Year's Eve on a Sunday, 12 noon to 10.30 pm.
- g. On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 December).

The above restrictions do not prohibit:

- (a) during the first twenty minutes after the above hours the consumption of the alcohol on the premises;
- (b) during the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel.

No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applied:

- (1) He is the child of the holder of the premises licence.
- (2) He resides in the premises, but is not employed there.
- (3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- (4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

General

The premises will be closed to public after the expiration of 30 minutes from the last permitted hour for the sale of alcohol.

The Prevention of Crime and Disorder

The external areas of the premises will be illuminated during all times the premises is open to the public.

There shall be no obstructions or partitions between the bar and the trading areas, a clear view of the trading area could be maintained from the bar.

Staff members to monitor the garden area during the times it is open to the public.

The DPS and/or the representative of the premises licence holder to be members of the local pub watch scheme, where one is in operation.

The premises to promote and encourage the use of premises by local people.

Public Safety

All fire, electrical and gas appliances to be tested annually and records kept on site.

All staff to be trained in fire and emergency evacuation including disabled access and egress.

The Prevention of Public Nuisance

The music volume to be kept at a level so that it does not cause a noise nuisance to neighbouring residential properties.

Live music shall be played outdoors on no more than 10 occasions each year and not beyond 11pm on those occasions. (Additional Condition)

The kitchen extractor will be kept in good order so that extractor will not cause nuisance by smell, noise or vibrations.

The Protection of Children from Harm

Children are not permitted in the bar areas. In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

[REASONS: Further to the 4 licensing objectives set out in the Council's Licensing Policy].

(Note: The meeting having commenced at 7.35 pm, closed at 8.25 pm)

(Signed) COUNCILLOR ADRIAN KNOWLES
Chair

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

(SPECIAL) MEETING HELD ON 16 MAY 2005

Chair: * Councillor Jean Lammiman

Councillors:	* Blann	* Myra Michael (1)
	* Bluston	* Osborn
	* Gate	* Pinkus
	* Mitzi Green	* Thammaiah
	* Ann Groves (3)	Versallion

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

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

RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1 (xii) at the Annual Council Meeting, held on 12 May 2005 of Councillor Jean Lammiman as Chair of the Committee for the Municipal Year 2005/06.

290. Attendance by Reserve Members:

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

Ordinary Member

Councillor Mark Ingram
Councillor Seymour

Reserve Member

Councillor Ann Groves
Councillor Myra Michael

291. Appointment of Vice-Chair:

RESOLVED: To appoint Councillor Gate as Vice-Chair of the Committee for the Municipal Year 2005/06.

292. Declarations of Interest:

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

293. Arrangement of Agenda:

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

294. Minutes:

RESOLVED: That the minutes of the meeting held on 26 April 2005 be deferred until the next ordinary meeting of this Committee.

295. Establishment of Sub-Committees 2005-06:

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

RESOLVED: That the Scrutiny Sub-Committees be established for the Municipal Year 2005/06 with the memberships and Chairs as detailed in the appendix to these Minutes.

296. **Accessibility of Part II Documents:**

The Chair agreed to accept an item of Any Other Urgent Business in the above matter.

A Member raised the issue of rights of Members of the Overview and Scrutiny Committee to have access generally to reports held by the Executive. In particular this related to a confidential report commissioned from Mr Max Caller. Following a brief discussion, it was

RESOLVED: That (1) this issue be deferred to the Committee's ordinary July meeting to enable the receipt of an officer report regarding both the general constitutional rights of access afforded Members and also in relation to the specific confidential report;

(2) a Special meeting of the Committee be called on this matter, if required by the urgency associated with the particular report;

(3) the Monitoring Officer be requested to attend the meeting(s).

(Note: The meeting, having commenced at 6.35 pm, closed at 6.56 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

APPENDIX**SCRUTINY SUB-COMMITTEES**

(Membership in order of political group nominations)

Labour**Conservative****Liberal
Democrats****(1) ENVIRONMENT AND ECONOMY SUB-COMMITTEE (7)****(4)****(3)****I.
Members****Blann (CH)
Lavingia
Miles
Anne Whitehead****Arnold
Knowles
Seymour****II.
Reserve
Members**1. Dharmarajah
2. Ann Groves
3. Mrs R. Shah
4. Thammaiah1. John Nickolay
2. Janet Mote
3. Vina Mithani**(2) HEALTH AND SOCIAL CARE SUB-COMMITTEE (7)****(4)****(3)****I.
Members****Bluston (CH)
Ann Groves
Lavingia
Mrs R. Shah****Myra Michael
Vina Mithani
Joyce Nickolay****II.
Reserve
Members**1. Blann
2. Mitzi Green
3. Toms
4. Gate1. Jean Lammiman
2. Pinkus
3. Mary John

Adviser (Non-Voting):-

Jean Bradlow - Director of Public Health, Harrow Primary Care Trust

(3) LIFELONG LEARNING SUB-COMMITTEE (11)

(5) (5) (1)

**I.
Members**

**Nana Asante
Gate
Mitzi Green (CH)
Kinsey
Omar**

**Mary John
Jean Lammiman
Janet Mote
John Nickolay
Osborn**

(Vacant)**II.
Reserve
Members**

1. Blann
2. Lavingia
3. Anne Whitehead
4. Dharmarajah
5. Mrs R. Shah

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

-

Voting Co-opted Members:

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

(4) STRENGTHENING COMMUNITIES SUB-COMMITTEE (7)

(4) (3)

**I.
Members**

**Dharmarajah
Gate
Lavingia
Thammaiah (CH)**

**Janet Cowan
Vina Mithani
Seymour**

**II.
Reserve
Members**

1. Toms
2. Lent
3. Ann Groves
4. Mrs R. Shah

1. Osborn
2. Kara
3. Anjana Patel

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

(3) (2)

**I.
Members**

**Gate
Mitzi Green (CH)
Thammaiah**

**Jean Lammiman
Osborn**

**II.
Reserve
Members**

1. Blann
2. Ann Groves
3. Mrs R. Shah

1. Seymour
2. Versallion
3. Romain

SCRUTINY
SUB-COMMITTEES

CALL-IN SUB COMMITTEE

23 MAY 2005

Chair: * Councillor Mitzi Green

Councillors: * Blann (1) * Jean Lammiman
* Gate * Osborn

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

[Note: Councillors Mrs Ashton, Burchell, N Shah and Thornton also attended this meeting to speak on the item indicated at Minute 55 below].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**49. **Appointment of Chair:**

RESOLVED: To note the appointment at the Special Meeting of the Overview and Scrutiny Committee on 16 May 2005 of Councillor Mitzi Green as Chair of the Sub-Committee for the 2005/06 Municipal Year.

50. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Thammaiah

Councillor Blann

51. **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.

52. **Arrangement of Agenda:**

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

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

RESOLVED: That Councillor Jean Lammiman be appointed Vice-Chair of the Sub-Committee for the 2005/06 Municipal Year.

54. **Minutes:**

RESOLVED: That the minutes of the meeting held on 11 January 2005, having been circulated, be taken as read and signed as a correct record.

55. **Call-in of the Leader's Decision: Release of Restrictive Covenant, Brooks Hill:**

The Sub-Committee considered a decision of the Leader dated 4 May 2005, which determined that the Council would not object to the Lands Tribunal for the release of a restrictive covenant. Members received the notice invoking the call-in procedure, together with the record of the Leader's decision and the documentation sent to the Leader to inform his decision.

The decision had been called-in on three grounds: inadequate consultation with stakeholders prior to the decision, the absence of evidence on which to base a decision, and insufficient consideration of legal and financial advice.

A Member representing the signatories to the call-in notice explained the reasoning behind invoking the call-in procedure. The Sub-Committee was referred to paragraph 2.3 of the officer report on page 10 of agenda. Concern was raised that the report referred to consultation via the planning process. The Member did not accept that the planning process involved sufficient consultation. It was added that previous considerations of the Development Control Committee had not related to a change of use for the property.

The Member also felt that the issue should not have been dealt with through a decision of an individual Executive Member. Instead it was felt that the report should have been submitted to the Cabinet for decision. Another concern raised by the Member was the lack of information on which the decision was based. The Member felt that the report should have been included on the Cabinet agenda as a Part II item, which would have afforded an opportunity to incorporate a more detailed examination of the financial aspects of the Council's landholding and the implications of the decision. A Ward Councillor who was backbenching stated his concern about the lack of information available to the residents particularly given the contentious nature of the decision. The Ward Councillor noted that he had received a verbal briefing from officers that had failed to allay the concerns of the local residents.

In response, an officer explained that the decision was initially intended for the Portfolio Holder for Planning, Development and Housing. Following discussions between officers in Legal Services, it was judged that the decision did not fall under the terms of reference for the Portfolio Holder and that the Leader of the Council should instead make the decision. Both the Portfolio Holder for Planning, Development and Housing and the Leader stated that the issue was handled in the appropriate manner. The Sub-Committee were informed that, in the professional judgement of the officers, the release of the covenant would not have a negative impact on the Council's property holding. In response to a previous point, an officer noted that the financial implications of the decision did not lend itself to a more detailed report. An officer also clarified that under the Lands Tribunal procedure, an objector could be liable for a percentage of the applicant's costs if their conduct was deemed to be unreasonable.

Members of the Sub-Committee asked questions on a number of issues. The consultation process was highlighted as a central issue. An officer explained that after being notified of the application, he had discussed the issue with the Portfolio Holder and had also written or spoken to each of the Ward Councillors. Members were also informed that the Portfolio Holder had spoken to one of the Ward Councillors. The Ward Councillors subsequently distributed leaflets to local residents, after which the Portfolio Holder reported that he had received a large amount of correspondence from residents. The Portfolio Holder added that the Council had no obligation to consult with other landholders and that the consultation undertaken was sufficient for the purposes of the procedure. In response, a Ward Councillor agreed that the consultation might have been adequate but that courtesy and good practice should have directed further consultation with local residents. Following further discussion, it was established that the Lands Tribunal procedure did not oblige the Council to consult or consider the views of other landowners or local residents. Therefore the Portfolio Holder concluded that, having consulted with Ward Councillors, the Council had met its obligation to consult with the representatives of the area in question.

The Leader stated that he received all relevant information and read aloud a copy of an e-mail dated 25 April. It was agreed that a copy of the e-mail would be distributed to Members of the Sub-Committee. It was added that given the timescales involved, the Cabinet could not have considered the issue.

Whilst summarising their views about the grounds for call-in, some Members expressed concern over the lack of information. A Member stated that it would have been beneficial to receive a more detailed report demonstrating that the Council had nothing to lose by failing to lodge an objection. The Chair concluded by noting the Sub-Committee's concern that consultation in this case could have been widened and suggested that lessons should be learnt for similar decisions in the future.

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

(Note: The meeting having commenced at 7.30 pm, closed at 8.53 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 17 MAY 2005

Chair: Councillor Anne Whitehead

Councillors: * Marilyn Ashton (in the Chair) * Janet Cowan
 * Mrs Bath * Idaikkadar
 * Billson * Miles
 * Blann (2) * Mrs Joyce Nickolay
 * Bluston * Thornton
 * Choudhury

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

[Note: Councillor Bill Stephenson also attended this meeting to speak on the item indicated at Minute 899 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

895. **Appointment of a Chair for the Meeting:**
 In the absence of the Chair of the Committee, Councillor Anne Whitehead, nominations were requested for a Chair of the meeting.
 Councillors Marilyn Ashton and Bluston were both nominated and seconded.
 Upon being put to a vote, it was
RESOLVED: To appoint Councillor Marilyn Ashton as Chair of the meeting.
896. **Appointment of a Chair for the Municipal Year 2005/2006:**
RESOLVED: To note the appointment under the provisions of Council Procedure Rule 1.1(xii) of Councillor Anne Whitehead as Chair of the Development Control Committee for the 2005/2006 Municipal Year, as agreed at the Annual Council Meeting held on 12 May 2005.
897. **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 Anne Whitehead | Councillor Blann |
898. **Appointment of a Vice-Chair:**
 Councillor Marilyn Ashton was nominated and seconded.
 Councillor Bluston was nominated and seconded.
 Upon being put to a vote, it was
RESOLVED: To appoint Councillor Marilyn Ashton as Vice-Chair of the Development Control Committee for the 2005/2006 Municipal Year.
899. **Right of Members to Speak:**
RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who is not a member of the Committee, be allowed to speak on the agenda item indicated:
 Councillor Bill Stephenson - Planning Application 1/03

900. **Declarations of Interest:**

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

- (i) Planning Application 2/06 – Maureville Residential Care Home, 44/46 Radnor Road, Harrow
Councillor Mrs Bath declared a personal interest in the above item. Accordingly, Councillor Mrs Bath remained and took part in the discussion and decision-making on this item.
- (ii) Planning Application 2/13 – Pinner Park First School, 10 Melbourne Avenue, Pinner
Councillor Bluston declared a personal interest in the above item, on the basis that one of his children taught at the school. Accordingly, Councillor Bluston remained and took part in the discussion and decision-making on this item.
- (iii) Planning Application 2/15 – Land R/O 613 Kenton Lane, Harrow
Councillor Blann declared a personal interest in the above item, on the basis that he had twice purchased goods from the business operating on the site. Accordingly, Councillor Blann remained and took part in the discussion and decision-making on this item.

901. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's despatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
7. Minutes	The minutes were inadvertently omitted from circulation with the main agenda.
21. Bradstowe House	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item, as a matter of urgency, as delay in taking a decision would prolong the current social and environmental difficulties encountered with this site.

and

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
21. Bradstowe House	The report relating to this item contains exempt information under paragraph 12 of Part I of Schedule 12A to the Local Government Act 1972 in that the report contains legal advice.

902. **Minutes:**

RESOLVED: That the Chair be given authority to sign the minutes of the meeting held on 20 April 2005, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume, subject to the following amendment:

87 Kenton Lane, Harrow (Item 2/28 on the Schedule attached to the minutes)

Under 'Notes': To record that Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application.

903. **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).

904. **Petitions:**

RESOLVED: To note receipt of the following petition which was referred to the Group Manager (Planning and Development) for consideration:

Petition Objecting to Flat Development in Manor Road

Councillor Bluston presented the above petition, which had been signed by 70 residents. Councillor Bluston advised that the petition related to general objections to development on Manor Road, rather than a specific planning application.

905. **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).

906. **Land at Honeypot Lane - Development Brief: Reference from the Cabinet Meeting held on 14 April 2005:**

The Committee received a reference from the Cabinet meeting held on 14 April 2005 which advised the Committee that the draft Development Brief for land at Honeypot Lane, Stanmore had been approved by Cabinet as "Supplemental Planning Guidance" to be used for Development Control purposes.

The Chair noted that the preamble to the Strategic Planning Advisory Panel's Recommendation to the Cabinet on this matter included comments of some Panel Members reflecting reservations about the density and the percentage mix of tenure, as set out in the Planning Brief.

RESOLVED: That the above be noted.

907. **Representations on Planning Applications:**

That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of item 2/03 on the list of planning applications.

908. **Planning Applications Received:**

RESOLVED: That authority be given to the Group Manager (Planning and Development) to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

909. **Planning Appeals Update:**

The Committee received a report of the Group Manager (Planning and Development) which listed those appeals being dealt with and those awaiting decision.

RESOLVED: That the report be noted.

910. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Group Manager (Planning and Development) which listed those enforcement notices awaiting compliance.

RESOLVED: That (1) the report be noted;

(2) written progress reports be submitted to those Members who had requested them in respect of 93 Stanmore Hill, 4 Elm Park, 78 Cecil Road and the Harrow Hospital Site.

911. **Section 247 of the Town and Country Planning Act 1990 Stopping Up of the Highway - Former Youth Centre, Library and Car Park - Grant Road/George Gange Way, Wealdstone Site:**

The Committee received a report of the Interim Head of Environment and Transportation which sought approval for officers to proceed with the making of an order under Section 247 of the Town and Country Planning Act 1990 to stop up the highway for the former youth centre, library and car park at the Grant Road/George Gange Way, Wealdstone site. The Committee noted that there were no objections to the proposed order.

RESOLVED: To authorise officers to proceed with the making of the order without further reference to the Committee.

[REASON: To enable the development to be carried out in accordance with the planning permission granted].

912. **61 Oxleay Road, Rayners Lane:**

The Committee received a report in this matter from the Group Manager (Planning and Development).

RESOLVED: That the Director of Legal Services to be authorised to (1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) demolition of the rear single storey extension;
 - (ii) the permanent removal of their constituent elements from the land.
- (i) and (ii) should be complied with within a period of six months from the date on which the Notice takes effect;
- (2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and
 - (3) institute legal proceedings in the event of failure to:
 - (i) supply the information required by the Borough through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
 - (ii) comply with the Enforcement Notice.

[REASON: To ensure that the alleged breach of planning control is removed in the interests of amenity].

913. **33 Orchard Grove, Edgware:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services to be authorised to (1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) demolition of the rear dormer extension;
 - (ii) demolition of the hip to gable extension;
 - (iii) the permanent removal of their constituent elements from the land.
- (i), (ii) and (iii) should be complied with within a period of six months from the date on which the Notice takes effect;
- (2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and
 - (3) institute legal proceedings in the event of failure to:
 - (i) supply the information required by the Borough through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
 - (ii) comply with the Enforcement Notice.

[REASON: To ensure that the alleged breach of planning control is removed in the interests of amenity].

914. **35 Orchard Grove, Edgware:**

The Committee received a report of the Group Manager (Planning and Development) in this matter.

RESOLVED: That the Director of Legal Services to be authorised to (1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) demolition of the rear dormer;
 - (ii) demolition of the hip to gable extension;
 - (iii) the permanent removal of their constituent elements from the land.
- (i), (ii) and (iii) should be complied with within a period of six months from the date on which the Notice takes effect;
- (2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and
 - (3) institute legal proceedings in the event of failure to:
 - (i) supply the information required by the Borough through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
 - (ii) comply with the Enforcement Notice.

[REASON: To ensure that the alleged breach of planning control is removed in the interests of amenity].

915. **Any Other Business:**

- (i) Bentley Priory
The Chair raised concerns that Bentley Priory SSSI was not formally notified of planning applications submitted for the Bentley Priory area.

RESOLVED: That the Group Manager (Planning and Development) be requested to formally notify Bentley Priory SSSI of any planning applications submitted for the Bentley Priory area.

916. **Bradstowe House:**

The Committee received a confidential report of the Director of Strategic Planning in this matter.

RESOLVED: To (1) request that Cabinet investigate the reasons for the delay and report its findings to the Committee;

(2) defer consideration of the report of the Director of Strategic Planning until such time that the additional information requested from Cabinet was available.

917. **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 11.15 pm;

(4) at 11.15 pm to continue until 11.30 pm;

(5) at 11.30 pm to continue until 11.32pm;

(6) at 11.32pm to continue until 11.34pm;

(7) at 11.34pm to continue until 11.37pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.37 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chair for the Meeting (see Minute 895)

LIST NO: 2/02 **APPLICATION NO:** P/604/05/DFU
LOCATION: Land rear of Rising Sun Public House, 138 Greenford Road, Harrow
APPLICANT: Oakcliffe Properties Ltd
PROPOSAL: 2 x two storey dwellings (semi-detached pair) with garages
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/03 **APPLICATION NO:** P/653/05/CFU/TEM
LOCATION: Land R/O 123-135 and 139, Part of Garden of 133 Whitchurch Lane, Edgware
APPLICANT: Gillett Macleod Partnership for London & District Housing Ltd
PROPOSAL: Construction of 4 chalet bungalows with access from Stratton Close and car parking
DECISION: REFUSED permission for the development described in the application and submitted plans, for the following reasons:

- (i) The access road will give rise to a loss of residential amenity to 123 Whitchurch Lane by reason of the additional vehicular activity generated by the development.
- (ii) The access into Whitchurch Lane is sited at a point where the road bends and will be detrimental to the safety and free flow of traffic.

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

(2) during 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) 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) Councillors Blann, Bluston, Choudhury, Idaikkadar and Miles wished to be recorded as having voted against the decision to refuse the application;

(5) the Group Manager (Planning and Development) had recommended that the above application be granted].

LIST NO: 2/04 **APPLICATION NO:** P/1981/04/CFU
LOCATION: The Bell House, 2 Julian Hill, Harrow
APPLICANT: Mr A. Terroni for Mrs Judge
PROPOSAL: Renovation and conversion of derelict outbuilding, including single storey side extension, to create an additional dwellinghouse
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/490/05/DFU

LOCATION: 220 Shaftesbury Avenue, South Harrow

APPLICANT: D K Sugunasingha for Dr Sarath Obeysekera

PROPOSAL: Alterations to front and conversion to two flats, parking and access at front

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

(i) The proposed development would result in overdevelopment of a restricted site, and an over-intensive use giving rise to disturbance and general activity detrimental to the amenity of the occupiers of this and adjoining residential properties.

[Notes: (1) During 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 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;

(3) the Group Manager (Planning and Development) had recommended that the above application be granted].

LIST NO: 2/06 **APPLICATION NO:** P/736/05/CFU

LOCATION: Maureville Residential Care Home, 44/46 Radnor Road, Harrow

APPLICANT: Burton J Helling for Mr and Mrs Watson

PROPOSAL: Conversion to provide 8 self-contained flats; 3 rear dormer windows and rooflight at front (resident permit restricted)

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

(i) The proposed conversion would result in an over-intensive use of the property which, by reason of associated disturbance and general activity, would detract from the residential amenities of the occupiers of neighbouring properties and be out of character in the locality.

(ii) The proposal does not provide adequate rear garden amenity space for 8 residential flats thus providing an inadequate standard of amenity for future occupiers.

(iii) The proposed bin storage would have a detrimental impact on the amenity of the adjoining property.

[Notes: (1) During 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 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;

(3) the Group Manager (Planning and Development) had recommended that the above application be granted].

(See also Minute 900).

LIST NO: 2/07 **APPLICATION NO:** P/348/05/DFU
LOCATION: 29 Brooke Avenue, Harrow
APPLICANT: Home Plans for Ms G Maghella
PROPOSAL: Alterations and conversion to two self-contained flats; new vehicle access
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported and as amended in the Addendum.

[Note: Councillor Billson wished to be recorded as having voted against the decision to grant the application].

LIST NO: 2/08 **APPLICATION NO:** P/3121/04/DFU
LOCATION: 31 Brooke Avenue, Harrow
APPLICANT: Home Plans for Ms G Maghella
PROPOSAL: Alterations, front porch and conversion of dwellinghouse to 2 self-contained dwellinghouses with access and car parking at front
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: Councillor Billson wished to be recorded as having voted against the decision to grant the application].

LIST NO: 2/09 **APPLICATION NO:** P/3262/04/DFU
LOCATION: 4-10 College Road, Harrow
APPLICANT: David R Yeaman & Associates for Mr Soni and Mr Shah
PROPOSAL: Conversion of second floor from Language School to 6 self-contained flats and alterations
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported and as amended in the Addendum.

LIST NO: 2/10 **APPLICATION NO:** P/835/05/CFU
LOCATION: Harrow Telephone Exchange, Harrow View, Harrow
APPLICANT: Alan Dick UK Limited for UK Broadband
PROPOSAL: Installation of 3 antennae on existing tower on roof, equipment cabinet, removal of 3 dolphin antennae and supports
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 reason:

(i) The proposed development, by reason of unsatisfactory siting and appearance, would be detrimental to the visual amenity of neighbouring residents and the streetscene.

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

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

(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].

LIST NO:	2/11	APPLICATION NO:	P/792/05/CFU
LOCATION:	Kenton Telephone Exchange, 10 Kenton Park Parade, Kenton Road, Kenton		
APPLICANT:	Alan Dick UK Ltd for UK Broadband		
PROPOSAL:	Installation of 3 x 850mm antennae on existing poles, 2 equipment cabinets and auxillary equipment on roof		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the following reason:		
	(i) The proposal represents a proliferation of the use of telecommunication equipment on the roof to the detriment of the visual amenities in the surrounding area.		
	[Notes: (1) During 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 Marilyn Ashton, Mrs Bath, Billson, Janet Cowan, Mrs Joyce Nickolay and Thornton wished to be recorded as having voted for the decision to refuse the application;		
	(3) Councillors Blann, Bluston, Choudhury, Idaikkadar and Miles wished to be recorded as having voted against the decision to refuse the application;		
	(4) the Group Manager (Planning and Development) had recommended that the above application be granted].		

LIST NO:	2/12	APPLICATION NO:	P/906/05/CFU
LOCATION:	Clarendon Road and part of Kymberley Road, between St George's Centre and College Road, Harrow		
APPLICANT:	Alsop Design Ltd – Caroline Koo for London Borough of Harrow		
PROPOSAL:	Elevated illuminated planting structures and improvements to public highway to provide a shared surface, motorcycle and cycle parking, re-siting of disabled parking		
DECISION:	DEFERRED at officers' request.		

LIST NO:	2/13	APPLICATION NO:	P/777/05/CFU
LOCATION:	Pinner Park First School, 10 Melbourne Avenue, Pinner		
APPLICANT:	Harrow Council, Urban Living Department for People First Department		
PROPOSAL:	Removal of prefabricated classroom, development of single storey extension		
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 900).		

LIST NO: 2/14 **APPLICATION NO:** P/537/05/CFU
LOCATION: Lee House, 5 Potter Street Hill, Pinner
APPLICANT: N P Raspin
PROPOSAL: Construction of storage area at side of house and extend retaining wall.
Construction of detached summer house
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/15 **APPLICATION NO:** P/1734/03/DFU
LOCATION: Land R/O 613 Kenton Lane, Harrow
APPLICANT: David Barnard for C Moriarty
PROPOSAL: Retention of storage building
DECISION: (1) REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) The proposal represents a loss of visual and residential amenity to the neighbouring property by reason of the materials used in respect of the construction of the storage building.
- (ii) The height of the building is overbearing on the boundary of the neighbouring property to the detriment of the amenities of the neighbouring property's garden area.

(2) that an enforcement report relating to the removal of the storage building be prepared by officers and considered by Nominated Members under the Urgent Non-Executive Action procedure; and

(3) that the Area Director (Urban Living) be requested to investigate concerns about health and safety issues on the site and to report his findings to the Committee.

[Notes: (1) During 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 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;

(3) the Group Manager (Planning and Development) had recommended that the above application be granted].

(See also Minute 900).

LIST NO: 2/16 **APPLICATION NO:** P/735/05/CFU
LOCATION: Link House, Pinner Hill, Pinner
APPLICANT: Orchard Associates for Mr and Mrs P Marcuse
PROPOSAL: New entrance gates and piers
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/678/05/CFU
LOCATION: 218 Shaftesbury Avenue, South Harrow
APPLICANT: Dale Venn Associates for Mr A Aslam
PROPOSAL: Redevelopment to provide a detached 2 storey block of 4 flats with forecourt parking
DECISION: WITHDRAWN by the applicant.

LIST NO: 3/02 **APPLICATION NO:** P/3293/04/DFU
LOCATION: 9 West Drive Gardens, Harrow
APPLICANT: JPB Architects for Mr and Mrs M Masterson
PROPOSAL: Retention of, and modifications to, roof extension at side, rear and front and front and rear dormers (revised)
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reason and informative reported.

JOINT OVERVIEW
AND SCRUTINY
COMMITTEE

**MINUTES OF THE MEETING OF THE
NORTHWICK PARK JOINT CONSULTATIVE COMMITTEE**

Friday, 20th May 2005 at 1.30pm

PRESENT: Councillor Howard Bluston (London Borough of Harrow), Councillor Myra Michael (London Borough of Harrow), Councillor Vina Mithani (London Borough of Harrow), Councillor Rekha Shah (London Borough of Harrow), Councillor Eric Silver (London Borough of Harrow), Councillor Margaret Davine (London Borough of Harrow), Councillor Gideon Fiegel (London Borough of Brent), Councillor Simon Woodroffe (London Borough of Ealing) and Councillor Richard Porter (London Borough of Ealing).

Also Present: Lynne McAdam (Service Manager (Scrutiny), London Borough of Harrow, Lorraine Brook (Scrutiny Support Officer, London Borough of Brent), Alicia Weiderman (Scrutiny Officer, London Borough of Harrow), Kem Guthlac (Scrutiny Officer, London Borough of Harrow), Nigel Spalding (Scrutiny Officer, London Borough of Ealing), Lopa Sarkar (Policy Officer, London borough of Brent), Nahreen Matlib (Scrutiny Officer, London Borough of Ealing), Bill Hamilton (Hamilton Consulting (UK) Ltd), David Powell (project Manager, Northwick Park Redevelopment), Raelene Sheean (Consultation Manager, Northwick Park redevelopment) and Andrew Morgan (Chief Executive, Harrow PCT).

1. Election of Chair and Vice-Chair

RESOLVED:

- (i) that Councillor Howard Bluston (London Borough of Harrow) be elected as Chair of the Northwick Park Joint Committee; and
- (ii) that Councillor Gideon Fiegel (London Borough of Brent) elected as Vice-Chair of the Northwick Park Joint Committee.

2. Declarations of Personal and Prejudicial Interests

There were none.

3. Declaration of Whip

RESOLVED:-

that a whip should not be declared.

4. Statutory Basis of the Joint Committee

RESOLVED:-

that the statutory basis of the Joint Committee, as outlined in the report before Members, be agreed.

5. **Composition and Size of the Joint Committee**

RESOLVED:-

- (i) that composition of the Joint Committee be as follows:-
 - (a) One Member from the London Borough of Ealing (one reserve Member);
 - (b) Two Members from the London Borough of Harrow (Two reserve Members); and
 - (c) Two Members from the London Borough of Brent (no reserve Members);
- (ii) that flexibility be retained to allow the London Borough of Brent to identify reserve Members to serve on the Joint Committee, if necessary, in the future;
- (iii) that the Joint Committee have a quorum of three Members, drawn from the entire membership; and
- (iv) that any councillor from each of the three participating boroughs (constituent authorities) be welcome to attend meetings of the Joint Committee but that no voting rights shall be afforded to such councillors.

6. **Terms of Reference**

It was acknowledged that the Terms of Reference of the Joint Committee should be wide yet focussed, taking into account its clear role and responsibilities.

Commenting on the Work programme, it was noted that the Joint Committee may need to make substantial comments initially and then review the adequacy of the consultation by the NHS, once completed. Given that the Joint Committee had a significantly huge task to undertake it was felt that the operation of a six month standing committee was preferred and that thereafter, the Committee may wish to reconvene on a six monthly basis to review progress of the redevelopment. It was noted that whilst the planning and highways considerations arising from the proposed redevelopment were important for individual authorities, these issues should only be considered by the Joint Committee in terms of how they relate to patient experience. Consequently it was agreed that the Terms of Reference should be amended to reflect this clarification.

RESOLVED:-

- (i) that the Terms of Reference (as circulated) be amended to include the London Borough of Ealing in paragraph 1;
- (ii) that the Terms of Reference (as circulated) be amended to reflect agreement that the Joint Committee be established for a period of six months; and

- (iii) that the Terms of reference (as circulated) be revised to include consideration of the NHS' wider proposals such as the Patients' Choice agenda and other contextual issues; and
- (iv) that the Terms of reference (as circulated) be revised to clarify that the item on the work programme regarding planning and highways issues only be investigated in terms of how these issues relate to the patient's experience;
- (v) that eight large projects/ areas be explored by the Committee as part of its work programme, with additional areas for review identified as the Committee's work progresses; and
- (vi) that the Terms of reference (as circulated) be revised to confirm that the Joint Committee will be established as a standing committee for an initial period of six months, after which a decision will be made about the necessity for it to continue.

7. **Supporting the Joint Committee**

There was some discussion regarding the convening of a public meeting at Northwick Park Hospital and it was felt that such a meeting should only be scheduled if a particular purpose was identified. It was acknowledged however that meetings with the different patient groups, staff and the PALS officers should be undertaken as part of the Joint Committee's investigations. There was some discussion regarding whether an independent health advisor/ expert should be appointed by the Joint Committee to assist Members with their investigations. Members debated whether such an expert could be identified through the CfPS or whether the Joint Committee would be able to identify a suitable independent advisor, subject to the likely costs. Officers confirmed that they would need to discuss the cost implications of this proposal further before such an advisor was commissioned by the Joint Committee.

RESOLVED:-

- (i) that the arrangements for supporting the Joint Committee, as detailed in the report before Members, be noted;
- (ii) that it be agreed that the London Borough's of Brent and Harrow will make provision for the clerking and arranging meeting venues for the Joint Committee.
- (iii) that the associated costs of the Joint Committee be shared amongst each of the constituent authorities in the following way so as to reflect Member proportionality on the Joint Committee (2-2-1). This would result in the costs being shared 2/5, 2/5, 1/5 respectively between the London Boroughs of Harrow, Brent and Ealing;

- (iv) that eight meetings be scheduled for the Joint Committee but with additional meetings scheduled as and when necessary and that informal meetings be scheduled to allow for evidence gathering;
- (v) that an expert health advisor be appointed by the Joint Committee to assist with its investigations;
- (vi) it was agreed that all correspondence from/ regarding the Joint Committee should contain the crests/ logos of each of the constituent boroughs. Further discussions between Members and officers would take place regarding the format and design of the final report;
- (vii) that Access to Information Rules be adhered to throughout the duration of the Joint Committee's investigations;
- (viii) that the longer term issues of monitoring the redevelopment be considered further with the possibility of each of the constituent authorities' Executives being asked to monitor its NHS partners in the longer term;
- (ix) that the clerking of the meetings of the Joint Committee be shared between the London Boroughs of Brent and Harrow; and
- (x) that officers give further consideration to how the work of the Joint Committee should be promoted and publicised amongst residents including articles in Council publications, the local press and the websites of each of the constituent authorities.

8. **Arrangements for Dealing with *Better Care – Without Delay – Improving Local and National Healthcare in Harrow and North Brent***

RESOLVED:-

- (i) that the proposed 3 month period of consultation by the Joint Committee be extended by a further 2 weeks subject to discussions with the NHS;
- (ii) that the Overview and Scrutiny Committees of the London Boroughs of Brent, Harrow and Ealing request to receive reports from the relevant NHS trusts annually as a mechanism for future performance monitoring; and
- (iii) that the final report be prepared by Members and officers.

9. **Future Meetings**

RESOLVED:-

- (i) that officers propose a programme of meetings for the Joint Committee;

- (ii) that all future meetings take place at Harrow Civic Centre or Brent Town Hall unless suitable alternative venues be identified to enable greater public consultation on issues being investigated by the Joint Committee;
- (iii) that a minimum of 8 meetings be scheduled for the Joint Committee; and
- (iv) that the dates of the next two meetings be agreed with Members at the conclusion of the meeting.

10. **Date of Next Meeting**

RESOLVED:-

that the next meeting of the Northwick Park Joint Committee take place on ???.

11. **Presentations on the Proposed Northwick Park Hospital Redevelopment**

David Powell (Project Manager, Northwick Park Redevelopment) provided a presentation on the proposed redevelopment of Northwick Park Hospital and highlighted the wider considerations of the proposal such as the NHS' intention to introduce a new model of care. The new model of care would provide a new approach to, and a greater emphasis on, the delivery of health services. Consequently, the redevelopment of Northwick Park Hospital was only one aspect of implementing and delivering the new model of care across Harrow and North Brent. David Powell then outlined the timescales for completion of the project, commented on the development site and the deadlines regarding bids and business proposals. In response to questions from Members of the Joint Committee, Mr Powell confirmed that he would circulate the Strategic Business Case for information as this provided further data on the economics of the proposed model of care and the timescales for implementing the project.

Raelene Sheean (Consultation Manager, Northwick Park Redevelopment) then provided an overview of the proposed consultation process that would be undertaken by the NHS regarding the redevelopment. The consultation period would run from June until September 2005 and would be far reaching in order to seek the views of residents and service users across Harrow and North Brent. It was acknowledged that other partners/ organisations would also feed into the consultation process. A questionnaire would form the basis of the consultation approach, with 11 questions intended to seek out views about both the proposed development of the hospital and the way in which services should be delivered. Case examples would be attached to each question to highlight the intended outcomes and benefits of the project. Whilst Members welcomed the use of case examples to highlight the issues raised in each question, it was felt that greater emphasis should be placed on highlighting the far ranging implications /the pros and cons of the project.

It was noted that public meetings and involvement in other events would take place in order to broaden the consultation audience. There would also be a considerable

amount of publicity in order to highlight the consultation process and to raise the public's interest. The NHS would consult with the Communication Unit's in each of the constituent boroughs in order to effectively target the consultation audience. In response to a question, Members were advised that no other NHS consultations were underway or planned in the near future.

Andrew Morgan (Chief Executive, Harrow PCT) confirmed that the questionnaire would be revised in light of the Committee's comments and stressed the NHS' commitment to consulting carefully with the public, partners and other agencies about the proposed redevelopment. He welcomed the opportunity to work with the Joint Committee to ensure that the project was implemented in an open and accountable manner.

The Chair then took the opportunity to thank all those present for their contributions at the meeting. He welcomed the opportunity to work as part of the Joint Committee with Members and officers on what would be an exciting, challenging and important investigation.

RESOLVED:

that the Strategic Business Case be submitted to the Joint Committee for consideration.

12. **Any Other Business**

There was none.

Meeting ended at 3.15pm

Councillor Howard Bluston
CHAIR

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 19 MAY 2005

Chair: * Councillor N Shah

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

* Denotes Member present

(Note: Councillors Miss Bednell and Jean Lammiman also attended this meeting to speak on the item indicated at Minute 758 below).

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

747. **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.

748. **Minutes:**

RESOLVED: That the minutes of the meeting held on 14 April 2005, having been circulated, be taken as read and signed as a correct record.

749. **Arrangement of Agenda:**

The Chair indicated that he was prepared to admit two urgent items to the agenda, item 14(a), "Open Budget Process", for the reason set out on the second supplemental agenda, and item 14(b), an oral report from the Chief Executive in relation to a reference from the Development Control Committee meeting held on 17 May 2005 on Bradstowe House. Members noted that it had not been possible to include this item on the Cabinet agenda any earlier as the Development Control Committee had only met after the circulation of the main agenda, and it was not appropriate to delay making a decision on this matter.

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

<u>Item</u>	<u>Reason</u>
15. Business Transformation Partnership	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained information relating to the terms proposed or to be proposed in the contract for the acquisition or supply of goods and services.
16. Petts Hill Bridge Land Acquisition	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained information relating to terms proposed for the acquisition of property.

750. **Petitions:**

(1) Councillor O'Dell presented a petition containing 178 signatures from the Herga Road and Masons Avenue Community Association. He read the terms of the petition to the meeting which were as follows:

“We, the undersigned, support the proposal that the land at 18-28 Masons Avenue should be turned into a car park for local residents, businesses and users of the Navnat Bhavan Hall.

Car parking in the local area is desperately insufficient and the situation will only get worse as planned residential development takes place. An additional car park at this end of the High Street, and the landscaping of this part of Masons Avenue, will help local businesses and improve the visual impact of the area, providing a significant contribution to the regeneration of the Wealdstone area.

We therefore urge the London Borough of Harrow to landscape and develop the land appropriately, and to manage the car park under a scheme that will allow its use by residents, businesses and users of the Navnat Bhavan Hall. Our cross-representative Committee will present more detailed proposals.”

RESOLVED: That the petition be received and noted.

- (2) Councillor Knowles submitted a petition containing 250 signatures from the residents of 30 roads in Hatch End objecting to telephone mast – cell number 5490F, Pinner Green.

RESOLVED: That the petition be received and noted.

751. **Public Questions:**

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

1.

Questioner: Mr Pravin Seedher

Asked of: Councillor Margaret Davine (Portfolio Holder for Social Care and Health)

Question: “The Council is writing off sums of £568,000 which it considers it cannot re-claim from the Primary Care Trust.

Considering that this council has been haemorrhaging money to the PCT for some 5 years now – where has Cllr Davine been during that time for her not to have noticed this loss of council tax payers money?”

[Note: An oral answer was provided to the above question. Under the provisions of Executive Procedure Rule 15.4, the questioner asked a supplemental question which was additionally answered. In addition, the Portfolio Holder for Social Care and Health undertook to provide the questioner with a written response].

752. **Strategic Performance Report - Quarter 4 2004/05:**

The Director of Organisational Performance introduced the report to the Performance Board and outlined the actions being taken. He highlighted the significant areas of improvement over the fourth quarter and the areas requiring further work.

The Director of Organisational Performance reported that the Council had received positive comments in relation to its performance management in the fourth quarter. In particular, he highlighted that the Office of the Deputy Prime Minister had featured Harrow as an example of good practice in a recent publication. There had been a number of inspections during the fourth quarter, which had indicated promising prospects. The Supporting People Service had received a 2-star rating.

The Director of Organisational Performance reported that some progress had been made in filling key posts but that capacity issues remained in Urban Living. He reminded Members that they should expect to see changes to the format of the report in the first quarter in line with the recently approved Corporate Plan.

Members sought clarification on a number of specific items within the report and requested that, where information was not updated quarterly, this should be indicated in future reports.

RESOLVED: That the performance report and the actions being taken be noted.

Reason for Decision: On 9 September 2004, Cabinet requested that quarterly performance information be reported to it in its role as Performance Board. The Strategic Performance Report enabled Members to form a coherent strategic view of the Council's performance in achieving corporate priorities and to provide leadership on performance management.

753. **Forward Plan 1 May - 31 August 2005:**

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

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

RESOLVED: To note that no reports had been received.

755. **Re-appointment of Subsidiary Body Memberships:**

Members considered the appointment of Chairs and the proposed memberships of Cabinet's subsidiary bodies. The appointment of Portfolio Holder assistants was also considered.

Members noted the proposal to re-establish a range of Advisory Panels/Consultative Forums with their terms of reference unchanged from 2004/05, with the exception of the National Non-Domestic Ratepayer Consultative Panel.

RESOLVED: (1) To rename the National Non-Domestic Ratepayer Consultative Panel as the Harrow Business Consultative Panel and to add the following to its existing Terms of Reference:

“To facilitate consultation between the Council and representatives of the business community as required by the Authority.”

(2) that the appointments set out in the schedule attached at Appendix 1 to these minutes be confirmed.

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

756. **Timetable for the Preparation and Consideration of the Statutory Plans and Strategies 2005/6:**

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

A Member commented that Scrutiny should consider plans and strategies prior to Cabinet.

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

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

757. **Tourism Strategy:**

An officer introduced the report and advised that the tourism strategy was in line with the Council's objective of putting Harrow on the map.

A Member indicated that he had concerns in relation to the impact of the new Wembley Stadium in terms of parking in both Stanmore and Harrow. The Chair advised that the parking issue would be embodied in the Council's transport strategy.

Members welcomed the report and noted the opportunities to work with local businesses and to focus on what was available in Harrow for visitors.

RESOLVED: That the tourism strategy be endorsed.

Reason for Decision: Improved tourism had economic benefits and created enhanced civic pride among residents. The tourism strategy was in line with the Council's objective of putting Harrow on the map.

758. **Key Decision - Voluntary Aided Schools Proposal:**

The Chair indicated that, following cross party discussion, it was proposed to adjourn the meeting for this item until 6.00 pm on 20 May 2005 when Cabinet would reconvene to take the decision on this matter. He advised that Members had felt that more information was required before reaching a decision on this matter and that arrangements had been put in place for both bidders to attend informal meetings, open to all Members of the Council but closed to the press and public, at 3.00 pm and 4.00 pm respectively on 20 May 2005. Each bidder would be invited to make a 15 minute presentation and 45 minutes would be allowed for questions from Members of the Council. Members would then reconvene as Cabinet following Group Meetings, in public session, to take the decision.

On 20 May 2005, the Director of Strategy (People First) introduced the report and advised that Cabinet were being requested to decide whether or not to submit a bid to the Department for Education and Skills (DfES) for Targeted Capital Fund (TCF) allocations in 2006-07 and 2007-08 to establish an LEA-maintained voluntary aided (VA) Hindu primary school in Harrow.

The Director of Strategy (People First) reported that two separate submissions to establish a Hindu primary school in Harrow had been received from Hindu faith organisations and, if Cabinet were minded to submit a bid to DfES, they would need to determine which of the two bids received should form the basis of the bid. The deadline for the submission of the bid to the DfES was 27 May 2005.

The Director of Strategy (People First) advised Members that both bids were strong but in different areas. Both organisations were keen to work with the Council and had done a considerable amount of work with the community.

The Director of Strategy (People First) advised Cabinet that there was currently a surplus of primary school places in Harrow, in the region of 2,600, and that Members had previously agreed action to reduce oversupply. The areas of oversupply varied across the borough.

In accordance with Executive Procedure Rule 18, the Chair indicated, and Cabinet agreed, that Councillors Miss Bednell and Jean Lammiman would be able to speak on this item.

Members indicated their gratitude to both the Sai School and the I-Foundation for their strong, but different bids. Members expressed their regret that only one bid could be submitted to the DfES and indicated that it had been extremely difficult to make a determination on this issue. Members thanked the officers for their work on the evaluation of the bids and the proposals, which had been carried out in a short timescale.

The Portfolio Holder for Education and Lifelong Learning expressed the view, which was endorsed by Cabinet, that whilst the bid submitted by the Sai School was strong in that it was based in Harrow and in terms of the work it was doing, the I-Foundation was strong on educational issues and had many innovative ideas.

RESOLVED (unanimously): (1) That a bid be submitted for TCF allocations in 2006/07 and 2007/08 to establish a VA Hindu primary school in Harrow;

(2) that the Cabinet's discussion on the proposal be adjourned until 6.00 pm on Friday 20 May 2005, when a decision on the bid to be submitted to the DfES would be made following presentations by both bidders at informal Member briefings;

(3) that the I-Foundation submission form the basis of the bid to the Department for Education and Skills for Targeted Capital Fund Allocations in 2006-07 and 2007-08 to establish an LEA-maintained Voluntary Aided Hindu Primary School in Harrow.

Reason for Decision: Harrow had voluntary aided faith schools as a well-established part of its school system. This proposal would meet the aspirations of a large community in Harrow.

(Note: The decisions set out at (1) and (2) above were agreed in that part of this Cabinet meeting which was held on 19 May 2005. The decision at (3) above was subsequently agreed in that part of this Cabinet meeting which had stood adjourned and had then been reconvened on 20 May 2005 – see confirmatory note at the end of these minutes).

759. **Headstone Manor/Harrow Museum and Heritage Centre:**
The Area Director (Urban Living) introduced the report. He advised that the first major phase of repairs to the Manor House was currently in progress and outlined proposals for the further development of the project.
- RESOLVED:** (1) That officers be authorised to prepare and submit a Project Planning Grant application to the Heritage Lottery Fund for up to £50,000;
- (2) that the use of an additional £75,000 from the Local Lottery Fund to finance development works on future phases of this project be approved.
- Reason for Decision:** To enable the undertaking of a comprehensive scheme review and the preparation of a new grant application to the Heritage Lottery Fund for future works at Headstone Manor/Harrow Museum and Heritage Centre. To maintain the current total Capital funding allocation of £1,000,000 arising from the shortfall in grant funding received from the Heritage Lottery Fund.
760. **Urgent Item - Open Budget Process:**
Members considered a report which detailed a motion submitted by Councillor Mark Ingram to Annual Council on 12 May 2005. An amendment in the name of Councillor D Ashton, which he had agreed with the Portfolio Holder for Business Connections and Performance, was moved and it was
- RESOLVED:** (1) To delegate to the Deputy Leader of the Council the responsibility for determining the details of the Open Budget process for Harrow Council, in consultation with the Members of the Open Budget Steering Group, following the motion approved by Council on 12 May 2005;
- (2) that the Budget Review Working Group be responsible for constituting the initial Open Budget Steering Group from its Members, the membership of which shall consist of at least one Member from each political group (but not limited to those individuals) plus Councillors Mark Ingram and Williams.
- Reason for Decision:** (1) In order to expedite the open budget process and (2) the development of an open budget process for Harrow would significantly improve the involvement of the citizens of Harrow and other stakeholders in the budget setting process and increase their awareness of the critical budget decisions which the Council had to make.
761. **Urgent Item - Reference from Development Control Committee held on 17 May 2005 - Bradstowe House:**
The Chief Executive made an oral report and advised that, on 17 May 2005, the Development Control Committee had received a confidential report from the Strategic Planning Director on planning matters relating to Bradstowe House. The Committee had deferred making a decision on the report and had made a reference to Cabinet.
- The Portfolio Holder for Planning, Development and Housing advised Members that it had not been appropriate for the Development Control Committee to refer this matter to Cabinet as it was the responsibility of the Development Control Committee to deal with planning matters.
- RESOLVED:** That the Portfolio Holder for Planning, Development and Housing prepare a full report, setting out all the issues and problems, for submission to the Development Control Committee with an instruction that the Committee should make a decision on the planning issues in relation to Bradstowe House.
- Reason for Decision:** The determination of planning matters was the responsibility of the Development Control Committee.
762. **Business Transformation Partnership:**
Members considered a confidential report from the Executive Director (Business Connections) on the Business Transformation Partnership.
- RESOLVED:** That the decision on whether to appoint a preferred supplier or to a request a Best and Final Offer from potential partners, be delegated to the Business Connections and Performance Portfolio Holder following consultation with the ICT Members' Group.
- Reason for Decision:** To allow the procurement of a strategic business partner to progress in line with an accelerated procurement timetable.

763. **Petts Hill Bridge Land Acquisition:**
Members considered a confidential report from the Area Director (Urban Living) in relation to Petts Hill Bridge Land Acquisition.

RESOLVED: That officers be authorised to acquire the land shown on the Plan attached as an Appendix to the report of the Area Director (Urban Living), by agreement with the owners and occupiers, on terms to be agreed by the Interim Director of Asset Management and Procurement.

Reason for Decision: To enable officers to secure the land that is required for the scheme, regardless of which road improvement scheme is progressed.

(Note: The meeting, having commenced at 7.30 pm, adjourned at 8.38 pm, reconvened at 6.00pm on 20 May 2005 and closed at 6.31pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

APPENDIX 1**EXECUTIVE SUB-COMMITTEES 2005/2006****(1) NEW HARROW PROJECT PANEL (6) (Non-proportional)**

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(3)	(2)	(1)
<u>I. Members</u>	Margaret Davine N Shah Stephenson (CH)	D Ashton C Mote	vacancy
<u>II. Reserve Members</u>	1. Burchell 2. Marie-Louise Nolan 3. O'Dell		

(2) TOWN CENTRE PROJECT PANEL (6) (Non-proportional)

	(3)	(2)	(1)
<u>I. Members</u>	Burchell (CH) O'Dell N Shah	D Ashton C Mote	vacancy
<u>II. Reserve Members</u>	1. Stephenson 2. Margaret Davine 3. Dighé		

(CH) = Chair
(VC) = Vice-Chair

CABINET ADVISORY PANELS 2005/2006

(Membership in order of political group nominations)

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

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

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

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

(4) GRANTS PANEL (10)

	(5)	(4)	(1)
<u>I.</u> <u>Members</u>	Nana Asante Bluston Harrison Mrs R Shah (CH) Thammaiah	Arnold Marilyn Ashton Mrs Joyce Nickolay * Anjana Patel	Miss Lyne
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. - 2. Lavingia 3. Idaikkadar 4. O'Dell 5. N Shah	1. Billson 2. Myra Michael 3. Mary John 4. Janet Mote	1. Branch 2. Thornton

(5) HARROW BUSINESS CONSULTATIVE PANEL (4)

	(2)	(2)
<u>I.</u> <u>Members</u>	Choudhury (CH) Idaikkadar	Kara Myra Michael
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Bluston 2. Toms 3. Burchell	1. Versallion 2. Vina Mithani 3. Harriss

(6) HOUSING IMPROVEMENT OPTIONS ADVISORY PANEL (6)

	(3)	(2)	(1)
<u>I.</u> <u>Members</u>	Burchell (CH) Currie Bluston	Knowles Vina Mithani	Miss Lyne
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Idaikkadar 2. Margaret Davine 3. O'Dell	1. Billson 2. Arnold	1. Branch 2. Thornton

Advisers (Non-Voting):-
2 Tenant Federation representatives
1 Unison representative
2 ALMO Shadow Board (non-Councillor) representatives

**(7) PUBLICATIONS PANEL (6)
(non-proportional membership)**

	(3)	(2)	(1)
<u>I.</u> <u>Members</u>	Harrison Marie-Louise Nolan (CH) Stephenson	Knowles Jean Lammiman * Stephenson	Branch
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Foulds 2. Burchell 3. Lent	1. Osborn 2. Janet Cowan 3. Seymour	1. Thornton 2. Miss Lyne

(8) SOUTH HARROW STUDY PANEL (14) #

Membership to include Ward Councillors - Harrow on the Hill, Rayners Lane, Roxbourne and Roxeth Wards [Non-proportional]

(7)

(7)

**I.
Members**

**Burchell
Currie
Dharmarajah
Idaikkadar
Mark Ingram (CH)
Miles
Ray**

**Arnold
Billson
Harriss
Mrs Kinnear *
Mrs Joyce Nickolay
Anjana Patel
Versallion**

Advisers: Tenant representatives of the Rayners Lane Regeneration Steering Group:-
Mr M Brown, Ms L Duggan, Mrs P Maurice and Ms S McGregor
Youth Minister, Christchurch, Roxeth Hill: Mr G Dickinson
Representative of South Harrow Traders: Mr C Hall and Ms S Palmer

(9) SUPPORTING PEOPLE PANEL (5)

(3)

(2)

**I.
Members**

**Margaret Davine (CH)
Ann Groves
Lavingia**

**Myra Michael
Silver ***

**II.
Reserve
Members**

1. Burchell
2. Thammaiah
3. Ismail

1. Vina Mithani
2. Jean Lammiman
3. Billson

(10) TRAFFIC PANEL (10)

(5)

(4)

(1)

**I.
Members**

**Burchell
Choudhury
Ismail
Miles (CH)
Anne Whitehead**

**Arnold
Harriss
Kara
John Nickolay ***

Branch**II.
Reserve
Members**

1. Ray
2. Bluston
3. Currie
4. Kinsey
5. Blann

1. Mrs Bath
2. Anjana Patel
3. Osborn
4. Seymour

1. Thornton
2. Miss Lyne

Advisers (Non-Voting):-

One representative of the Cyclists' Touring Club – (Vacancy)
One representative of Harrow Association for Disabled People – Mr J Gloor
One representative of Harrow and District Pedestrians' Association – (Vacant)
One representative of Harrow Public Transport Users' Association - Mr A Wood
One representative of the Metropolitan Police (Traffic Branch) – Mr N Faul
One representative of the North West London Chamber of Commerce – Mr E Diamond

(11) STRATEGIC PLANNING ADVISORY PANEL (7)**(4)****(3)****I
Members****Burchell (CH)
Idaikkadar
N. Shah
Anne Whitehead****Marilyn Ashton *
Mrs Bath
Mrs Kinnear****II.
Reserve
Members**1. Blann
2. Bluston
3. Ray
4. Miles1. Kara
2. Versallion
3. Harriss

Co-opted Member: Councillor Branch (Liberal Democrat Group) Executive Procedure Rule 2.3(c)

(12) WEALDSTONE REGENERATION PANEL (6)**(3)****(3)****I.
Members****Harrison
Lavingia
Marie-Louise Nolan (CH)****Marilyn Ashton *
Harriss
Vina Mithani****II.
Reserve
Members**1. Ann Groves
2. Blann
3. O'Dell1. Kara
2. John Nickolay
3. Billson

Co-opted Member: Councillor Miss Lyne (Liberal Democrat Group) Executive Procedure Rule 2.3(c)

Advisers (Non-Voting):-

- | | | |
|--------|--|--|
| (i) | Harrow Public Transport Users Association: | Mr A Wood |
| (ii) | Local Business Employers (of medium/large size firms): | Mr M Garratt (Kodak) |
| (iii) | North West London Chamber of Commerce: | Mr R Page |
| (iv) | Wealdstone Active Community Representatives: | Mrs B Harvey /Mrs J Skidmore |
| (v) | Wealdstone Traders' Association | Mrs S Hall (Chair)/ Dr O Amele |
| (vi) | Harrow Association of Disabled People | Mr S Addy |
| (vii) | Additional Wealdstone Business' Representatives: | Mr T Arens (Heriot Catering) |
| (viii) | Metropolitan Police | Sergeant Andrew Jackson and
Sergeant Colin Walker |

To note the membership of the following informal body.

BUDGET REVIEW WORKING GROUP (6) (Non-proportional)**(3)****(2)****(1)****I.
Members****Burchell
Dighé (CH)
Idaikkadar****D Ashton *
Pinkus****Thornton****II.
Reserve
Members**1. Ray
2. Currie
3. Choudhury1. Romain
2. John Cowan
3. Mrs Kinnear1. Miss Lyne
2. Branch

CONSULTATIVE FORUMS**“ADVISORY” COMMITTEES ESTABLISHED UNDER SECTION 102(4) OF THE LOCAL GOVERNMENT ACT 1972, APPOINTED BY CABINET**

(Membership in order of political group nominations)

Labour**Conservative****(1) COMMUNITY CONSULTATIVE FORUM (7)****(4)****(3)****I.
Members****Nana Asante (CH)
Currie
Dharmarajah
Lavingia****Arnold
Janet Cowan *
Anjana Patel****II.
Reserve
Members**1. Bluston
2. Gate
3. Burchell
4. N Shah1. Harriss
2. Kara
3. Mrs Champagnie**(2) EDUCATION CONSULTATIVE FORUM (7)****(4)****(3)****I.
Members****Gate
Ismail
Ray
Stephenson (CH)****Mrs Bath
Miss Bednell *
Janet Mote****II.
Reserve
Members**1. Thammaiah
2. Marie-Louise Nolan
3. Miles
4. Lent1. Kara
2. Vina Mithani
3. Jean Lammiman

(Representatives of the Teachers', Governors', Elected Parent Governor Representatives', Denominational Representatives' and Arts Culture Representatives' Constituencies)

(3) EMPLOYEES' CONSULTATIVE FORUM (7)**Council Representatives****(4)****(3)****I.
Members****Currie
Marie-Louise Nolan (CH)
N Shah
Toms****Mrs Bath *
Janet Cowan
Mrs Joyce Nickolay****II.
Reserve
Members**1. Lent
2. Gate
3. Burchell
4. Lavingia1. Billson
2. Janet Mote
3. Osborn**Employee Representatives**Six UNISON Representatives Mary Cawley, Anna Jackson, Kim La Frenais, Martin Nolan, Debbie Prasad, Charlie Sumner
Three HTCC Representatives (To be advised)

(Note: The Chair of the Employees' Committee shall be a Council side representative in 2005/2006, and the Vice-Chair is to be appointed by the Employees side. These appointments shall thereafter alternate in succeeding years).

(4) TENANTS' AND LEASEHOLDERS' CONSULTATIVE FORUM (4)

(2) (2)

I.
Members**Currie (CH)**
Margaret Davine**Billson**
Knowles ***II.**
Reserve
Members1. O'Dell
2. Burchell
3. Gate1. Harriss
2. Mary John
3. Mrs Joyce Nickolay**"ADVISORY" COMMITTEE ESTABLISHED UNDER SECTION 85A OF THE SCHOOLS STANDARDS FRAMEWORK ACT 1998****HARROW ADMISSIONS FORUM (3)****Labour****Conservative**

(2)

(1)

Ray
Stephenson**Janet Cowan****Other Representatives**

Community Schools (Governor)	-	Vacancy
Community Schools (Primary)	-	Sue Jones
Community Schools (Secondary)	-	Allan Jones
Jewish School	-	Mrs D Palman
Roman Catholic School	-	Mike Murphy
Church of England School	-	Mrs S Hinton
Church of England Diocese	-	Kris Uttley
Catholic Schools Diocese	-	Mr Billiet
Primary Elected Parent Governor Representative	-	Mr H Epie
Secondary Elected Parent Governor Representative	-	Mr Sutcliffe
Harrow Council for Racial Equality	-	Prem Pawar
Early Years Development Partnership	-	Helena Tucker
Children's Services Representative	-	(Vacancy)

(CH)
(VC)
*

= Chair

= Vice-Chair

Denotes Group Members on Panels for consultation on administrative matters.

REPRESENTATION ON OTHER SOCIAL SERVICES EXECUTIVE BODIES FOR THE MUNICIPAL YEAR 2005

BODY**Appointment**

Adoption Panel

Councillor Margaret Davine

Fostering Panel

Councillor Margaret Davine

[NOTE: Adoption Panel nominee is required to be either:-

a member of the Executive with a role that includes an interest in social services functions;

or:-

a member of the Overview and Scrutiny Committee, whose remit includes social services functions].

REPRESENTATION ON RAYNERS LANE ESTATE COMMITTEE FOR THE MUNICIPAL YEAR 2005

BODY

Rayners Lane Estate Committee

Appointment

Councillor Currie

Councillor Mark Ingram

[Note: The nominees are local ward councillors]

APPOINTMENT OF ASSISTANTS WITHOUT PORTFOLIO 2005/06**(1) LABOUR GROUP**

Assistants without Portfolio are to be appointed and will be responsible to the Leader of the Council. This will enable the Assistants to work on a wider range of projects.

The following Members will form the pool of Assistants to the Portfolio Holders:-

Councillors

Choudhury
Currie
Harrison
Ismail
Ray

(2) CONSERVATIVE GROUP

(i) The following Members will act as Assistants:-

Councillor Miss Bednell
Councillor Silver

(ii) The following Members have been nominated as spokespersons:-

<u>Portfolio Area</u>	<u>Spokesperson</u>
Education	Miss Bednell
Social Services	Councillor Silver
Urban Living	Councillor Mrs Kinnear
Planning	Councillor Mrs Ashton
Business Connections	Councillor Ashton
Organisational Development	Councillor C Mote

(3) LIBERAL DEMOCRAT GROUP

The following Member will act as an Assistant:-

<u>Group Member of Cabinet</u>	<u>Assistant</u>
Councillor Thornton	Councillor Branch

APPENDIX 2

STATUTORY PLAN/ STRATEGY 2005/6 (AND DEADLINE DATE)	OVERVIEW AND SCRUTINY COMMITTEE	CABINET MEETING	COUNCIL MEETING
1. BEST VALUE PERFORMANCE PLAN (30 JUNE 2006)	25 APRIL 2006	6 APRIL 2006	27 APRIL 2006
2. LOCAL DEVELOPMENT FRAMEWORK (31 DECEMBER 2005)	The Local Development Scheme which sets out a programme for the Local Development Framework is currently being discussed with GOL →		
3. LOCAL IMPLEMENTATION PLAN (Transport)	Environment and Economy 26 SEPTEMBER 2005	15 SEPTEMBER 2005	20 OCTOBER 2005
4. CORPORATE PLAN	25 APRIL 2006	6 APRIL 2006	27 APRIL 2006
5. CRIME AND DISORDER REDUCTION/DRUG ACTION STRATEGY	Approved 2005 for a 3 year period		→ FEBRUARY 2008
6. COMMUNITY STRATEGY	Approved in 2004 as the Council's ten year vision →		
7. YOUTH JUSTICE PLAN *	For 2005, the Plan is considered an update and thus will not go through the formal Council process.		
8. CHILDREN AND YOUNG PEOPLE PLAN ** (1 APRIL 2006)	Lifelong Learning 10 JANUARY 2006	16 FEBRUARY 2006	23 FEBRUARY 2006

*May be subsumed into the Children and Young People's Plan – Guidance awaited from DFES and Youth Justice Board

** Guidance on deadlines still awaited

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****3 MAY 2005**

Chair: * Councillor Toms

Councillors: * Choudhury

Janet Cowan

Advisers: Mr D A Jones
(Vacancy)

* Denotes Member present

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

On 3 May 2005 there was 1 child 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 this pupil 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>
H95	10	Canons

PART II - MINUTES387. **Attendance by Reserve Members:**

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

388. **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.

389. **Arrangement of Agenda:**

RESOLVED: 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>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part 1 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.

390. **Minutes:**

RESOLVED: That (1) the minutes of the meeting held on 8 March 2005, having been circulated, be taken as read and signed as a correct record;

(2) the signing of the minutes of the meetings held on 5 April and 19 April 2005 be deferred until printed in the next Council Bound Minute Volume.

391. **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).

392. **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).

393. **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).

394. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 2.00 pm, closed at 2.05 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
17 MAY 2005

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: † Mr D A Jones
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 17 May 2005 there were 3 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

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

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H96	10	Harrow High
H97	10	Canons
H98	8	Canons

PART II - MINUTES
395. Attendance by Reserve Members:

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

396. 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.

397. Arrangement of Agenda:

RESOLVED: 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>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part 1 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.

398. Minutes:

RESOLVED: That (1) the minutes of the meetings held on 5 April and 19 April 2005, having been circulated, be taken as read and signed as a correct record;

(2) the signing of the minutes of the meeting held on 3 May 2005 be deferred until printed in the next Council Bound Minute Volume.

399. **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).

400. **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).

401. **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).

402. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.05 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
31 MAY 2005

Chair: * Councillor Toms

Councillors: * Choudhury * Janet Cowan

Advisers: † Mr D A Jones
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 31 May 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>
H99	10	Harrow High
H100	10	Rooks Heath

PART II - MINUTES
403. Appointment of Chair:

RESOLVED: To note the appointment at Cabinet on 19 May 2005 of Councillor Toms as Chair of the Education Admissions and Awards Advisory Panel for the Municipal Year 2005/2006.

404. Attendance by Reserve Members:

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

405. 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.

406. Arrangement of Agenda:

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

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

407. Appointment of Vice-Chair:

RESOLVED: To appoint Councillor Janet Cowan as Vice-Chair of the Education Admissions and Awards Advisory Panel for the Municipal Year 2005/2006.

408. **Minutes:**

RESOLVED: That the signing of the minutes of the meetings held on 3 May and 17 May 2005 be deferred until printed in the next Council Bound Minute Volume.

409. **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).

410. **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).

411. **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).

412. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.05 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

PUBLICATIONS ADVISORY PANEL

23 MAY 2005

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Seymour (3)
* Janet Cowan (2) * Bill Stephenson
* Harrison

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**198. **Appointment of Chair:**

RESOLVED: To note the appointment, at the Cabinet meeting on 19 May 2005, of Councillor Marie-Louise Nolan as Chair of the Panel for the 2005/2006 Municipal Year.

199. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Jean Lammiman
Councillor Knowles

Councillor Janet Cowan
Councillor Seymour

200. **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.

201. **Arrangement of Agenda:**

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

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

RESOLVED: To appoint Councillor Jean Lammiman as Vice-Chair of the Panel for the 2005/2006 Municipal Year.

203. **Minutes:**

RESOLVED: That the minutes of the meeting held on 10 February 2005, having been circulated, be taken as read and signed as a correct record.

204. **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).

205. **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).

206. **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).

207. **Website Update:**

The Panel received a demonstration and verbal report on the progress made in updating Harrow Council's Website.

The Panel was introduced to the item with some statistics about the website. In a survey of 462 public sector websites, it was reported that Harrow's website had been ranked in the middle. The survey rated sites according to their layout, navigation, accessibility, search functions and interactivity. The Panel was also presented with detailed statistics relating to the Council's website, outlining the most frequented pages on the site, the top search terms used by browsers, the daily number of visits and the duration of visits. Officers informed the Panel that they wanted the interactive features on the site, such as online forms, to become more frequently used, as these features empowered individuals to resolve their issues at a minimum inconvenience.

Members commented that it would be useful to have infrequent browsers trial the system, to assess its usability. The Panel discussed Brent Council's website, which used Google as its search engine. Officers informed the Panel that the search function on Harrow's website was being reviewed.

Officers outlined the new features that had been incorporated into Harrow's website:

- **Online forms** – the Panel was informed that a wide range of interactive 'e-forms' had been activated on the website since January 2005. In response to questions from Members, officers reported that the forms were working well. Members suggested ways of publicising the online forms, such as placing notices in public libraries, the press, Harrow People and in organisations such as the Citizens' Advice Bureau.
- **Online events calendar** – officers demonstrated the online calendar, which advertised events in Harrow over the duration of a year. The page had only been activated recently, and Members asked that it be updated regularly.
- **Business Portal** – officers showed the Panel the Business Portal, which provided, amongst other things, a free registration site for businesses and pages advertising work put out to tender by the Council.
- **Public questions and answers** – a new section had been created on the site to display all public questions received by Council committees and the answers provided.
- **Tourism Portal** – the Panel was informed that a Tourism Portal would be launched to showcase Harrow to potential visitors.

Officers then demonstrated new designs for the Council's homepage that were in development. Features of the new designs included:

- redesigned layout to assist navigation around the site and improved design features;
- improved access to key features such as the portals and e-forms;
- grouped links to the most popular pages within the site;
- a page summarising all emergency contact numbers, which would be regularly maintained;
- new features such as a 'Virtual Tour' of the Civic Centre for new visitors, and a poll on topical issues.

The Chair commented that the redesign had taken account of the views expressed by Members at previous meetings of the Panel. In response to Members' requests that the new systems be trialled by users, officers reported that consultation was currently underway with all major stakeholders. Members suggested that any publicity for the new website should reference the e-forms available on the site.

Members expressed concern that the developments excluded those without access to computers. Officers agreed to provide statistics on Internet usage amongst groups perceived as being infrequent users.

Officers also raised the issue of a request from the Strengthening Communities Scrutiny Sub-Committee for Members to create online diaries, or 'Blogs', that would be linked to the main Council website. Following a short discussion, the Panel agreed that the request should be passed to all Members, for their consideration.

RESOLVED: That the above be noted.

208. **Harrow People - June Edition:**

The Panel had received a draft copy of the Summer Edition of Harrow People prior to the meeting, which included the draft feature pages for the issue and Area Newsletters to be incorporated within the publication.

The Panel discussed whether the publication should name individuals and individual businesses in articles such as 'Harrow restaurateur fined' and 'Film pirate sunk by illegal DVDs' on page 12 of the copy received. The Panel discussed whether it was fair to name a single person on a charge that could have similarly been committed by others, and the fact that there was a deterrent element in naming people. The Panel agreed by general assent that the references to individuals should be left in.

A Member of the Panel requested that the shops at Sudbury Hill be featured in a similar article to 'Wealdstone's treasures', on page 36 of the copy received.

It was agreed that a copy of the Leader's Column would be circulated to Members of the Panel when finalised.

The Panel suggested amendments to the text and design, which were noted by officers.

RESOLVED: That (1) the amendments to the draft copy of the magazine be noted;

(2) it be agreed in principle to allow reference to individuals within the publication;

(3) the Leader's Column be circulated to Members when a final draft becomes available.

209. **Future of Harrow People and Area Newsletters:**

The Panel received a verbal report of the Group Manager, Communications that presented ideas for the future of the Harrow People magazine and the area newsletters contained within it. It was reported that at Cabinet on 17 March 2005, it had been resolved that the Harrow People magazine be a bi-monthly publication from June 2005.

The Panel was presented with a copy of the Brent Magazine, published monthly by the London Borough of Brent. Officers asked for Members' views on the publication, and indicated that the Communications Unit was interested in developing Harrow People further under similar lines.

Members commended the publication, paying particular attention to the job supplement, layout and use of adverts. It was agreed that the Harrow People should adopt some of the features of the Brent Magazine. Officers informed the Panel that the tenders for printing and distribution had been put out, and that the Procurement Unit were processing the figures.

RESOLVED: That the Harrow People adopt some of the features of the Brent Magazine.

210. **Corporate Plan:**

The Group Manager, Communications informed the Panel that he would not be able to present the Corporate Plan, as amendments were still being made to it.

The Panel was informed that two versions of the Corporate Plan were going to be released: a formal document containing the complete plan, and a summary document, in a style similar to the leaflet 'Your Council, Your Services' that had been presented at the last meeting of the Panel. Officers reported that this publication had received a favourable response from the public.

RESOLVED: That the documents relating to the Corporate Plan be presented to the Panel when they become available.

211. **Any Other Business:**

Timetable for the Harrow People Magazine

It was agreed that the timetable for the production of the Harrow People magazine would be circulated to both Members and Reserve Members of the Panel.

RESOLVED: That the above be noted.

212. **Date of Next Meeting:**

RESOLVED: To note that the Panel's next meeting would be held on 27 September 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 9.40 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

**HOUSING IMPROVEMENT OPTIONS ADVISORY
PANEL****26 MAY 2005**

Chair:	* Councillor Burchell	
Councillors:	* Bluston	* Miss Lyne
	* Currie	* Vina Mithani
	* Knowles	
Advisers:	* Mrs Joy Anandappa	– Harrow Federation of Tenants' and Residents' Association
	* Mr Lee Choules	– Shadow ALMO Board
	* Mr John Pollard	– Shadow ALMO Board
	* Ms D Prasad	– Harrow UNISON
	* Mr Hamish Rait	– Harrow Federation of Tenants' and Residents' Association

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Position Statement on Housing Stock Options Appraisal**

Your Panel received a report of the Director of Strategy (Urban Living), which provided an update on the progress of the Housing Stock Options Appraisal. It was reported that the Working Group had continued to meet regularly, and had looked at the cost of meeting the Decent Homes Standard by 2010, the funding the Council could achieve, and the gap between the level of funding that was available and the amount that was required. The Working Group had also examined the different options that were available to fill the gap in funding. Members were informed that tenants and leaseholders would be consulted, via a survey, to gauge opinion of the available options, after which a report would be submitted to Cabinet on 23 June 2005. The Director of Strategy (Urban Living) praised the hard work undertaken by the tenants and the Federation.

A Member expressed reservations about the timetable set out on page 5 of the supplemental agenda. It was commented that if the process was to be open, the documentation should be sent to the relevant Portfolio Holder, the Leader of the Council and the spokesperson from each of the political groups. Members were in agreement that the final documentation should be sent to all political groups, but noted that this would be in accordance with the strict timetable set out in Appendix A of the officer report. It was added that two further meetings of the Panel would be arranged before the documentation was submitted.

In response to a query it was confirmed that a legal officer would attend the next meeting of the Panel to address any concerns in relation to the legal implications.

Resolved to RECOMMEND: (To Cabinet)

That the Leader of the Council be given authority to take the decision to approve the final submission document to the ODPM by the end of July 2005.

Reason for Recommendation: To update Cabinet on the options appraisal work in progress to meet the ODPM deadline of 31 July 2005.

(See also Minute 31).

RECOMMENDATION 2 - Residents Charter

Your Panel received a tabled document, the Residents Charter, which outlined a proposal on behalf of the tenant representatives to establish a Tenants Management Board. An officer agreed to circulate an updated version of the Charter as amended at the meeting of the Working Group on 25 May 2005. Members welcomed the proposal and congratulated the tenants for their positive influence.

An adviser to the Panel expressed concern that the Charter appeared to give the prospective Board responsibility for policies regarding staffing. It was recognised that the document would need to be re-drafted and negotiated with the interested parties and following discussion on this subject, it was agreed that 'staffing' would be deleted from the Charter.

Resolved to RECOMMEND: (To Cabinet)

That the proposals of the Housing Options Appraisal Working Group, attached as an appendix to these minutes, be given consideration.

Reason for Recommendation: To give consideration to the proposals of the Housing Option Appraisal Working Group.

RECOMMENDATION 3 - Update from the Option Appraisal Working Group Meeting held on 25 May 2005

The Director of Strategy (Urban Living) tabled a report, which provided an update from the Options Appraisal Working Group. The report detailed two recommendations from the Group for the Panel's consideration. The Panel were referred to paragraph 2 of section 2 of the report. Without pre-empting the preferred option, it was agreed to amend the third line to read as follows: '...based on a *minimum* of 60 sales per annum...'

Your Panel endorsed the recommendations of the Working Group and accordingly,

Resolved To RECOMMEND: (To Cabinet)

That (1) the transfer of the value of 25% of usable right to buy receipts each year to the Housing Revenue Account be approved; and

(2) a commitment be given to explore options for a Tenant Management Organisation (TMO) that could eventually involve the transfer of some housing budget and other management responsibilities to the TMO.

Reason for Recommendation: To enable consideration of the recommendations of the Working Group, having been endorsed by the Panel.

PART II - MINUTES22. **Appointment of Chair:**

RESOLVED: To note the appointment at the meeting of Cabinet on 19 May 2005 of Councillor Burchell as Chair of the Panel for the Municipal Year 2005/2006.

23. **Attendance by Reserve Members:**

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

24. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Declared a personal interest in that he was Chair of the Eastcote Lane Residents' Association. He would remain in the room whilst matters were considered and voted upon.

25. **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>
11. Any Other Business:	These items were not included on the original agenda as they updated Members of the Panel on developments that had occurred after the despatch of the agenda.
(i) Update from the Option Appraisal Working Group Meeting held on 25 May 2005	

(ii) Open day for Council
Tenants and
Leaseholders)

12. Position Statement on
Housing Stock Options
Appraisal) These reports were not available at the time
the agenda was printed and circulated.
Members were asked to consider the reports,
as a matter of urgency.
13. Decent Homes Financial
Summary)
14. Residents Charter)
15. Summary Leaflets for
Residents Event)

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

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

RESOLVED: That Councillor Currie be appointed as Vice-Chair of the Panel for the Municipal Year 2005/2006.

27. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5 April 2005, having been circulated, be taken as read and signed as a correct record.

28. **Public Questions:**

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

29. **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).

30. **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).

31. **Position Statement on Housing Stock Options Appraisal:**

Further to Recommendation 1 above, it was

RESOLVED: To note the timetable for submission set out in Appendix A of the officer report.

32. **Decent Homes Financial Summary:**

Members considered the Decent Homes – Options Appraisal Financial Summary, which set out the financial position in relation to each of the four options. In response to a query, an adviser, who was also a member of the Working Group, stated that he was satisfied with the evidence on which the financial figures were based.

RESOLVED: That the financial summary be noted.

33. **Residents Charter:**

See Recommendation 2 above.

34. **Summary Leaflets for Residents Event:**

An officer reported that the above document would be distributed to Members of the Panel for information.

RESOLVED: That the above noted.

35. **Any Other Business:**

- (i) Update from the Option Appraisal Working Group Meeting held on 25 May 2005
See Recommendation 3 above.
- (i) Open Day for Council Tenants and Leaseholders
It was reported that the open day held on 26 May 2005 had been well attended and positive comments had been received. Officers were thanked for organising and publicising the open day and contributing to its success.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 8.26 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

APPENDIX**Residents Charter prepared by the Appraisal Working Group – 23rd May, 2005**

The Tenant Representatives of the Housing Options Appraisal Working Group, having understood the processes and commitments to the future of Housing in Harrow, would like to seek assurances and a commitment from Cabinet, on the following aspirations for the future of the Housing Management and Housing Maintenance Service.

1. That at the completion of the Housing Options Appraisal, Cabinet authorises the Director of Housing Strategy to explore and set in place a process for forming a Tenants Management Board, with the view of Tenants & Leaseholders of Harrow having real financial and decision making powers, over the Management of the Housing Service and Housing Maintenance Service.
2. That The Tenant Management Board draws from all skill sets available, including utilising the Knowledge and Training gained by the Housing Options Appraisal Working Group and other relevant stakeholders and that the process is supported through an Independent Advisors service.
3. That the Council supports the principle that the project will be moved forward in a manner that maximises the inclusion of all tenants, leaseholders and existing representative organisation thereof within Harrow.

As a starting point, tenants wish to explore options for improved influence and/or control over the following areas:

- Being involved in the decision making process for deciding where work to reach the Decent Homes Standard will take place; the prioritisation of this work, standard for this work.
- Tenants should also be fully involved in the decisions regarding the prioritisation of the 'pick list' for improvements, with a tenants representative committee working with officers to devise estate based consultations on this issue and using the results of these consultations to inform the decision making process.
- Devising satisfactory contract conditions for maintenance contractors, both for responsive maintenance and major works;
- Choosing Maintenance Contractors
- Monitoring Maintenance Contracts and contractors,
- Monitoring response times for maintenance;
- Devising and approving compensation schemes for Repair and Maintenance contracts;
- Monitoring the caretaker service and residents' satisfaction in the service;
- Monitoring grounds maintenance and refuse collection as affecting housing estates;
- Monitoring action on anti-social behaviour;
- Overseeing Complaints
- Controlling Budgets
- Having dedicated resources made available to them - financial – assets?etc
- Being part of all the decisions made around their community/estate
- Responsible for policies regarding estates/performance / complaints/ communication/ customer service

This list is not exhaustive and may be added to once detailed discussions commence.

