

2005 – 2006
June 2005 Volume 2



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK
VOLUME 2: JUNE 2005

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* *Notes: (1) 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.*

(2) A meeting of the Licensing Panel commenced and adjourned on 11 May 2005, and concluded on 22 June 2005; the minutes of that meeting are therefore included in this Minute Volume.

COUNCIL
AND
COUNCIL
COMMITTEES

JOINT OVERVIEW
AND SCRUTINY
COMMITTEE

**MINUTES OF THE MEETING OF THE NORTHWICK PARK
JOINT OVERVIEW AND SCRUTINY COMMITTEE**

Wednesday 1 June 2005, 5.00-7.00pm
Council Chamber Harrow Civic Centre

Members Present: Councillor Howard Bluston, Chair (London Borough of Harrow)
Councillor Gideon Fiegel, Vice-Chair (London Borough of Brent)
Councillor Myra Michael (London Borough of Harrow)
Councillor Simon Woodroffe (London Borough of Ealing)
Councillor Mrs Hazel Ware (London Borough of Ealing)

Observing

Councillor Richard Porter (London Borough of Ealing)
Councillor Eric Silver (London Borough of Harrow)

Officers Present: Nigel Spalding, Scrutiny Officer (London Borough of Ealing)
Nahreen Matlib, Scrutiny Officer (London Borough of Ealing)
Kem Guthlac, Scrutiny Officer (London Borough of Harrow)
Lopa Sarkar, Scrutiny Officer (London Borough of Brent)

1. **Declarations of Interest**

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bluston	Declared a personal interest in that he was a Member of Harrow Council's Development Control Committee, which would be considering the Northwick Park Re-development planning application in the near future.
Councillor Fiegel	Declared a personal interest in that Northwick Park Hospital was located in his Ward.

2. **Apologies for Absence**

RESOLVED: To note that apologies for absence had been received from Councillor Mary Farrell (London Borough of Brent), Jean Bradlow (Director of Public Health, Harrow PCT) and Lynne McAdam (Scrutiny Service Manager, London Borough of Harrow).

3. **Arrangement of Agenda**

RESOLVED: That the agenda be taken as printed and with Members of the press and public present.

4. **Minutes of the meeting on 20 May 2005**

It was agreed that under item 10, the resolution should be amended to reflect that the next meeting would be held on 1 June 2005.

RESOLVED: That the minutes of the meeting held on 20 May 2005, having been circulated, be approved.

5. **Matters Arising**

Supporting the Joint Committee, Item 7: In response to a query, it was reported that the CfPS (Centre for Public Scrutiny) had been contacted with a view to appointing an expert health adviser. Through a CfPS scheme, each Borough was entitled to employ a consultant for up to five days, although it was expected that only three days would be necessary for the purposes of the Joint Committee. Members urged officers to ensure that the appointment was made prior to the next meeting of the Joint Committee.

RESOLVED: That the matters arising from the last meeting be noted.

6. **Agreement of the Purpose of the Joint Committee**

An officer explained that the focus of the Committee would be on the scrutiny of the consultation process and the detail behind the proposed redevelopment. Members echoed those sentiments and emphasised that the key element for the Joint Committee to focus upon would be the impact of health care provision on the local population. In the course of the following discussion the Joint Committee considered the organisations that it would wish to confer with throughout the consultation period. Members also considered a proposal to hold an all-day meeting in which various expert witnesses and key stakeholders would be asked to contribute and offer their opinions concerning the redevelopment. The meeting agreed that this would be held at a later stage in the consultation period. It was established that all Members were available for daytime meetings, on condition that sufficient advance warning was provided.

Officers agreed that they would chase-up any specific information or documents requested by the Joint Committee. Members noted that they had at their disposal a wide range of sources from which to gather information, primarily consisting of the NWLH Trust and the PCT's in each Borough. In the following discussion, the Joint Committee emphasised that communication between these organisations was essential if the Joint Committee was to receive timely and relevant information. In order to support the lines of communication between the Joint Committee and the appropriate NHS Trusts it was,

RESOLVED: That the minutes of the meetings of the Joint Committee be disseminated to officers at the NWLH Trust and the three PCT's.

7. **Co-optees**

The meeting considered co-opting additional members onto the Joint Committee. A range of possible options was discussed, including representatives from the local PPI Forums. In order to avoid the Joint Committee becoming unwieldy, it was recommended that the number of co-optees should be kept to a minimum. Discussion turned to whether the invitation would extend beyond the NWLH Trust PPI Forum. Opinion was divided on whether the Joint Committee should take a holistic approach and co-opt representatives from all the PPI Forums or to adopt a more streamlined approach and co-opt a single representative from the NWLH Trust PPI Forum. The Joint Committee agreed that whichever approach was adopted, representatives and interested parties could be invited to attend individual meetings on an ad hoc basis. On conclusion of the debate, it was

RESOLVED: That the Joint Committee defer a decision to co-opt until the next meeting.

8. **Schedule of Meetings**

RESOLVED: That the Joint Committee meet on the following dates;

- Tuesday 14 June 2005 at 5.30pm (Brent)
- Wednesday 29 June 2005 at 5.30pm (Harrow)
- Monday 11 July 2005 at 7.30pm (Harrow)

9. **Work Programme of the Joint Committee**

It was agreed that at the next meeting of the Joint Committee, Members would receive a list of organisations and individuals that it wished to invite to future meetings, together with a list of documents and information that were required from the NHS Trusts. Officers were asked to compile a list in time for the meeting on 14 June. The Joint Committee also asked to receive financial analysis at every meeting.

The Joint Committee expressed concern that the NHS Trusts had not made certain information available. The Chair advised that the problem of receiving relevant information would be raised with the new Chief Executive of the NWLH NHS Trust, who would be in attendance at Harrow Council's Health and Social Care Scrutiny Sub-Committee on Monday 6 June. The Chair extended an invitation to Members of the Joint Committee to attend the meeting.

RESOLVED: That (1) the Joint Committee formally register concern that information requested by Members be made readily available by the NHS Trusts;

(2) the Joint Committee receive an update on the financial position at each meeting; and

(3) the Work Programme for the Joint Committee be agreed.

10. **Review of Consultation Strategy**

An officer reiterated that the NHS Trusts were responsible for consulting on the proposals. It was added that during the course of its work, the Joint Committee might wish to advise the Trusts on whom, when and how to consult.

RESOLVED: That the above be noted.

11. **Any Other Business**

Given that the revised version of the Public Consultation Document had only been sent an hour before the meeting, Members wished it to be noted that they had had no opportunity to read or comment on the document.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 5.13 pm, closed at 7.00 pm)

COUNCILLOR HOWARD BLUSTON
Chair

MINUTES OF THE MEETING OF THE NORTHWICK PARK JOINT OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY 14TH JUNE 2005, 5.30 P.M. – 8.15 P.M.
COUNCIL CHAMBER, BRENT TOWN HALL

Members Present: Councillor Howard, Bluston, Chair (London Borough of Harrow)
Councillor Gideon Fiegel, Vice-Chair (London Borough of Brent)
Councillor Myra Michael (London Borough of Harrow)
Councillor Simon Woodroofe (London Borough of Ealing)
Councillor Mary Farrell (London Borough of Brent)

Observing

Councillor Vina Mithani (London Borough of Harrow)
Councillor Hazel Ware (London Borough of Ealing)

Also present: Lynne McAdam Service Manager, Scrutiny, London Borough of Harrow; Kem Guthlac, Scrutiny Officer, London Borough of Harrow; Nigel Spalding, Scrutiny Officer, London Borough of Ealing; David Powell, Project Manager, Northwick Park Redevelopment; Raelene Sheean, Consultation Manager, Northwick Park Redevelopment; Andrew Morgan, Chief Executive, Harrow PCT; Jean Gaffin, Chair, Harrow PCT; Peter Goss, London Borough of Brent.

1. Declarations of Interest

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bluston	Declared a personal interest in that he was a Member of Harrow Council's Development Control Committee;
Councillor Fiegel	Declared a personal interest in that Northwick Park Hospital was located in his Ward;

2. Apologies for Absence

None.

3. Arrangement of Agenda

RESOLVED: That items 5, 5a, 5b, 6, 6a, 6b and 7 should be dealt with in an informal meeting after the formal meeting had concluded.

4. Minutes of Meeting held on 1st June 2005

RESOLVED: That the minutes of the meeting held on 1st June 2005, having been circulated, be approved.

5. Wider Context

A discussion ensued regarding whether a representative from the Strategic Health Authority should attend the next meeting.

RESOLVED: That a representative from the Strategic Health Authority should attend the next meeting being held on 29th June 2005.

6. Co-Options

The Draft Report to Joint Overview and Scrutiny Committee was circulated and discussed.

RESOLVED:

1. The joint PPI Forums liaison group be invited to nominate a co-optee and alternate to the Committee;
2. The PPI Forums for NWLHT, Harrow PCT, Brent PCT and Ealing PCT also be separately notified of the work of the JOSC, kept informed of the JOSC's work through receipt of agendas and minutes, and invited to consider if and how they wish to develop further links with the work of the JOSC;
3. The principle of promoting public engagement through the further methods 2-6 as itemised in the agenda be agreed;
4. Officers be asked to report, over the next two meetings, on action being taken to ensure that methods 2-6 as stated in the itemised agenda above can be effectively pursued, focusing in particular, on the potential arrangements for the longer "open" session at meeting 4;

7. Committee Work Programme

RESOLVED: That the Joint Committee meet on the following dates:

1. Wednesday 29th June 2005 at 5.30 p.m. at Harrow Civic Centre
2. Monday 11th July 2005 at 7.30 p.m. at Harrow Civic Centre
3. Tuesday 26th July 2005 at 7.30 p.m. at Brent Town Hall

8. Any Other Business

RESOLVED: That Councillor Fiegel circulate to all Members details regarding the PCT meeting scheduled to take place on 18th July 2005.

The Chair then closed the formal part of the meeting.

JOINT OVERVIEW AND SCRUTINY COMMITTEE

NORTHWICK PARK HOSPITAL RECONFIGURATION

MINUTES OF THE MEETING HELD ON 29 JUNE 2005 AT 5 30 PM IN THE COUNCIL CHAMBER, CIVIC CENTRE, HARROW, MIDDLESEX

Members Present:

Councillor Howard Bluston, Chair (London Borough of Harrow)
Councillor Gideon Fiegel, Vice Chair (London Borough of Brent)
Councillor Mary Farrell (London Borough of Brent)
Councillor Simon Woodroffe (London Borough of Ealing, late arrival)

Observing:

Councillor Vina Mithani (London Borough of Harrow)
Councillor Hazel Ware (London Borough of Ealing)

Also Present:

Kem Guthlac (Scrutiny Officer, London Borough of Harrow)
Lopa Sarkar (Policy Officer, London Borough of Brent)
Andrew Morgan (Chief Executive, Harrow PCT)
Raelene Sheean, Consultation Manger, Northwick Park Redevelopment)
Betty Mdoe, (Scrutiny Review Administrator, London Borough of Harrow)
Ann Landau (Local Liaison Committee, Northwick Park & St Marks)
Nico Pollen (Local Liaison Committee, Northwick Park & St Marks)
Neil Bleakley (Planning Officer, London Borough of Brent)
Nigel Spalding (Scrutiny Officer, London Borough of Ealing) also sent apologies for being late, as he had been held up in traffic.
Edwina Shackelford (Minute taker)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Myra Michael (London Borough of Harrow).

2 DECLARATIONS OF INTEREST

None other than those disclosed at an earlier meeting.

3 ARRANGEMENT OF THE AGENDA

No change.

4 MINUTES OF THE MEETING HELD ON 14 JUNE 2005

RESOLVED: That the minutes of the meeting held on 14th June 2005, having been circulated, be approved.

5 NORTHWICK PARK REDEVELOPMENT PLANNING APPLICATION – PAPER A

On 2 June 2005 Brent Council received a planning application from Northwick Park Hospital for its redevelopment. This involved initially permission concerning means of access to the site. Neil Bleakley presented the plans and explained the demolition that would take place, also pointing out the buildings that would be retained and those that would be redeveloped. The proposal is to rationalise access into and out of the site with a traffic light junction both on the left and right-hand giving movement out on to the Watford Road. It was proposed to have an underground car park and dual carriageway. A roundabout would provide access to the underground car park. There would also be a mini bus station with buses coming into the site. It was envisaged there would be some changes to the footpath from Norval Road and the Sudbury Court Estate.

It was noted that the University of Westminster had their own ideas about developing the site, which will need to be taken into consideration, and in the future application plans would be produced. Discussion had taken place between the Hospital and University. It was felt that better links between the University and the Hospital should be developed. London buses and the Underground services were involved because at the present time only a low percentage of people arrived at the hospital via the station. It was hoped to improve access to the station. London Underground has plans to provide accessibility, particularly for disabled people. There may be residential accommodation provided to give facilities for hospital staff and joint facilities may be shared with the University e.g. for educational purposes, but this would be in the long term. At the present time the focus is on an application for hospital development and an underground car park.

Cllr Bluston asked when the outline planning permission was due to come before the Committee and, if it was approved, how long would it be before more detailed plans were produced. It was explained that Brent planned to present the application to the meeting of the Planning Committee due to take place at the end of August.

Nico Pollen queried whether Northwick Park would be involved with discussions with the University of Westminster and she was informed that there had been contact already. The matter of sign posting from Kenton Station, another means of access to the site, was also raised and it was stated that there would be access through the car park to the Maternity and Mental Health Units had been planned. It was hoped that with the aid of

sign posting there would be more users and access to the hospital by foot. It was not anticipated that there would be any problems that could not easily be accommodated. Both units will be retained at the front of the building at present. There was an issue with the underground car park in terms of access and car parking, but the intention was to retain and utilise the multi-storey car park. It was noted that there was a small amount of car parking available in front of the Maternity Department at the present time. In terms of bus passengers, whilst there was a station at the back of the site the London buses would probably stop on the Watford Road or within the site. There was an issue in terms of London buses as to whether they would be driven into the site. A meeting has taken place regarding the London bus routes e.g. H9/H10 from Northwick Avenue and whether a loop round will take place.

The Chair reported that David Powell had assured the Committee that buses would drop people into the site and stated that consideration should be given to signs within the bus station so that people know how to get to Northwick Park Hospital. Cllr Gideon Fiegel mentioned that because of the recycling complex South Kenton might be the nearest station, but it was pointed out that the closest station would indeed be Northwick Park.

RESOLVED: The Committee felt that the document presented had been much clearer than the one provided by David Powell and it was agreed to provide large size copies to members of the Committee. Raelene Sheean is to obtain copies of the plan from the Trusts' architects for the JOSC members. It was stressed that at the present time this was only an outline application.

6 INFORMATION FROM NORTH WEST LONDON STRATEGIC HEALTH AUTHORITY

Cllr Bluston reported that he had had a discussion with Barbara Gill, Acting Director of Strategy, SHA and that she had agreed, in principle, to attend the next JOSC meeting on 11th July 2005. She had produced a tentative timetable for producing the review. The Board Meeting of SHA will be on 19th July 2005. It was anticipated she could attend the meeting on 26 July with full details. Cllr Bluston stated that she would be very welcome to attend on 11 July to introduce herself and to talk about the role of the SHA and recent events. Any figures dealt with would be treated as a Part II item. The new SHA Financial Director will be commencing work next Monday and would be advised of the meeting on 26 July.

Andrew Morgan stated that he hoped to attend the Board Meeting on 19 July. He felt that the overview "on the day" of the proposed launch was that it became clearer, following the decision with the SHA that a review of services across North West London was going to be undertaken and it would make sense to go into consultation. The consultation was postponed to take account of the SHA review. Andrew Morgan stated that as soon as he gets some information to share, either in Part II or I or between meetings, he hoped to do so in confidence with the Chairman or through

the Harrow Scrutiny to cement the relationship that had been built up through the redevelopment and would participate fully in the SHA review. Cllr Bluston on behalf of the Committee, requested for more details of the meeting held with the SHA to be made available as soon after the Board meeting as possible.

The previous Friday the Chief Executive's meeting had taken place with Gareth Goodier taking personal responsibility for the brief and papers for the Board Meeting on 19 July. It was felt that it would be a far-reaching review about hospital services with proposals and consultations to go out in October.

Cllr's Farrell and Woodroffe commented about the JOSC continuing and if to sought legal clarification before proceeding further. Cllr Fiegel expressed the view that the Committee could not proceed by saying how the hospital should deliver patient services because they did not know how the SHA was going to proceed. The Chair echoed his reservations. Cllr Farrell concurred with what Cllr Fiegel had said and stated that she would like to look at the matter in more depth, as there was a joint committee between three boroughs, which fell strictly under legislation. In the circumstances she suggested that all members from the different authorities contact their borough's solicitor regarding their position in view of the seriousness of the committee's responsibilities.

Cllr Bluston referred to the pre-briefing that had taken place and was mindful of the position, which recognised the need for legal advice to be taken. He drew attention to the fact that the SHA would be meeting in a few weeks time to clarify the situation and requested the Scrutiny Officers to obtain an opinion as to where the committee stood.

Reference was made to the Paddington Basin proposal and concern was expressed regarding other hospitals in the area, namely, Mount Vernon and Harefield.

Cllr Fiegel endorsed the proposal that advice be sought from Legal Advisers and this would be reported back at the next meeting.

RESOLVED:

Cllr Bluston accepted Cllr Fiegel's suggestion to take legal advice and hoped that this information would be circulated before the next meeting. Andrew Morgan stated that he would pass information on to Kem Guthlac as and when it became available.

After a discussion regarding the meeting on 11 July it was decided to cancel it in the light of awaited legal guidance and the outcome of the SHA meeting. Instead a meeting would be arranged for 26 July at 7 30 pm either at Brent Town Hall or the Harrow Civic Centre. Kem Guthlac will arrange for the agenda to be prepared and the venue to be finalised. Subsequently, it was decided that the meeting on 26th July would take place in the Harrow Council chamber with a pre-briefing at 6pm or 6.30pm.

7 CENTRE FOR PUBLIC SCRUTINY ADVISER

RESOLVED: It was agreed that this matter need not be discussed at the meeting and it would be held over.

8 COMMITTEE WORK PROGRAMME – PAPER C

Resolved: This item had been covered in agenda item 6 that the Joint Committee meets on Tuesday 26th July 2005 at 7.30pm in Brent or Harrow.

9 ANY OTHER BUSINESS

None.

The Chair stated it was important for members to communicate with each other and that Legal Advisers be contacted.

He thanked everyone for attending, and for their contributions and also the Planning Officer for his input.

The meeting closed at 7 pm.

Councillor Howard Bluston
Chair

STANDARDS
COMMITTEE

REPORT OF STANDARDS COMMITTEE (SPECIAL)

MEETING HELD ON 6 JUNE 2005

Chair: * Councillor Janet Cowan

Councillors: Ann Groves * Mrs Joyce Nickolay
 * Harrison * Thammaiah
 * Miss Lyne (2)

Independent Persons: * The Rt Revd Peter Broadbent † Mrs Bijal Shah

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

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 91. **Appointment of Chair:**

RESOLVED: That Councillor Janet Cowan be appointed Chair of the Committee for the 2005/06 Municipal Year.

 92. **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 Branch	Councillor Miss Lyne

 93. **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.

 94. **Arrangement of Agenda:**

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

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

RESOLVED: That Mrs Bijal Shah be appointed Vice-Chair of the Committee for the 2005/2006 Municipal Year.

 96. **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.

 97. **Standards Board for England: A Review of the Code of Conduct for Members:**

The Director of Corporate Governance reported on the consultation document relating to the Code of Conduct for Members issued by the Standards Board for England.

The Committee considered comments on the consultation prepared by the Monitoring Officer and agreed that they reflected the views of the Committee and should inform the Director of Corporate Governance's response to the consultation, subject to the following minor amendments:

Q5/Q6: A formal procedure should be put in place for disclosing confidential information in the public interest.

Q7/Q8: The provision relating to disrepute should be limited to only certain activities, such as criminal activities.

Q9: Members supported the view that a breach of local protocol should generally be regarded as a breach of the Code, however, this would be dependent upon the degree of the breach.

Q12: The provision of the Code of Conduct that requires Members to report breaches by fellow Members should be retained, but worded that Members "may" rather than "must" report any breaches.

Q16: "Friend" does not require further definition in the Code of Conduct.

Q22: It would be helpful if Members with a prejudicial interest in a matter under discussion were allowed to address the meeting before withdrawing, however, Members with a financial interest in the matter under discussion should not be allowed to address the meeting.

Q27: Members should be given an opportunity to declare offers of gifts and hospitality that are declined, but this should not be obligatory.

Q29: It was considered that the £25.00 threshold for declaring gifts and hospitality was appropriate.

RESOLVED: That (1) the Standards Board review of the Code of Conduct be noted;

(2) the Director of Corporate Governance include Members' comments in the response to the consultation.

98. **Request by Councillor Lent for a Dispensation Relating to an Interest:**

The Committee considered a report of the Director of Corporate Governance in this matter.

RESOLVED: To note (1) the request for dispensation; and

(2) that, regrettably, the Committee did not have the power to grant the dispensation.

99. **Establishment of Panels for 2005-06:**

RESOLVED: That the Standards Panels be established for the 2005/2006 Municipal Year with the memberships and the Chair as detailed in Appendix 1 to these minutes.

100. **Dates of Future Meetings of the Committee:**

RESOLVED: That (1) the meeting scheduled to take place on 22 June 2005 be cancelled as there is no substantive business;

(2) a Hearing Panel be convened on the vacated date of 22 June 2005;

(3) meetings of the Committee be held on 21 September and 6 December 2005, starting at 7.00 pm.

(Note: The meeting, having commenced at 7.00 pm, closed at 7.55 pm).

(Signed) COUNCILLOR JANET COWAN
Chair

APPENDIX 1STANDARDS PANELS**MEMBER DEVELOPMENT PANEL (4)**
(Non-Proportional)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
<u>I.</u> <u>Members</u>	(2) Ann Groves (CH) Marie-Louise Nolan	(1) Jean Lammiman	(1) Miss Lyne
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Lent 2. Omar 3. Thammaiah	1. Myra Michael 2. Vina Mithani 3. Osborn	1. Branch 2. Thornton

HEARING PANEL (5)
(Non-Proportional)

	<u>Independent Persons</u>	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
<u>I.</u> <u>Members</u>	(2) The Reverend Peter Broadbent Mrs Bijal Shah	(1) Harrison	(1) Janet Cowan	(1) Miss Lyne
<u>II.</u> <u>Reserve</u> <u>Members</u>	—	Ann Groves	Joyce Nickolay	Thornton

HEARING
PANELS

HEARING PANEL

22 JUNE 2005

Chair: * The Rt. Revd. Peter Broadbent (Independent Person)

Councillors: Janet Cowan # * Thornton (1)
* Harrison

Independent Person: Mrs Bijal Shah

* Denotes Member present
(1) Denotes category of Reserve Member
See Minute 2 below

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying**

Your Panel has met to hear a referral from the Standards Board for England regarding alleged failures to abide by the Code of Conduct for Councillors by a Member of this Authority.

The referral has been duly considered under the Procedure for the Standards Committee Hearing Panel, "Dealing with the local determination of allegations made about Council Members and Co-optees under the Code of Conduct". (Resolution 10 of the Panel's Minutes refers).

Under Paragraph 9 of the Procedure ("the decision of the Hearing Panel") there is specific provision for the Hearing Panel to:-

"consider in open session whether any action needs to be taken by the authority as a result of the finding, for example by reviewing any decision, policy or practice of the authority which was the subject of the breach of the Code of Conduct; any action needed to prevent or deter further breaches of the Code of Conduct or providing any recompense to any person who has suffered detriment as the result of the breach."

Your Panel has concluded, under the above provisions of Paragraph 9, that the particular circumstances of the alleged breaches of the Code of Conduct do require action to be addressed by the Council in relation to the operation of the Code and its own Protocol for Members and Reserve Members when dealing with Planning Applications and Lobbying.

Accordingly, derived from the decisions at Resolution 10 of these Minutes, it is,

Resolved to RECOMMEND:

That the Standards Committee (1) bring forward, for adoption by the Council, proposals for amendment or clarification of the Code of Conduct, Section 11.1, in relation to the nature of its requirements for the declaration of personal interests for Members "attending" meetings in the public gallery;

(2) be requested to clarify for the Council the relationship between the Code of Conduct and the Protocol and to revisit the advice given in the Protocol where that advice appears to be more draconian than the Code would require.

PART II - MINUTES**1. Appointment of Chair:**

A supplemental agenda provided a correction to this item, as originally presented, in advising that an appointment of the Panel Chair had not been undertaken at the Standards Committee (Special) meeting held on 6 June 2005 and in consequence now required to be made at this Panel meeting.

The advice that, under the agreed terms of reference for the Hearing Panel, the Chair of this Panel was required to be an Independent Person, was noted.

The Rt. Revd. Peter Broadbent having been duly nominated and seconded, it was,

RESOLVED: That under the provisions of Committee Procedure Rule 7.2 and in accordance with the terms of reference for this Panel, the Rt. Revd. Peter Broadbent (an Independent Person in membership of the Standards Committee) be appointed as Chair of the Hearing Panel (Standards) for the Municipal Year 2005/06.

2. **Membership:**

It was advised on the agenda that neither Councillor Janet Cowan, a Member of the Hearing Panel, nor Councillor Joyce Nickolay, the Reserve Member for Councillor Janet Cowan, were serving on the Panel for this particular meeting, following objections raised to their participation by the Member who was the subject of the current Hearing.

RESOLVED: To note the voluntary restriction on the Panel's membership for the Hearing being conducted at this meeting and the reason for this.

3. **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 Paddy Lyne (the Mayor)	Councillor Thornton

4. **Declarations of Interest:**

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

5. **Arrangement of Agenda:**

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

[Note: A determination under the Local Government (Access to Information) Act 1985 was the subject of formal consideration in conjunction with the terms of the Procedure for the Standards Committee Hearing Panel, as also reflected at Minute 10 below].

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

Having noted that any appointee as Vice-Chair would be restricted to an Independent Person to accord with the requirement for chairing in the terms of reference for the Hearing Panel, it was,

RESOLVED: That no appointment to the office of Vice-Chair be made at this time.

7. **Minutes:**

RESOLVED: That it be noted that there were no minutes arising on this occasion, it being the inaugural meeting of the Panel.

8. **Terms of Reference:**

RESOLVED: That the terms of reference for the Hearing Panel (Standards) be received and formally noted.

9. **Public Representations:**

RESOLVED: That it be noted that the submission of petitions, deputations or public questions, under Advisory Panel Procedure Rules 13, 14 and 15 respectively, were not considered to be compatible with the purpose of this Panel, operating to the Procedure for dealing with local determinations of allegations made about Council Members and co-optees under the Code of Conduct.

10. **Referral from the Standards Board for England: Councillor Mrs Kinnear:**

This substantive item of business for this meeting of the Panel was dealt with in accordance with the formal Procedure for the Standards Committee Hearing Panel (Dealing with the local determination of allegations made about Council Members and co-optees under the Code of Conduct).

Alleged breaches of the Code of Conduct for Councillors (Part 5A of Harrow Council's Constitution) by Councillor Mrs Kinnear had been reported by the Deputy Monitoring Officer to the Standards Board for England.

Following investigation, a report under Section 59 of the Local Government Act 2000 by an Ethical Standards Officer was formally referred to the Council's Standards Committee for local determination. The report had concluded that Councillor Mrs Kinnear had failed to comply with paragraphs 4 and 11 of the Code of Conduct for Councillors and that the repeated failures in this regard had warranted referral for a local determination.

The local determination was conducted in accordance with the procedure for the Standards Committee Hearing Panel and the following sequential elements:-

1. Preliminary Matters
2. Making findings of fact
3. Did the Member fail to follow the Code ?
4. Findings that the Member has failed to comply with the Code
5. The Decision
6. Penalties (if any)

1. Preliminary Matters

Under the first element the following participants were duly noted:-

Councillor Mrs Eileen Kinnear	(the Member who was the subject of the ESO report)
Mr C Scowen	(adviser to and witness on behalf of Councillor Mrs Kinnear)
Mr J Fletcher	(Solicitor for Councillor Mrs Kinnear)
Mr S Taggart	(Legal Adviser to the Standards Board for England and representing the ESO)
Mrs C Chen	(Independent Legal Adviser to the Panel, Head of Legal and Democratic Services, Watford Borough Council)
Ms E McEachron	(Corporate Governance Lawyer, Harrow Council – Assistant to the Legal Adviser).

Additionally, the Panel addressed a procedural issue arising under Section 5 (Paragraph 5.2: Excluding the press and public from the Hearing Panel) of the Procedure for the Standards Committee Hearing Panel.

Having considered representations by and on behalf of Councillor Mrs Kinnear that certain documents included as part of the agenda for this meeting should be regarded as confidential and having received legal advice in respect of those representations, the Panel determined that no grounds had been advanced that met the requirements of the Local Government (Access to Information) Act 1985 concerning confidential and exempt categories of information. Accordingly, it was decided that all the proceedings should be open to the press and public and the full documentation was provided to all those attending in the public gallery.

[Note: This decision is also formally recorded at Minute 5 above].

2. Making findings of fact

Formal representations were made to the Hearing by Mr Taggart further to the report from the Ethical Standards Officer, with particular reference to Section 3 thereof, "Evidence and Ethical Standards Officer's Conclusions on the Facts" and Section 4, "Reasoning".

Representations were also made on behalf of Councillor Mrs Kinnear in respect of those Sections of the ESO report.

The Panel having conducted a full hearing of those representations, the meeting adjourned at 9.00 pm to enable the Panel Members to withdraw and consider their decision. The meeting reconvened at 9.20 pm, when the Chair read out the following:-

"Findings of fact that are not disputed.

(1) In relation to paragraph 3.18, we believe that the Protocol "suggests", rather than requires the declaration of prejudicial interests and leaving the room, although we would commend such declarations of interest as good

practice. The statement in the report at paragraph 3.19 is accepted by all parties.

(2) In relation to paragraphs 4.1 – 4.7, there is agreement on the findings set out in the report vis-à-vis the Kings Head Hotel site planning application.

(3) In relation to paragraph 4.10, there is agreement on the fact that Councillor Mrs Kinnear and Councillor Harriss are not friends.

(4) In relation to paragraphs 4.11 and 4.12 (and planning application in respect of 42-44 High Street, Harrow on the Hill) there is agreement that Councillor Mrs Kinnear had a personal interest but did not disclose the nature of that interest. We accept the conclusions in paragraph 4.13.

(5) In relation to paragraph 4.17 (and planning application in respect of 49 High Street, Harrow on the Hill) technically Councillor Mrs Kinnear did have a personal interest by virtue of her membership of the Harrow Hill Trust and their submission on that planning application.

(6) In relation to the Development Control Committee Meeting on 10 September 2003, the Panel does not accept that the terms of the Protocol are “unequivocal” (paragraph 4.15) but we do accept that Councillor Mrs Kinnear received advice on the matter from officers which she chose not to accept. We will return to the issues addressed in paragraphs 4.15 and 4.16 at the next stage of the hearing”.

3. Did the Member fail to follow the Code ?

Formal representations were made to the Hearing by Mr Taggart on behalf of the ESO and also by and on behalf of Councillor Mrs Kinnear.

Additionally, testimony was called and heard on behalf of Councillor Mrs Kinnear from two witnesses, Mr C. Scowen and Mrs D Robertson, 15 West Street, Harrow on the Hill.

Further to a full hearing of all the representations, the meeting was adjourned at 10.20 pm to enable the Panel Members to withdraw and consider their decision. The meeting recommenced at 10.35 pm, when the Chair read out the following:-

“Failure to follow the Code

(1) The Panel finds that the Member has failed to comply with the Code of Conduct in the following respects:-

- (i) in relation to the application relating to the King’s Head Hotel site in those respects agreed by all parties
- (ii) in relation to the application relating to 42-44 High Street, Harrow on the Hill, in those respects agreed by all parties;
- (iii) in a technical breach in relation to her presence in the public gallery on the item relating to the planning application for 49 High Street, Harrow on the Hill, and not declaring an interest.

(2) That in relation to her non-compliance with paragraph 6.2 of the Protocol the Member did not follow officer advice but her actions were taken in good faith and with full knowledge of what she was doing but that her actions did not bring either her office or the Authority into disrepute.

It is concluded that no action needs to be taken in relation to those breaches of the Code.”

4. Findings that the Member has failed to comply with the Code

Given that the Panel had determined under Section 3 above that no action was justified in relation to the breaches of the Code of Conduct, there was no requirement for the meeting to undertake a formal consideration under Section 4.

5. The Decision

The Panel formally advised that its decision was as set out under Section 3 above, subject to the following conclusions reached in accordance with the provisions of Paragraph 9 of the Hearing Procedure. ("The decision of the Hearing Panel").

That the Standards Committee (1) bring forward, for adoption by the Council, proposals for amendment or clarification of the Code of Conduct, Section 11.1, in relation to the nature of its requirements for the declarations of personal interests for Members "attending" meetings in the public gallery;

(2) be requested to clarify for the Council the relationship between the Code of Conduct and the Protocol and to revisit the advice given in the Protocol where that advice appears to be more draconian than the Code would require.

[N.B. To conform with the Authority's format for recording Committee proceedings, the above referral to the Standards Committee is formally presented as the Recommendation at the commencement of these Minutes].

6. Penalties

Further to the preceding paragraphs and the decision that no action was needed against the Member arising from the breaches, there was no requirement to consider the issue of penalties.

The Legal Adviser to the Panel formally advised the meeting as to the procedures consequent on a decision of the Hearing Panel, concerning formal notification to the parties, publication in a local newspaper, and rights of appeal open to the Member.

All parties agreed a dispensation whereby the formal notification could be sent on Friday 24 June, rather than the following day Thursday 23 June as would otherwise have been required.

11. **Procedure for the Termination of the Meeting:**

During the course of the formal Hearing recorded in Minute 10 above, at 9.52 p.m. the Chair drew to the attention of the Panel the provisions of Committee Procedure Rule 14.2 for Panel meetings to conclude at 10.00 p.m. unless otherwise determined.

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 14.2 (ii) (a), it be agreed to continue in the normal manner and complete the business remaining on the agenda.

(Note: The meeting having commenced at 7.30 pm, closed at 10.40 pm)

(Signed) THE RT. REVD. PETER BROADBENT
Chair

SCRUTINY
SUB-COMMITTEES

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE

6 JUNE 2005

- Chair: * Councillor Bluston
- Councillors: * Ann Groves * Vina Mithani
 * Lavingia * Mrs Joyce Nickolay
 * Myra Michael * Mrs R Shah
- Advisor (non-voting): * Jean Bradlow
- * Denotes Member present

[Note 1: Councillor Silver also attended this meeting in a speaking role].

[Note 2: Councillor Margaret Davine also attended this meeting to speak on the item indicated at Minute 246 below].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

231. **Appointment of Chair:**

RESOLVED: To note the appointment at the Special Meeting of the Overview and Scrutiny Committee on 16 May 2005 of Councillor Bluston as Chair of the Sub-Committee for the Municipal Year 2005/2006.

232. **Welcome and Apologies for Absence:**

The Chair welcomed Members to the Sub-Committee and introduced Ms Mary Wells, the new Chief Executive of the North West London Hospitals (NWLH) NHS Trust, and Councillor Gideon Fiegel from the London Borough of Brent, who was observing. The Sub-Committee also extended its welcome to Julian Maw, Chair of the Harrow Primary Care Trust (PCT) Patient and Public Involvement (PPI) Forum.

The Chair also noted that Andrew Morgan, Chief Executive of Harrow PCT, Councillor Mrs Hazel Ware (London Borough of Ealing) and Mrs Audrey Brightwell, Vice Chair of the NWLH NHS Trust PPI Forum had offered their apologies.

RESOLVED: That the above be noted.

233. **Attendance by Reserve Members:**

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

234. **Declarations of Interest:**

Councillor Mrs R Shah declared a personal interest by virtue of her employment by Brent Social Services.

RESOLVED: To note that the following interests were also declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
10. North West London Hospitals (NWLH) NHS Trust – Chief Executive	Councillor Lavingia	Declared a personal interest in that he was co-ordinator of Northwick Park Hindu Services. The Member would remain in the room whilst matters were considered and voted upon.
11. Northwick Park Hospital Maternity Ward – Special Measures	Councillor Bluston	Declared a personal interest in that he was Chair of the Joint Overview and Scrutiny Committee on the re-development of Northwick Park Hospital. The Member would remain in the room whilst matters were considered

- | | | |
|---|-------------------------|---|
| |) | and voted upon. |
| 13. Joint Overview and Scrutiny Committee on the Re-development of Northwick Park Hospital - Progress |) | |
| 12. Cancer Strategy | Councillor Myra Michael | Declared a personal interest by virtue of her husband's position at Mount Vernon Hospital. The Member would remain in the room whilst matters were considered and voted upon. |

235. **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>
14. Joint Overview and Scrutiny Committee on Mount Vernon Hospital Redevelopment	This report was not available at the time the agenda was printed and circulated. Members were asked to consider the report in order to determine whether the proposals at Mount Vernon Hospital warranted the establishment of a Joint Overview and Scrutiny Committee.
15. Home Care Review – Progress Report	This report was not available at the time the agenda was printed and circulated. Members were asked to consider the item in order to receive the Sub-Committee's quarterly progress report on the Home Care Review.

- (2) item 13 be considered before item 12; and
- (3) all items be considered with the press and public present.

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

RESOLVED: To appoint Councillor Myra Michael as Vice-Chair of the Sub-Committee for the Municipal Year 2005/2006.

237. **Minutes:**

RESOLVED: That the minutes of the meeting held on 22 March 2005, having been circulated, be taken as read and signed as a correct record.

238. **Public Questions:**

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

239. **Petitions:**

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

240. **Deputations:**

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

241. North West London Hospitals (NWLH) NHS Trust Chief Executive:

The Sub-Committee received a verbal report from Ms Mary Wells, Chief Executive of the NWLH NHS Trust. It was explained that the issues surrounding the Northwick Park Maternity Unit had dominated the short period since coming into post. Ms Wells identified three key priorities for the Trust, namely:

- achieving the Accident and Emergency target;
- addressing the Trust's financial problems; and
- dealing with the issues arising from the Healthcare Commission report at the Northwick Park Maternity Unit.

It was added that the redevelopment of Northwick Park Hospital and Central Middlesex Hospital would help to achieve the long-term strategic objectives of the Trust by creating a modern healthcare facility for the residents of Harrow and the surrounding Boroughs.

The Sub-Committee discussed the effect of targets upon the quality of service. Ms Wells commented that targets, particularly in the context of A&E performance, were of crucial importance in providing a prompt and efficient service for patients. In the course of the discussion that followed, Members raised queries concerning a wide range of areas, including postponed operations, the transfer of certain services to the primary care sector and the relationship between the local population and the model of care. Members also discussed the financial position of the NWLH NHS Trust. It was explained that a financial board had been established, consisting of Directors from the NWLH NHS Trust and the Primary Care Trusts.

RESOLVED: That the above be noted.

242. Northwick Park Hospital Maternity Ward - Special Measures:

Members received a verbal report from Ms Wells, which provided an overview of the special measures introduced at the Northwick Park Hospital Maternity Unit. It was reported that the Healthcare Commission had been invited into the Trust following concerns relating to the maternity unit. The subsequent draft report prepared by the Healthcare Commission was supported by 'special measures,' which was effectively a support mechanism designed to help the Trust in addressing the problems. Ms Wells reiterated her support for special measures and emphasised that it had been an effective way in which to make progress against the action plan. The Sub-Committee were advised that Professor Kumaran had led a Maternity Services Support Team, which had provided assistance to the clinical team at the unit. It was reported that Professor Kumaran had given reassurances that the basic defects had already been remedied.

It was noted that the Healthcare Commission's report would be published in June 2005. The Sub-Committee agreed to receive the report and an update on the special measures at its meeting on 6 September 2005, by which time it was felt that considerable progress would have been made on the action plan. It was hoped that Professor Kumaran would be able to attend the meeting.

The Sub-Committee discussed the difficulties in recruiting midwives, which was reported as a nationwide problem. It was added that a recruitment campaign was underway, which it was hoped would attract high quality clinicians and help to provide a clinically robust service. Other areas of discussion included the work of Harrow and Brent PCTs in ensuring the quality and continuity of care, ascertaining the view of women and how the reconfiguration of Northwick Park would impact upon such services as the maternity unit.

RESOLVED: That the Sub-Committee receive the Healthcare Commission report at its next meeting on 6 September 2005.

243. Joint Overview and Scrutiny Committee on the Re-development of Northwick Park Hospital - Progress:

Members received a verbal officer report, which outlined the progress of the Joint Overview and Scrutiny Committee on the redevelopment of Northwick Park Hospital. In the two meetings since being established, the Committee had approved its terms of reference, agreed a provisional work programme and had also considered the consultation strategy. A schedule of meetings had also been arranged up to 11 July 2005. The next meeting of the Committee was expected to consider some of the detail behind the redevelopment with particular focus on the financial position. The Committee was also expected to hold a Panel at a future meeting, whereby

stakeholders would be invited to put their views across to Members. There was some initial concern that the project might be led by considerations of the hospital building rather than health provision.

Following concerns expressed by Members, an officer reiterated a commitment to ensuring that the relevant documentation was distributed to Members in good time. The Sub-Committee had an opportunity to hear from the Chair of the Harrow PCT PPI Forum, who informed Members that the Chairs of the respective Trusts' PPI Forums had been given a seat on the Programme Board, which was being used to positive effect. It was noted that the Committee's work was due to be completed in September 2005.

RESOLVED: That (1) the progress of the Joint Overview and Scrutiny Committee on the redevelopment of Northwick Park Hospital be noted; and

(2) the Sub-Committee receive a further report at the meeting on 6 September 2005.

244. **Cancer Strategy:**

The Sub-Committee received a verbal report on the Cancer Strategy from Caroline Lowdell, Development Manager (Strategy) of the North West London Strategic Health Authority (NWLSHA) and Liz Jones, Director of the West London Cancer Network. Members were informed that the Cancer Strategy was work in progress, being developed by the NWLSHA and the Cancer Network, which consisted of nine PCTs and the nine acute hospital Trusts. A position paper was being prepared to capture the provision of cancer services. The paper would inform discussions and priority setting with clinicians, users and commissioners to help develop the strategy. With increasing numbers of people living with cancer, it was added that social care was becoming an increasingly important aspect of cancer services. It was added that the strategy would aim to address the requirements of local populations, albeit within a national framework.

Members discussed a range of areas, including the transfer of cancer services from Mount Vernon to Hatfield Hospital, patient access to cancer services and facilities and the position of cancer services within the wider context of healthcare provision.

RESOLVED: That Members receive a copy of the Cancer Strategy Position Paper, when available.

245. **Joint Overview and Scrutiny Committee on Mount Vernon Hospital Redevelopment:**

Members considered a report of the Director of Organisational Performance, which invited the Sub-Committee to consider whether the proposed redesign of the Burns and Plastics service at Mount Vernon Hospital represented a 'substantial' variation of services and therefore warranted the formation of a Joint Overview and Scrutiny Committee with affected boroughs. The Sub-Committee was provided with a brief overview of the objectives of the proposed redesign and noted that the preferred model was to move the service to Watford General Hospital. Members were reminded that under statutory regulations, they were required to form a Joint Overview and Scrutiny Committee if they considered that the proposed redesign represented a 'substantial' variation in the existing service. Although there was little explanation as to the definition of 'substantial' in this particular context, an officer listed a number of factors that the Sub-Committee would be able to consider, including:

- the impact on the accessibility of services;
- the impact on the wider community;
- the impact upon patients; and
- the variance in methods of service delivery

An officer added that following conversations with colleagues at the London Borough of Hillingdon (the largest user of the Hospital), it had been established that their equivalent committee had requested further information before making a decision on forming a Joint Committee.

Members expressed concern at the proposed redesign and questioned whether the project was driven by the needs of patients or part of the wider reduction in services provided by Mount Vernon Hospital. There was also concern that the considerable pool of expertise at Mount Vernon would be lost if the hospital's services continued to decline. Although there was some suspicion that the decision had already been made,

Members agreed that this should not affect the decision to form a Joint Committee and thoroughly scrutinise the proposed redesign.

RESOLVED: That (1) more information on the proposed redesign be received by Members before deciding upon forming a Joint Overview and Scrutiny Committee;

(2) the Sub-Committee register its wish to be involved in any arrangements made by the London Borough of Hillingdon to receive further information on the proposed redesign; and

(3) Councillor Ann Groves and Councillor Mrs Joyce Nickolay be nominated as the representatives of the London Borough of Harrow in the event that a Joint Overview and Scrutiny Committee be established.

246. **Home Care Review - Progress Report:**

The Sub-Committee received a report from the Director of Community Care, which highlighted progress on the recommendations arising from the Home Care Review. The meeting was informed that Older Peoples' Services were due to be inspected in November 2005. Members discussed a range of issues relating to the Home Care Review including the reliability of home care workers, parking provision and tele-logging. Following a query from a Member, it was advised that pressure was being placed on the homecare agencies to ensure that their recruitment processes were sufficiently robust.

RESOLVED: That the progress report be noted.

247. **Reference from the Meeting of Council held on 21 April 2005: PCT Contracts:**

Members considered a reference arising from the Council meeting on 21 April 2005 concerning contracts between the Council and Harrow PCT. The Adviser to the Sub-Committee reported that, following conversations with colleagues at the PCT, there was agreement to submit a report to the next meeting providing an overview of the PCT's financial position. The Adviser added that a format for the report would be agreed with the Director of Community Care.

RESOLVED: That the Sub-Committee receive a report at its meeting on 6 September 2005 providing an overview of the PCT's financial position.

248. **Extension to and Termination of the Meeting:**

In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7 (Part 4F of the Constitution) it was

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

(2) at 10.30 pm to continue until 10.35 pm.

(Note: The meeting having commenced at 7.34 pm, closed at 10.35 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE**8 JUNE 2005**

Chair: * Councillor Blann

Councillors: * Arnold * John Nickolay (1)
 * Knowles * Mrs R Shah (3)
 * Miles * Anne Whitehead

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**156. **Appointment of Chair:**

RESOLVED: To note the appointment at the Special meeting of the Overview and Scrutiny Committee on 16 May 2005, under the provisions of Overview and Scrutiny Procedure Rule 11.2, of Councillor Blann as Chair of this Sub-Committee for the 2005/06 Municipal Year.

157. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Lavingia
 Councillor Seymour

Reserve Member

Councillor Mrs R Shah
 Councillor John Nickolay

158. **Appointment of Vice Chair:**

RESOLVED: To appoint Councillor Arnold as Vice-Chair of the Environment and Economy Scrutiny Sub-Committee for the 2005/2006 Municipal Year.

159. **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.

160. **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:-

Agenda item

11. Local Development
 Framework Update

Special Circumstances/Grounds for Urgency

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.

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

161. **Minutes:**

RESOLVED: That, having been circulated, (1) the minutes of the meeting held on 10 March 2005, be taken as read and signed as a correct record, subject to the following amendment:

- Minute 144 – Annual Work Programme for 2005/06
 Amend the title of the in-depth review to read Parks and Open Spaces

(2) the minutes of the Special meeting held on 19 April 2005 be taken as read and signed as a correct record.

162. **Public Questions:**

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

163. **Petitions:**

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

164. **Deputations:**

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

165. **Presentation on Local Public Service Agreement (LPSA):**

The Area Director (Urban Living), together with the Chief Environmental Health Officer and the Waste Manager, gave a presentation on progress with achieving the targets set in the Local Public Service Agreement (LPSA).

The LPSA had been agreed by the Council and the Government and reflected a mix of local and national priorities. If all of the targets were reached, the Council would be rewarded a grant equal to 2.5% of the Council's budget, the reward being on a sliding scale down to 60% of the targets achieved being rewarded with a grant of 1.5% of the budget. If the Council did not achieve 60% of the targets, no reward would be granted.

The five areas with LPSA targets within Urban Living were as follows:

Drug Misuse and Treatment

The Chief Environmental Health Officer reported that substantial improvements had been made, mainly due to increased aftercare opportunities, and that the number of drug users who had completed treatment was well over target. Members were advised that initiatives such as post-treatment counselling, automatic referrals of arrested drug users to treatment, reorganisation of the Drug and Alcohol Agency's services and evening drop-in sessions, organised to target hard-to-reach groups, had all contributed to the success.

Reduction in Robberies

The LPSA target referred to reducing robbery in crime hotspots such as the town centre and transport centres. Members were advised that robbery was on the increase nationally and that this had also been the case for Harrow. However, as the police's target this year was to reduce robbery, a decrease in this crime was expected and the figures from the first months of the financial year were supporting this. An information campaign to prevent people being victims of robbery had also been put in place.

Street Scene

Officers reported that although the LPSA targets only referred to South Harrow, the initiatives in that area would be rolled out across the Borough. The Audit Commission would base their CPA rating of the Council on the performance and cleanliness of the whole Borough. Members were further advised that the targets for cleanliness of streets, removal of abandoned cars and removal of illegal advertising had been reached. New initiatives to build on the achievements were being introduced, such as issuing penalties for littering, and parking attendants carrying out additional duties and dealing with littering, untaxed cars and cars obstructing traffic flow.

Officers stressed that Harrow was the third cleanest Borough in London.

Road Safety

It was explained that the target of a reduction to 90 casualties per year had been achieved and significantly surpassed. Four road safety schemes were in place, specifically targeting the areas with high incidents of death or serious injury.

Waste and Recycling

It was reported that, although the Council's achievements were over target on the percentage of household and commercial waste composted/recycled at the CA site, the critical point would be to achieve an overall recycling rate of 25.2% of the household waste in 2005/06, which was the requirement to achieve the LPSA target on waste and recycling. To reach the target the Council was concentrating on completing the roll-out of the Brown Bin Scheme.

It was further explained that Harrow had submitted an expression of interest to become one of the second phase Local Area Agreements (LAA) Authorities in May. The LAA was similar to the LPSA although it emphasised community involvement more than the LPSA.

RESOLVED: That the presentation be noted.

166. **Local Development Framework Update:**

The Sub-Committee received a report of the Director of Strategy (Urban Living) which updated Members on the progress on the Local Development Scheme (LDS).

Officers stressed the matter of recruiting and retaining staff to deliver the programme and stated that the Local Development Framework (LDF) was more customer-focused than previous strategies, hence the importance of a dedicated Community Engagement Officer.

In response to a question from a Member regarding the Council's response to suggestions arising from public consultations, officers advised that the new strategy included a more participative approach as the LDF system would require the involvement of the community in the development of the LDF rather than the more limited involvement that took place with the Harrow Unitary Development Plan. There would also be feedback to those who participated in the consultations and did not find their comments had been taken on board.

Officers confirmed that the issue of supplements to staff involved in the LDF would be considered in the future as a method to both recruit and retain staff.

RESOLVED: That the report be noted.

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

The Sub-Committee received a report of the Director of Strategy (Urban Living) which provided Members with a progress report on the assessment of the current condition of the housing stock and the different financial options available to the Council in order to achieve the Decent Homes standard by 2010. The report also outlined the extensive consultations with tenants and leaseholders which had been undertaken to ensure their involvement in the process.

In response to a query from a Member about the feedback from consultation events, it was advised that so far this had been very positive and officers offered to circulate the feedback report.

In answer to a question from a Member regarding the consequences of a consultation result contrary to the Council's preferred option, officers replied that a public choice of a non-viable option would indicate that the Council had failed to communicate adequately with the community and that this could lead to further consultations and clarifications.

In response to a query regarding the Council's stock condition survey, officers clarified that the most recent stock condition survey had been carried out in 2003. Officers had, however, recently carried out a small scale survey to inform the Capital Programme and to ensure that work would be carried out on the appropriate properties and estates.

A Member asked that the Sub-Committee receive a breakdown of the costs involved in the Options Appraisal process, particularly in the case of the consultants' fees.

RESOLVED: That (1) a breakdown of the costs of the Options Appraisals process be circulated as an information item to the next meeting; and

(2) the report be noted.

168. **Strategic Performance Report:**

The Sub-Committee received a report of the Director of Organisational Performance which set out background information about the Strategic Performance reports which were produced quarterly throughout the year. The information in the reports allowed Members to monitor the Council's performance around a number of key objectives. The Sub-Committee was asked to consider additional information to be included in the reports which would then be presented to the Sub-Committee's future meetings.

After a brief discussion the Sub-Committee agreed that the following issues be addressed in the Strategic Performance report:

- only information relevant to the Sub-Committee's area be included;

- the statistics be presented to the Members in colour;
- a glossary of the different BVPIs be displayed along with the percentage required to achieve the targets;
- the total figure for household waste be included;
- the customer satisfaction figures refer only to Urban Living.

In addition to the above items, the Sub-Committee asked that the Strategic Performance report for the next meeting also include an explanation of the scorecard system and their use within the Directorates, and employment and business performance figures so that Members could consider whether these figures should be a regular part of the Strategic Performance report in the future.

RESOLVED: That (1) a further report be made to the next meeting of the Sub-Committee; and

(2) the report be noted.

169. **Review of Public Realm:**

Officers provided the meeting with a verbal update on a matter raised at the Sub-Committee's meeting in March regarding whether to include a review of public realm in the Sub-Committee's Work Programme for 2005/06 or refer this to the Overview and Scrutiny Committee. It was advised that the Overview and Scrutiny Committee had included the item in their work Programme.

RESOLVED: That the above comments be noted.

170. **Preparation for 2005 In-Depth Reviews:**

The meeting considered a report of the Director of Organisational Performance which outlined the various alternatives for undertaking the agreed scrutiny reviews on 'Tourism in Harrow' and 'Parks and Open Spaces'.

After a short discussion, Members agreed to carry out the reviews as follows:

- the two reviews be undertaken concurrently;
- the in-depth review on Tourism include a representative from Agenda 21, the Hospitality Sector, the Harrow Heritage Trust and four Members. The Tourist Officer would also be invited to attend the working group's meeting in an advisory role;
- the in-depth review on Parks and Open Spaces include a representative from a Park Users' Association, the Youth Forum, the Harrow Sports Council and four Members;
- Councillor Blann be the Lead Member for the Tourism review, and other Members on the review include Councillors Miles and John Nickolay;
- Councillor Arnold lead the Parks and Open Spaces review and other Members on the review include Councillors Anne Whitehead and Knowles.

It was agreed that both reviews would include visits to other Boroughs, interviews with officers and sessions with stakeholders. The local press would be informed about the reviews taking place so that the public could contribute with valuable suggestions. The Park and Open Spaces review would also include an open meeting.

The membership of the working groups, the draft scopes and the visits to other Boroughs would be finalised by September. It was suggested that other Members of the Council who were interested in these reviews should be invited to participate. The first draft of reviews would be done in January and the final reports would be presented at the Sub-Committee's March meeting in 2006.

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

(2) the report be noted.

171. **Rent Arrears and Voids for LA Housing Stock:**

The Sub-Committee considered the information item on Rent Arrears and Voids for the Local Authority Housing Stock and asked that the following amendments be made:

Number of Cases in arrears of eight weeks or more (page 4):

- a definition of 'Housing Officer Patch' be included;
- a column indicating the proportion, as a percentage, of the number of cases in arrears of eight weeks or more compared to the total number of households, be included;
- the average rent compared to the total value of debt be displayed.

Average number of days taken to re-let properties (page 10):

- A more detailed wording for the key be included.
- Exception reports on properties over three months in arrears be included.

In addition, the Sub-Committee asked that the graphs display monthly figures instead of weekly figures and that explanatory notes be included when the statistics displayed sudden changes such as the graph on page 6.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.31 pm, closed at 9.58 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

LIFELONG LEARNING SCRUTINY SUB-COMMITTEE**27 JUNE 2005**

Chair:	* Councillor Mitzi Green	
Councillors:	* Nana Asante * Blann (1) * Gate * Jean Lammiman * Vina Mithani (1)	* Janet Mote * John Nickolay * Osborn * Anne Whitehead (3)
Voting Co-opted:	(Voluntary Aided) † Mrs J Rammelt Reverend P Reece	(Parent Governors) Mr H Epie * Mr R Sutcliffe

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

[Note: Councillors Mrs Champagnie and Ray also attended this meeting to speak on the item indicated at Minute 224 below].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**214. **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 Municipal Year 2005/2006.

215. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Kinsey Councillor Omar Councillor Mary John	Councillor Anne Whitehead Councillor Blann Councillor Vina Mithani

216. **Apologies for Absence:**

RESOLVED: To note that apologies for absence had been received from Mrs Julia Rammelt.

217. **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.

218. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Performance Reporting	Consultation on the report was completed after the publication of the main agenda. Members were requested to consider this item in line with the Sub-Committee's 2005/2006 Work Programme.
14. Adult and Community Learning Review – Project	The report was delayed as a result of the need to consult with Members and officers in advance of

Scoping

publication of the draft scope. Members were asked to receive the report to enable consideration of the proposed scope of the adult and community learning review, to allow work on the review to commence as soon as possible (the next meeting was not scheduled to take place until 19 October) and to prevent an adverse impact on the programme of scrutiny reviews.

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

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

RESOLVED: That Councillor Janet Mote be appointed as Vice-Chair of the Lifelong Learning Scrutiny Sub-Committee for the Municipal Year 2005/2006.

220. **Minutes:**

RESOLVED: That the minutes of the meeting held on 19 April 2005, having been circulated, be taken as read and signed as a correct record.

221. **Public Questions:**

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

222. **Petitions:**

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

223. **Deputations:**

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

224. **African Exchange Presentation:**

The Sub-Committee welcomed Mrs Lynne Pritchard, Headteacher of Whitefriars First and Middle School, who provided Members with a presentation on the African Exchange. It was reported that over the previous two years, Whitefriars School had developed links with schools and communities in Uganda through a charity called Link Community Development. Since the first visit to Isagara in 2002 it was explained that several further exchange visits had taken place, including the recent visit of the Isagara Deputy Head in May 2005. The exchange project was underpinned by several principles, including co-operation, learning from others, mutual understanding and an acceptance of similarities and differences in people and cultures. The Sub-Committee noted that a literacy training programme was undertaken in summer 2004 for approximately one hundred teachers in the Masindi District of Uganda. It was added that a numeracy training programme would be undertaken during summer 2005 when more of the schools' staff were expected to visit Uganda.

Members were also informed that Whitefriars School had set-up a Global Citizenship Week whereby pupils learnt about a different continent each year. Discussion focussed on a range of subjects including the content of the Ugandan curriculum, teaching hours, the size of classes, the benefits that both parties had gained through the project and the opportunity to build similar links with schools in other parts of the world.

RESOLVED: That (1) the Publications Advisory Panel be asked to examine ways to publicise the work of the African Exchange Project undertaken by Whitefriars First and Middle school; and

(2) the Portfolio Holder for Education and Lifelong Learning be sent a copy of the presentation.

225. **Update on the Implementation of the Special Educational Needs (SEN) Strategy:**

Members received a report of the Director of Children's Services, which provided the Sub-Committee with an annual update on the implementation of the Special Educational Needs (SEN) strategy. In response to a query on page 8 of the agenda, it

was explained that the apparent discrepancy of 0.8% in the percentage of SEN pupils without statements represented those children in nurseries with SEN.

The Chair referred the Sub-Committee to the table on page 10 of the agenda and asked an officer how many of the nine appeals referred to the SEN Disability Tribunal in 2003/2004 had been upheld. It was clarified that eight of the appeals had been dismissed. Although the report stated that Harrow's appeal figures were high in the national context, the figures were not unusual for a London Borough. It was requested that future reports on the SEN Strategy include the number of appeals upheld each year.

RESOLVED: That the report be noted.

226. **Single Status Implementation In Schools:**

The Sub-Committee received a report of the Director of Human Resources and Organisational Effectiveness, which updated Members on the implementation of the joint Single Status Agreement for non-teaching staff in schools. It was reported that the vast majority of part-time school workers had opted to increase their contractual hours. An officer indicated that by the end of June 2005 it was hoped that 90% of schools' former manual worker employees would be covered by model job descriptions.

A Member expressed concern at the lack of information received by staff and governing bodies and felt that personalised letters should have been sent to all employees to explain that their terms and conditions would change. An officer clarified that the Portfolio Holder for Education and Lifelong Learning had made it a requirement that any governing body wishing to meet with Human Resources would have the opportunity to do so. It was also explained that the second set of letters sent to staff were personalised.

RESOLVED: That the report be noted.

227. **Performance Reporting:**

The Sub-Committee received a report of the Director of Organisational Performance, which invited Members to consider their preferred methods of performance reporting. Members discussed the targets relating to school attendance. Although the Council had failed to meet the attendance target in primary schools, it was partially explained by the challenging target that had been set. In response to a query, the Sub-Committee were advised that it was left to the discretion of individual Headteachers to distinguish between holidays and family visits during term time. It was added that individual schools were responsible for ameliorating the disadvantages of pupils taking family trips during term time. Members agreed that they receive a report at the meeting on 10 January 2005 examining the causes and effects of such absences and possible initiatives to help pupils who undertook family visits during term time.

Whilst considering the targets in English and mathematics at Key Stage 2, 3 and 4, Members were reminded that it was important to see targets in their overall context. It was therefore suggested that future performance reporting should include an explanation of each of the targets relevant to the Sub-Committee. An officer reminded Members that the Sub-Committee would receive the Education Service Review at its meeting in October 2005, which would include details of the Council's performance in key areas.

RESOLVED: That (1) the Sub-Committee receive a report at its meeting on 10 January 2005 on absences relating to family visits; and

(2) the Strategic Performance Report be noted.

228. **Adult and Community Learning Review - Project Scoping:**

The Sub-Committee received a report of the Director of Organisational Performance detailing the scope of the Adult and Community Learning Review.

RESOLVED: That (1) the proposed scope of the Adult and Community Learning Review be agreed; and

(2) the Review Group membership, as set out in Appendix 1 to the published officer report, be agreed.

229. **Any Other Business:**

Exclusions Review

It was noted that the report prepared by Mr Clive Danks had been shared with Headteachers, and was now publicly available. It was explained that a small group of Headteachers and the author of the report would be drawing up an action plan. The Sub-Committee noted that Members would meet informally on 20 September 2005 at 7.30pm to consider the Exclusions Review.

Special Meeting 5 December 2005

It was suggested that at the close of the Sub-Committee's Special meeting on 5 December 2005, Members meet informally to prepare questions for the Portfolio Holder, who would be attending the meeting on 10 January 2006.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.35 pm, closed at 9.40 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 15 JUNE 2005

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Choudhury
 * Mrs Bath * Idaikkadar
 * Billson * Kara (1)
 * Bluston * Miles
 * Branch (1) * Mrs Joyce Nickolay

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

[Note: Councillor D Ashton also attended this meeting to speak on the item indicated at Minute 919 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 918. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Thornton	Councillor Branch
Councillor Janet Cowan	Councillor Kara

 919. **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 D Ashton - Planning Application 1/03

 920. **Declarations of Interest:**

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

- (i) Planning Application 2/02 – Rima, 4 Priory Close, Stanmore
 Councillor Mrs Bath declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.
- (ii) Planning Application 4/01– Northwick Park Hospital, Watford Road, Harrow
 Councillor Anne Whitehead declared a prejudicial interest in the above application on the basis that she was an employee of the applicant. Accordingly she left the room and took no part in the discussion or decision-making on this item.

Councillor Bluston declared a personal interest in the above application on the basis that he was Chair of the Council's Health and Social Care Scrutiny Sub-Committee and the Joint Scrutiny Committee for Brent and Ealing on the new Northwick Park development. Accordingly he remained and took part in the discussion and decision-making on this item.

- (iii) Main Agenda Item 16 – East End Farm Barns
 Councillor Bluston declared a prejudicial interest in the above item and accordingly left the room and took no part in the discussion or decision-making on this item.

921. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
17. Bradstowe House, Headstone Road, Harrow	Members are asked to consider this item as a matter of urgency as the report was not available at the time the main agenda was printed and circulated.

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>Reason</u>
16. East End Farm Barns	The report relating to this item contains exempt information under paragraph 12(b) of Part I of Schedule 12A to the Local Government Act 1972 in that it contains legal advice.
17. Bradstowe House, Headstone Road, Harrow	The reports relating to this item contain exempt information under paragraph 12 of Part I of Schedule 12A to the Local Government Act 1972 in that they contain legal advice.

922. **Minutes:**

RESOLVED: That the Chair be given the authority to sign the minutes of the meeting held on 17 May 2005, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume, subject to the following amendments:

- (i) Minute 900(ii) – Declarations of Interest
Amend to read: "Councillor Bluston declared a personal interest in the above item, on the basis that his daughter was a learning support teacher at the Middle School on the site. Accordingly, Councillor Bluston remained and took part in the discussion and decision-making on this item."
- (ii) Item 2/06 on the Schedule attached to the minutes - Maureville Residential Care Home, 44/46 Radnor Road, Harrow
Under 'Notes': To record that Councillors Blann, Bluston, Choudhury, Idaikkadar and Miles wished to be recorded as having voted against the decision to refuse the application.

923. **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).

924. **Petitions:**

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

- Petition objecting to planning permission for a block of flats at the rear of 481/493 and 507 Uxbridge Road Hatch End - Planning Application: P/854/05/CFU (Item 1/04 on the Schedule attached to these minutes)
Councillor Knowles presented the above petition which had been signed by 43 residents.

925. **Deputations:**

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

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

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

927. **Representations on Planning Applications:**

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

928. **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.

929. **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.

930. **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 the report be noted.

931. **Harrow School Playing Fields, Harrow School, Harrow on the Hill:**

The Committee received a report of the Director of Legal Services which sought approval to extend the time to complete a legal agreement.

RESOLVED: To extend the time for completion of the legal agreement to 30 August 2005.

[**REASON:** Authority for completion of the legal agreement expired on 8 July 2004. However, the agreement has not yet been completed].

932. **East End Farm Barns:**

The Committee received a confidential report of the Group Manager (Planning and Development) in this matter. Copies of a letter from B. I. Leaver to the Council dated 15 June 2005 (ref: BIL/mr/166661) were distributed to Members of the Committee at the meeting.

RESOLVED: That the Director of Legal Services be authorised to (1) issue an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for East End Farm Barns (north and east barn) setting out the works that need to be urgently carried out;

(2) if the works are not undertaken, authorise that the Council undertakes the works and if necessary takes all measures to recover the costs as a debt;

(3) make any necessary representations regarding the Notice and any claims for costs.

[**REASON:** To effect the proper preservation of the listed East End Farm Barns].

(See also Minute 920).

933. **Bradstowe House, Headstone Road, Harrow:**
The Committee received confidential reports from the Portfolio Holder for Planning, Development and Housing and the Director of Strategic Planning in this matter.

RESOLVED: (1) To note the Portfolio Holder's report;

(2) to authorise completion of the legal agreement which was agreed by the Development Control Committee in October 2001;

(3) that Nominated Members refer their concerns regarding the reasons for the delays to the appropriate Council committee.

[Notes: (i) Councillor Marilyn Ashton wished to be recorded as having abstained from the vote to authorise completion of the legal agreement;

(ii) Councillor Mrs Bath wished to be recorded as having voted against the decision to authorise completion of the legal agreement].

[REASON: To enable development of the site to proceed].

(Note: The meeting, having commenced at 7.30 pm, closed at 11.23 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO:	1/01	APPLICATION NO:	P/1108/05/CFU
LOCATION:	The Timber Carriage Public House, 19 Northolt Road, South Harrow		
APPLICANT:	Graham Seabrook Partnership for Clam-Worthy Holdings Ltd		
PROPOSAL:	Redevelopment: Detached 4 Storey Building with Basement Parking to Provide 21 Flats (6 as Affordable Housing).		
DECISION:	INFORM the applicant that:		
	(1) The proposal is acceptable subject to the completion of a legal agreement within 12 months (or such period as the Council may determine) of the date of the Committee decision on the application relating to:		
	(a) the submission and approval by the Local Planning Authority of an affordable housing scheme to provide 6 units spread throughout the building as shared ownership/key worker housing. The scheme shall include a nomination agreement with the Council.		
	(b) ensures that the affordable housing units are available for occupation in accordance with a building and occupation programme to be submitted to and approved by the Local Planning Authority prior to the commencement of work on the site.		
	All affordable housing units shall be provided in accordance with the definition of affordable housing set out in the deposit version of the replacement Harrow UDP.		
	(2) A formal decision notice, subject to the planning conditions reported, will be issued only upon completion of the aforementioned legal agreement.		

LIST NO:	1/02	APPLICATION NO:	P/1023/05/CRE
LOCATION:	Eastern Part Former Government Buildings, Honeypot Lane, Stanmore		
APPLICANT:	PRP Architects for Dominion Housing Group		
PROPOSAL:	Renewal of Permission E/1061/99/OUT to allow Submission of Affordable Housing Reserved Matters by 29 June 07.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional condition:		
	<u>Condition 3:</u> The development shall not be begun until an affordable housing scheme has been submitted to, and approved by, the Local Planning Authority. The scheme shall include a minimum of 50% of shared ownership/key worker housing, unless otherwise agreed by the Local Planning Authority. The scheme shall also include a nomination agreement with the Council.		
	[REASON: To ensure provision for appropriate affordable housing].		

LIST NO:	1/03	APPLICATION NO:	P/995/05/COU
LOCATION:	Land R/O 25-28 Belmont Circle & 13-25 Bellamy Drive, Stanmore		
APPLICANT:	Triad Planning & Design Ltd for Mr E Ryan		
PROPOSAL:	Outline: Redevelopment: Detached 2 Storey Building to Provide 10 Flats and 2 Houses with Car Parking.		

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

[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reasons:

- (i) The proposal will give rise to additional vehicular generation onto Weston Drive to the detriment of the free flow and safety of traffic and access to the site of emergency vehicles.
- (ii) The proposal represents an overdevelopment and would be detrimental to visual amenities of the surrounding area, to the detriment of the character of the area.

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

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

(3) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted for the decision to grant the application;

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Kara and Mrs Joyce Nickolay wished to be recorded as having voted against the decision to grant the application].

LIST NO: 1/04 **APPLICATION NO:** P/854/05/CFU
LOCATION: Land R/O 481/493 & 507 Uxbridge Road, Hatch End
APPLICANT: BWC Partnership for Pauldon Developments Ltd
PROPOSAL: Demolition of Existing Buildings, Development of 3-6 Storey Building to Provide 25 Flats, Basement Parking.
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

LIST NO: 1/05 **APPLICATION NO:** P/797/05/CFU
LOCATION: 21-28/31-40 Canons Park Close, Donnefield Avenue, Edgware
APPLICANT: David Kann Associates for Ember Homes Ltd
PROPOSAL: Additional Floor on Building to Provide 8 Flats, 2 x 3 Storey Detached Houses, Removal of Garages, Parking Area in Front Garden.
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/430/05/DFU
LOCATION: Land R/O 2, 4 & 6 Uppingham Avenue, Stanmore
APPLICANT: PHD Chartered Town Planners for Henry Homes PLC
PROPOSAL: Two Storey Detached House Fronting Streatfield Road with Forecourt Parking (Revised).
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reasons:

- (i) There is a limited amount of amenity space, which will be detrimental to the amenities of future occupiers due to the size of the site in proportion to the size of the property.

- (ii) The proposal will give rise to overlooking to the detriment of the amenities of the adjacent properties.

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

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

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

LIST NO:	2/02	APPLICATION NO:	P/761/05/CFU
LOCATION:	Rima, 4 Priory Close, Stanmore		
APPLICANT:	Ochard Associates for Mr & Mrs Poojara		
PROPOSAL:	Provision of 2 Pairs of Entrance Gates with Brick Piers.		
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 920).		

LIST NO:	2/03	APPLICATION NO:	P/448/05/CFU
LOCATION:	Canons Court, Stonegrove, Edgware		
APPLICANT:	Langley Hall Associates Ltd for Beazer Investments Ltd		
PROPOSAL:	Additional Accommodation at 3 rd and 4 th Floor Level for 6 Flats with New Staircase at Rear. Revised Parking.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.		

LIST NO:	2/04	APPLICATION NO:	P/200/05/DFU
LOCATION:	51 Brampton Grove, Kenton		
APPLICANT:	Mrs Shuhama Abdul-Cader		
PROPOSAL:	Single Storey Rear Extension to Replace Garage.		
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/1045/05/COU
LOCATION:	141 & 143 Headstone Lane, Harrow Weald		
APPLICANT:	Anthony Keating		
PROPOSAL:	Outline: Redevelopment to Provide a Detached Block of 7 Flats, Access and Parking.		
DECISION:	DEFERRED at officers' request.		

LIST NO:	2/06	APPLICATION NO:	P/391/05/DFU
LOCATION:	159 Canterbury Road, North Harrow		
APPLICANT:	Andrew Lashley Design for Ms N Glumac		
PROPOSAL:	Single Storey Rear Extension, Rear Dormer and Conversion of Dwellinghouse to Two Self Contained Flats.		
DECISION:	REFUSED permission for the development described in the application and submitted plans for the following reasons:		
	<ul style="list-style-type: none"> (i) The conversion of a single dwelling into two flats would be out of character in a road which is characterised by terraced single family dwellings. (ii) There is an underprovision of parking of 1.8 spaces, to the maximum standard, giving rise to overspill parking to the detriment of the amenities of the residents in Canterbury Road. (iii) The flat on the first and second floor would not have access to amenity space, giving rise to a loss of residential amenity to future occupiers. (iv) The proposal will give rise to more activity, which will be generated by the conversion of one single dwelling into two flats giving rise to additional disturbance to the neighbouring properties, resulting in a loss of residential amenity. 		
	<p>[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;</p> <p>(2) the Group Manager (Planning and Development) had recommended that the above application be granted].</p>		

LIST NO:	2/07	APPLICATION NO:	P/1081/05/CFU
LOCATION:	Katies, Christchurch Industrial Centre, Forward Drive, Harrow, Middx		
APPLICANT:	Lanchester & Lodge Architects for Geest Properties Ltd		
PROPOSAL:	Single Storey Extensions to Bakery Building (KK1) Air Lock Lobby, Air Conditioning Units.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, and the additional condition set out in the Addendum.		

LIST NO:	2/08	APPLICATION NO:	P/707/05/CFU
LOCATION:	Bentley Wood High School, Bridges Road, Stanmore		
APPLICANT:	Rickard Eastman Partnership for Harrow Council		
PROPOSAL:	Single Storey Extension to Art Classroom, with Adjacent Timber Decked Area.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

LIST NO:	2/09	APPLICATION NO:	P/2069/04/DFU
LOCATION:	258 Kenton Road, Kenton		
APPLICANT:	Carolyn Squire for Mr Raithatha		

PROPOSAL: Single & Two Storey Side & Rear Extension, Rear Dormer & Conversion to 3 Self Contained Flats

DECISION: DEFERRED at officers' request.

LIST NO: 2/10 **APPLICATION NO:** P/708/05/COU

LOCATION: Garages & Land Rear of Perwell Court Off Caphthorne Avenue

APPLICANT: Stuart Henley & Partners for Mountview Estates PLC

PROPOSAL: Outline: Demolition of Existing Garages, Replacement with 36 Parking Spaces and 2/3 Storey Block of 7 Flats with Access.

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

LIST NO: 2/11 **APPLICATION NO:** P/891/05/CRE

LOCATION: Greenhill Way Car Park, 247 Station Road, Harrow

APPLICANT: London Borough of Harrow

PROPOSAL: Renewal of P/1097/03/CRE to Permit Continued Use of Part of Site for General Market from 08.00 to 15.30 each Thursday.

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

LIST NO: 2/12 **APPLICATION NO:** P/217/05/CFU

LOCATION: 5 Little Common, Stanmore

APPLICANT: Colin Jupp, BAC Conservatories for Mr & Mrs Gottler

PROPOSAL: Conservatory at Rear.

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

LIST NO: 2/13 **APPLICATION NO:** P/218/05/CLB

LOCATION: 5 Little Common, Stanmore

APPLICANT: Colin Jupp, BAC Conservatories for Mr & Mrs Gottler

PROPOSAL: Listed Building Consent: Conservatory to Rear.

DECISION: GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/14 **APPLICATION NO:** P/2727/04/DFU

LOCATION: 86 High Street, Harrow on the Hill

APPLICANT: Architectural Design Practice for G Marx

PROPOSAL: Conservatory at Rear.

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

LIST NO: 2/16 **APPLICATION NO:** P/2810/04/CFU
LOCATION: 168-172 Honeypot Lane, Stanmore
APPLICANT: Michael Sparks Associates for UK & European
PROPOSAL: Provision of 3 Detached Blocks to Provide a Total of 10 Units for B1c, B2 & B8 Use (Light & General Industrial & Storage) with Access & Parking (Revised).
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, and as amended on the Addendum.

LIST NO: 2/17 **APPLICATION NO:** P/712/05/CFU
LOCATION: Mulberry House, Pinner Hill, Pinner
APPLICANT: Orchard Associates for Mr & Mrs R Weerasekera
PROPOSAL: Demolition of Existing House, Development of Replacement 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: 2/18 **APPLICATION NO:** P/713/05/CCA
LOCATION: Mulberry House, Pinner Hill, Pinner
APPLICANT: Orchard Associates for Mr & Mrs R Weerasekera
PROPOSAL: Conservation Area Consent: Demolition of Existing House.
DECISION: GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/19 **APPLICATION NO:** P/2854/04/DFU
LOCATION: 136 Sussex Road, Harrow
APPLICANT: S S & Partners for Mr S O Ahmad
PROPOSAL: Two Storey Side, Single Storey Rear Extension; Rear Dormer.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/20 **APPLICATION NO:** P/779/05/CFU
LOCATION: 34 Brookshill Avenue, Harrow
APPLICANT: Anglian Home Improvements for Mr D Brand
PROPOSAL: Rear Conservatory.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/21 **APPLICATION NO:** P/1139/05/CFU
LOCATION: NTL Broadcast Transmitting Station, Gordon Avenue, Stanmore
APPLICANT: M Smith – Site Solutions for NTL Broadcast
PROPOSAL: Installation of 3 Antennae on Top of Existing Tower. Three Equipment Cabinets and Feeder Gantry.
DECISION: REFUSED permission for the development described in the application and submitted plans, for the following reason:

(i) The proposed development by reason of its siting, together with the other installations on the tower, would result in a proliferation of equipment to the detriment of the visual amenities of 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) the Group Manager (Planning and Development) had recommended that the above application be granted].

LIST NO: 2/22 **APPLICATION NO:** P/1151/05/CFU
LOCATION: Civic Centre, Station Road, Harrow
APPLICANT: World Visual for London Borough of Harrow
PROPOSAL: Infill of Existing Ground Floor Area to Form Additional 360 Sq. Metres of Office Space at Front of Civic 1 Building.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/23 **APPLICATION NO:** P/1155/05/CFU
LOCATION: Civic Centre, Station Road, Harrow
APPLICANT: Capita for London Borough of Harrow
PROPOSAL: Infill of Existing Ground Floor Area to Form Additional 247 Sq. Metres of Office Space at Front of Civic 1 Building.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

LIST NO: 2/24 **APPLICATION NO:** P/762/05/CFU
LOCATION: Ormont, 50 Harrow Park, Harrow
APPLICANT: Kenneth W Reed & Assocs for Mr R Kochhar
PROPOSAL: Replacement Dwellinghouse and Double Garage with Room Over.
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following amendment to the conditions:
Condition 3: "permanently maintained" be amended to "retained".

LIST NO: 2/25 **APPLICATION NO:** P/778/05/DCA
LOCATION: Ormont, 50 Harrow Park, Harrow
APPLICANT: Kenneth W Reed & Assocs for Mr R Kochhar
PROPOSAL: Conservation Area Consent: Demolition of House and Outbuildings.
DECISION: GRANTED Conservation Area Consent in accordance with the works 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/834/05/CFU
LOCATION: 43 South Parade, Mollison Way, Edgware
APPLICANT: Stappard Howes for Vodafone Ltd
PROPOSAL: Two Antennae on Front Elevation, One Equipment Cabin and Ancillary Development.
DECISION: WITHDRAWN by applicant.

LIST NO: 3/02 **APPLICATION NO:** P/1067/05/DVA
LOCATION: 3 Broadway Parade, Pinner Road, North Harrow
APPLICANT: Anjum Nadeem Raja
PROPOSAL: Variation of Condition 6 of Planning Permission WEST/521/93/FUL to Allow Restaurant/Take-Away Use until 2.00am (Monday-Sunday).
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reason and informative reported.

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/954/05/CNA
LOCATION: Northwick Park Hospital, Watford Road, Harrow, HA1 3UJ
APPLICANT: Brent House for NWLH NHS Trust FAO: Gary Munn
PROPOSAL: Consultation: Roof Extension to Outpatients Building.
DECISION: RAISED NO OBJECTIONS to the development set out in the application.
(See also Minute 920).

LICENSING
AND GENERAL
PURPOSES
COMMITTEE

REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 16 JUNE 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
63. Attendance by Reserve Members:

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

64. Declarations of Interest:

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

65. Arrangement of Agenda:

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

66. Minutes:

RESOLVED: That (1) the minutes of the ordinary meeting held on 7 March 2005, having been circulated, be taken as read and signed as a correct record; and

(2) the minutes of the Special meeting held on 16 May 2005 be deferred until printed in the Council Bound Minute Volume.

67. Public Questions, Petitions and 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.

68. Gambling Act 2005, Information:

The Chief Environmental Health Officer presented a report detailing the impending legislative changes due to take effect once the new statutory duties were discharged to Local Authorities, following the release of relevant guidance from the Gaming Commission.

The Gambling Act 2005 established a new Regulator, the Gambling Commission, and gave new powers to Local Authorities. The Gambling Commission would replace the Gaming Board, and would assume responsibility for licensing bookmakers, gaming machines, casinos, lottery manufacturers etc.

At this early stage, consultation and the financial implications had not been considered but they would be following the release of the relevant Government announcement, legislation and guidance.

RESOLVED: The report be received and noted.

69. Licensing Act 2003 - Decisions Made Under Delegated Authority:

The Chief Environmental Health Officer reported on applications which had fallen within officers' delegated powers and which had been granted licences, as required under the Licensing Act 2003.

RESOLVED: That (1) further to a request at the meeting, officers send monthly updates of delegated granted applications to Members; and

(2) the report be received and noted.

(Note: The meeting, having commenced at 7.00 pm, closed at 7.20 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR
Chair

LICENSING AND
GENERAL PURPOSES
PANELS

EARLY RETIREMENT SUB-COMMITTEE

20 JUNE 2005

Chair: * Councillor Bluston

Councillors: * Branch * Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**37. **Appointment of Chair:**

RESOLVED: That the appointment at the Licensing and General Purposes Committee (Special) meeting on 16 May 2005, of Councillor Bluston as Chair of the Sub-Committee for the Municipal Year 2005/2006, be noted.

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

<u>Item</u>	<u>Reason</u>
10. Exercise Discretion under Regulation 8 of the Local Government (Early Termination) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)	This item was considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 in that it related to a particular employee.

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

RESOLVED: That Councillor Branch be appointed as Vice-Chair of the Sub-Committee for the 2005/2006 Municipal Year.

42. **Minutes:**

RESOLVED: That the minutes of the meeting held on 21 February 2005, having been circulated, be taken as read and signed as a correct record.

43. **Public Questions, Petitions and 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.

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

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

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

(2) having determined that the application met the criteria, discretion be exercised and the early retirement of MB under Regulation 8 be agreed and awarded with an additional period of 5 year and 134 days.

[Note: During discussions on the above item, Councillor Knowles proposed, but there was no seconder for, amendments to Resolution (2) above and an additional three resolutions. Councillor Knowles wished to be recorded as having moved these changes].

45. **Content of Report to the Sub-Committee:**

Further to the formal consideration of the report in relation to Minute 44 above, Members were concerned by an apparent discrepancy between the information provided in the substantive report and an appendix.

RESOLVED: That all relevant information be provided for inclusion in the substantive Departmental report, such that Members could be assured that issues raised in consultation had been appropriately accounted for and were addressed in the officer recommendations as necessary, and that confirmation of this be provided by the Legal Officer.

(Note: The meeting having commenced at 6.00 pm, closed at 7.20 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

LICENSING PANEL

11 MAY 2005 &
22 JUNE 2005

Chair: * Councillor Knowles

Councillors: * Branch * O'Dell

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**36. **Appointment of Chair:**

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

37. **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.

38. **Arrangement of Agenda:**

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

39. **Minutes:**

At the original meeting on 11 May 2005, it was

RESOLVED: That the minutes of the meeting held on 2 March 2005 be deferred until the next meeting of the Panel.

(Note: The minutes of 2 March 2005 were signed at the Panel meeting on 24 May 2005).

40. **Public Questions:**

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

41. **Petitions:**

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

42. **Deputations:**

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

43. **Application by Mr Amarjit Singh Mann of Ablethird Limited for the Grant of a Permit for the use of Amusement Machines with Prizes in Respect of the Amusement Centre to be Established at 8 St Ann's Road, Harrow, Middlesex HA1 1LG:**

The Panel received a report of the Director of Legal Services which detailed an application for the grant of a permit for the use of amusement machines with prizes (AWP) within an amusement centre to be established at 8, St Ann's Road, Harrow.

After receiving statements from representatives on behalf of the applicant and the objector, the Panel;

RESOLVED: That (1) the meeting be adjourned until 22 June 2005 at 7.30pm in the Civic Centre, Station Road, Harrow, for reasons of natural justice, citing the Human Rights Act and issues of Full Disclosure;

(2) the objector be allowed to submit a response to the market research survey compiled on behalf of the applicant, the response being received by officers at the Civic Centre by 8 June 2005;

(3) no further items may be admitted onto the agenda by either party;

(4) both parties submit a list of all witnesses they propose to call before the Panel;

(5) the late documents, listed below, received prior to this meeting be circulated to all parties at the present time;

- a submission from Councillor Bluston, representative for the Greenhill Ward;
- papers from Poppleston Allen regarding headcounts within amusement centres in the vicinity of the proposed site;
- revised list of gaming applications current and expired.

(6) the application for a Section 34 Permit for an amusement machine with prizes in respect of 8, St Anne's Road, Harrow, Middlesex, HA1 1LG be granted to Ablethird Limited for a period of 3 years with effect from 22 June 2005.

[Note: Whilst the Panel cannot impose conditions, they sought undertakings from the applicant to install CCTV in the vicinity of the machines as well as on the premises generally, to fit a police approved alarm system and the fitting of an approved security device as detailed in the police letter dated 26 November 2004 (Appendix 4 on the first agenda). The Chair asked the applicants' representative if he consented to the undertakings, to which he responded in the affirmative].

[REASON: The Panel were satisfied that Ablethird Ltd was deemed a fit and proper entity, the premises were suitable and that no evidence had been presented that any harm would arise from such a granting].

(Note: The decisions set out at (1), (2), (3), (4) and (5) above were agreed in that part of this Licensing Panel meeting which was held on 11 May 2005. The decision at (6) above was subsequently agreed in that part of this Licensing Panel meeting which had stood adjourned and had then been reconvened on 22 June 2005 – see confirmatory note below).

(Note: The meeting having commenced at 7.30 pm, adjourned at 8.20 pm, reconvened at 7.30 pm on 22 June 2005 and closed at 10.25 pm).

(Signed) COUNCILLOR ADRIAN KNOWLES
Chair

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

**STANDING ADVISORY COUNCIL FOR
RELIGIOUS EDUCATION****16 JUNE 2005**Representatives of the LEA

Councillors: * Nana Asante * Ismail
Mrs Champagne (3)

Representatives of Christian and Other Religious Denominations and Faiths

Mrs M Besser	† Councillor Lavingia
* Mr M Bishop	* Councillor Omar
† Mrs N Desai	Mrs P Perinparaja
* Mrs P Gan-Kotwal	† Rabbi D Roselaar
† Mrs M Hale	Prof H Singh
* Envoy B Haylock	† Mr P Singh-Kohli
† Mrs Z Jaffer	† P Wearing
Dr V Kapashi	

Representatives of the Church of England

* Mrs M Abbott	† Rev'd S Pothen
† Dr K Pinching	

Representatives of Teachers

† Mrs L Bedford	* Mrs A Stowe
Mr R Crocker	† Rev'd Dr S Thompson
† Mrs S Mistry	Vacancy

Co-opted Members

† Mr A Aggarwal	* Ms P Stevens (Humanist Vacancy)
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Adviser to the Council, Nominated by the Director of Education

* Mr P O'Dwyer

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**159. **Appointment of Chair and Vice-Chair:**

RESOLVED: That (1) Ms Pat Stevens be appointed as Chair of the Standing Advisory Council for Religious Education for the 2005/2006 Municipal Year; and

(2) Councillor Nana Asante be appointed as Vice-Chair of the Standing Advisory Council for Religious Education for the 2005/2006 Municipal Year.

160. **Apologies for Absence:**

Apologies for absence had been received from Councillor Janet Cowan, Mrs Desai, Mrs Hale, Mrs Jaffer, Councillor Lavingia, Rabbi Daniel Roselaar, Mr Singh-Kohli, Pam Wearing, Mrs Bedford, Mrs Mistry, Dr Thompson and Mr Aggarwal.

161. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Janet Cowan

Reserve Member

Councillor Mrs Champagne

162. **Declarations of Interest:**

RESOLVED: (1) To note the following interests declared by Council Members:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Nana Asante	Declared a personal interest in that she was a Governor at Stanburn First School
Councillor Mrs Champagne	Declared a personal interest in that she was a Governor at Hatch End High School
Councillor Ismail	Declared a personal interest in that he was a Governor at Whitchurch Middle School
Councillor Omar	Declared a personal interest in that he was a Governor at Nower Hill High School

(2) To note the following interest declared by a non-Council member:

Mike Bishop	Declared a personal interest in that he was a Governor at Whitmore High School
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163. **Minutes:**

RESOLVED: That the minutes of the meeting held on 10 March 2005, having been circulated, be taken as read and signed as a correct record subject to the following amendment:

That the membership list title 'Director of Education' be changed to 'Director of Learning and Community Development'.

164. **Matters Arising:****Early Years Resources**

It was reported that the resources were being well used by schools. An error in the guidance indicated by Mr Singh Kohli had been corrected.

List of Festivals

A revised list of festivals for 2004/2005 was tabled, to which Orthodox Epiphany and Good Friday had been added. There was some discussion regarding the use and content of the list. It was suggested that Lent be included in the list so that evening events such as parents' days could be avoided during that period.

National Association of Standing Advisory Councils for Religious Education (NASACRE) Annual General Meeting (AGM)

It was noted that Phiroza Gan-Kotwal and Pat Stevens had attended the NASACRE AGM on 19 April 2005 where they had heard about the Young People's Forum and discussed the new non statutory guidelines for religious education.

SACRE lectures for school children

It was reported that the director of Harrow Council for Racial Equality (HCRE) was prepared to find lecturers for lectures. Members agreed that lectures might be useful for students doing short GCSE course in Year 10 and the General Course in Year 11.

Young People's Interfaith forum

It was noted that Bromley Council had set up an interfaith forum.

Holocaust Memorial

It was noted that Northwood Synagogue was supporting the setting up of a training programme for schools. The material would cover a wider context than the second world war and also cover recent conflicts and other persecuted groups.

HCRE

It was noted that there were 2 members of SACRE representing HCRE: Mr A Aggarwal and Mr Z Baig.

RESOLVED: That (1) the above be noted;

(2) the list of Festivals 2004/2005 be circulated to absent members;

(3) SACRE members look at the draft list of festivals for 2005/2006 at their meeting on 21 September 2005;

(4) future editions of the list be entitled: "List of festivals that fall on schools days" and would include a note that the information was only for the use of the Headteacher;

(5) the Chair forward a copy of the SHAP calendar of festivals to Councillor Mrs Champagne;

(6) the Buddhist community be approached regarding the appropriate festivals to be listed for their faith;

(7) a programme of SACRE lectures for school children be drawn up;

(8) the suggestion of convening a Young Peoples' Interfaith Forum be raised at Harrow's Youth Forum;

165. **Determination:**

An application for a renewed determination had been received from Whitmore High School. After some discussion members voted to ask the school to clarify some aspects of their application, in particular with regard to Questions 5, 6 and 8. Questions 5 and 6 related to the consultations which had been carried out and more details were required, and Question 8 related to the reasons why the school was applying for a determination and members felt that the answer given was not relevant to the application.

RESOLVED: That (1) the application be sent to absent members of SACRE;

(2) Whitmore High School be asked to elaborate the answers to questions 5,6 and 8.

(3) the relevance of determinations be examined in Harrow schools as members felt that collective worship in schools with determinations did not differ from that taking place in those without determinations.

166. **News from Schools: Canons High School:**

Bhavita Pandya-Arepalli, a teacher from Canons High explained a Year 9 lesson plan. Members also heard about the projects undertaken by Year 8 pupils and enjoyed a Microsoft Powerpoint presentation written by a Year 8 pupil about Judaism. It was clear that pupils learned about and from different faiths and made good use of IT. Members thanked Bhavita for her very interesting presentation and wished her well in her application to become an advanced skills RE teacher.

167. **Any Other Business:**Membership

Pat Stevens advised that it was likely that that Suzanne Lynn would become a member of Harrow SACRE as an additional representative from the Jewish community. Also Father Leroy Lambert was interested in becoming a member of SACRE and he would represent the Eastern Ethiopian (or Rastafarian) church.

News

Correspondence had been received from Sefton regarding research on teaching in this post modernist time.

Invitation to London Launch of Primary Schools Resource Pack about Islam

A letter was tabled inviting all SACRE members to the London Launch of a Primary Schools resource pack produced by the Muslim Council of Britain and DfES. The event would be held on Friday 24 June 2005 4.30 – 6 pm at Harrow Central Mosque, 36-38 Station Road, Harrow HA1 2SQ. It was noted that any women attending should cover their heads, arms and legs. The members considered the pack to be a useful, well produced, curriculum based tool and it was noted that a secondary pack would be published in due course. Harrow Council had agreed to purchase a pack for all state schools in the Borough out of its education budget.

SACRE members were disappointed at the lack of notice for this event. Neither Councillors Omar nor Ismail would be able to attend and it was noted that Friday afternoon was not a good time for Jewish people or teachers. Members suggested that another meeting be called, with more notice and at a larger venue, so that more people would have the opportunity to see the pack and that the event could coincide with the secondary pack publication. Absent members would be sent their invitation by post.

RESOLVED: That (1) a copy of the Primary pack be presented to members at the next meeting of SACRE; and

(2) the Director of Learning and Community Development be informed that members were unhappy at the very short notice and choice of time for the event and had requested that another meeting be arranged.

(Note: The meeting having commenced at 7.30 pm, closed at 9.15 pm)

(Signed) PAT STEVENS
Chair

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 23 JUNE 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
 † Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**764. **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.

765. **Minutes:**

RESOLVED: That the minutes of the meeting held on 19 May 2005, having been circulated, be taken as read and signed as a correct record.

766. **Arrangement of Agenda:**

The Chair indicated that he was prepared to consider the addendum to Item 16, the report from the Area Director (Urban Living) entitled Harrow Transport Spending Plan, and Item 19(a) entitled Grants Advisory Panel – Membership, as urgent for the reasons set out on the third supplemental agenda.

The Chair indicated that he would be varying the order of business to enable consideration of item 8, Inspection of Children's Services, following item 5. Item 15, Housing Stock Options Appraisal, would then be considered.

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>
20. Camrose Avenue Playing Fields	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition of property.
21. Business Transformation Partnership	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the terms proposed or to be proposed in a contract for the acquisition or disposal of property or supply of goods and services.

[Note: During the course of the meeting, the order of business was varied further and item 15 was considered after items 6, 7, 9 and 10 in order to allow a representative from Weedon Grant financial consultants to be present at the meeting during consideration of item 15].

767. **Petitions:**

RESOLVED: To note that no petitions had been received.

768. **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: "Cllr Davine - you hinted last time that you had done rather well in your role. But under your watch - council tax payers are £568,000 out of pocket due to Harrow Council's failure to properly recharge various care costs to the PCT. Did you at any time attempt to understand the scale and nature of the activities of the department for which you are the Portfolio Holder, or, put another way - what single action do you regret not having taken which would have identified this mistake and nipped it in the bud - before it cost us 1 penny in wasted funds?"

[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].

769. **Inspection of Children's Services:**

The Chair welcomed and invited Ian Whitehead and Ann Graham, Inspectors from the Commission for Social Care Inspection (CSCI), who were in attendance to make a presentation following the inspection of Harrow's Children's Services. Members were informed that the purpose of the inspection had been to evaluate the effectiveness of the Children's Services in three major areas - the provision of family support, services to children 'looked after' and child protection.

Ian Whitehead, the Lead Inspector, in his presentation to Cabinet, defined the role of the Commission and outlined the key findings from the inspection. He informed Members that the service had been judged on a list of standards which had been divided into the following criteria:

- how effective was the service provided?
- was there fair access to the services?
- the organisational and management arrangements.

He stated that Harrow Council had a number of strengths and was a visionary authority, an approach which was in line with national priorities. He described the excellent work done by the Council to engage with young people. He commended Members on their understanding of their role of corporate parenting. He stated that, whilst the Inspection had shown that some people were well served, there were areas which would benefit from further development. He described these areas – safeguarding, quality of social work practice, workforce and re-focusing – which required further development, in detail, during his presentation.

In concluding his presentation, Ian Whitehead stated that, during the inspection, the Commission had recognised:

- that the Council had embarked on a 'Change' Strategy
- the high level of Member support for improvement and the Council's modernisation agenda
- the building blocks which were in place at the time of the inspection.

He added that the Council had much to do in order to deliver services of the size and quality the public were entitled to expect, but he was confident that the Council's 'Change' Strategy would ensure that improvements continued which Members would be proud to own.

Members thanked Ian Whitehead for the presentation and proceeded to ask questions. Ian Whitehead and Ann Graham, in their responses, clarified that:

- the methodology used focused on the provision of services at ground level but they had recognised that there were pockets of excellence and that the Council had undertaken ground-breaking work in various areas

- the statements issued by the Council in celebration of the ground-breaking work had not been considered to be 'tokenistic' by the Commission
- the young service users had generally been positive about the Council
- the inspection had been objective.

The Director of Children's Services (People First) and the Executive Director (People First) reported on the changes that had been implemented since the inspection, and explained how these changes would help deliver a consistent and excellent service throughout Children's Services. They added that the inspection had not revealed any surprises, but that the report of the Commission provided a sharper focus towards the drive for improvements. They recognised the need to embed consistent good practice and informed Members that the inspection report was now part of the People First Business Plan.

The Leader of the Council thanked Ian Whitehead, Ann Graham and the Council's Director of Children's Services for the part they had all played in undertaking this challenging work. He added that the Council was committed to ensuring that improvements in the service continued and he referred to the commitment of staff to improve the service. He was confident that the next inspection would see the products of the improvements already in place.

Finally, the Leader of the Council placed on record Members' appreciation of the commitment and hard work carried out by staff in Children's Services.

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

Reason for Decision: To enable Members to form an overview of Children's Services.

770. **Forward Plan 1 June - 30 September 2005:**

RESOLVED: To note the content of the Forward Plan for the period 1 June – 30 September 2005.

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

RESOLVED: To note that no reports had been received.

772. **Service Integration across Health and Social Care - Community Care Services and Children's Services:**

The Executive Director (People First) introduced the report and highlighted a number of pertinent issues to Members. She added that the recommendations, if approved, would allow the Council to set up a number of formal arrangements with the Primary Care Trust (PCT) which would help the Council safeguard its position and set the foundations for future joint-working. She stated that a Health and Social Care Integration Board would be established which would help to provide a focus for reference groups.

The Portfolio Holder for Social Care and Health welcomed the report which set out a clear system for operation. She added that the PCT had agreed the proposals and that working in partnership would be beneficial to both parties concerned.

The Executive Director (People First) assured Members that six monthly reports would be submitted to Cabinet which would also help to provide a monitoring role. She agreed to clarify whether Members of the Council could serve on the PCT Board.

She informed Members that the Council had not been successful in securing funding for older people but officers would be making representations to the government. She undertook to keep Members informed of the outcome of these representations.

RESOLVED: (1) That the proposed governance arrangements, as described in Section 2.2 of the officer's report, be endorsed and that, given that these arrangements build on the existing Harrow Strategic Partnership operation, the proposals be forwarded to the Harrow Strategic Partnership Board for their consideration and adoption;

(2) that the proposed Section 31 Agreement with the Harrow Primary Care Trust (HPCT), covering the role, management and functioning of the Joint Commissioning Unit, be approved, and that the Executive Director (People First), in consultation with the Portfolio Holder for Health and Social Care, be authorised to make any final drafting changes that may be required following the Cabinet and PCT Board meetings; and

(3) that the proposed Joint Commissioning Strategies produced in conjunction with the PCT for each of the four main (adult) Community Care care-groups be approved.

Reasons for Decision: (1) To provide a foundation on which further detailed joint-working proposals can be developed for specific service areas.

(2) The proposed Governance arrangements, the proposed S.31 Agreement, and the proposed Joint Commissioning Strategies provide a firm foundation for further service integration in these areas. These arrangements support achievement of the Council's priorities "Valuing Harrow's customers – joining up with other service providers so that users receive a seamless service", and "Impact through Harrow's partnerships – working with partners to improve the health of Harrow people".

(3) The arrangements proposed support delivery of key Government policy requirements and elements of the Council's Community Strategy and Corporate Plan.

773. **Phase 3 Delegated Funding for Pupils with Special Educational Needs (SEN) Statements in Mainstream Schools:**

The Portfolio Holder for Education and Lifelong Learning commended the report to Cabinet. He paid tribute to the work undertaken by the Lifelong Learning Scrutiny Sub-Committee and moved an amendment that the Sub-Committee monitor the implementation of the proposals. He informed Members that the actual delegation formula would be submitted to the Schools Forum for approval.

The Executive Director (People First) also commended the work carried out by the Lifelong Learning Scrutiny Sub-Committee. She added that the proposals would enable headteachers to allocate funds more quickly.

The Leader of the Conservative Group welcomed the report and referred to the benefits of joined-up working between the Scrutiny and the Executive functions of the Council. He noted that leaflets would be produced to ensure that all parties affected by the proposals were informed of the revised proposals, and that the new proposals would be monitored to help identify any problems.

RESOLVED: (1) To approve and endorse the principles of Phase 3 delegated funding for pupils with SEN statements in mainstream schools from September 2005;

(2) that the proposals for developing the delegation formula further be agreed;

(3) that the legal report, requested by Cabinet at its meeting held on 17 February 2005, be noted;

(4) that the Lifelong Learning Scrutiny Sub-Committee be asked to monitor implementation of these proposals in Autumn 2006.

Reason for Decision: The introduction of a formula element for SEN funding will support early intervention and wider preventative measures in schools and reduce bureaucracy.

774. **Key Decision - Housing Stock Options Appraisal:**

The Director of Strategy (Urban Living) introduced the report which provided details of the options appraisal process, which had been undertaken to determine the most suitable options for Harrow Council to deliver Decent Homes by 2010. She drew particular attention to the cost of the proposals and the associated risks, and referred to

- the recommendations from the Housing Improvement Options Advisory Panel which had been circulated with the fourth supplemental agenda; and
- the interim results of the Test of Resident Opinion Study circulated with the fifth supplemental agenda which showed that the majority of the tenants preferred to remain under the management of the Council.

The Director of Strategy (Urban Living) pointed out that, should Members decide to go through a formal ballot of the tenants and the tenants choose not to vote for a stock transfer option, the entire cost of the process would be charged to the Housing Revenue Account (HRA).

The Chair welcomed Martin Watkins of Weedon Grant financial consultants and Simon Waple, a financial consultant working on behalf of Harrow Council. Martin Watkins informed Members that his role was to provide an independent validation of the

proposals in order to satisfy the Council, the Office of the Deputy Prime Minister (ODPM) and Harrow Council. A summary of his report was tabled at the meeting and discussed further. Martin Watkins also responded to a number of questions from Members.

During further deliberations, Members were informed that the final decision on which option to proceed with could only be taken by the Executive and therefore it was not appropriate to replace Councillor Thornton with Councillor Miss Lyne as recommended by the Housing Improvement Options Advisory Panel. However, Members agreed that it would be appropriate for Councillors Thornton and Miss Lyne to liaise on this matter.

Members also noted that the revisions to the Medium-Term Business Strategy (MTBS) would be submitted to Cabinet in July 2005 for approval.

The Portfolio Holder for Planning, Development and Housing moved the following amendment and it was

RESOLVED: (1) To commend the work carried out by the Options Appraisal Working Group, Harrow Federation of Tenants' and Residents' Associations (HFTRA), Tenants' and Residents' Associations and Officers involved in the options appraisal work, which had enabled this options appraisal to be carried out to a very tight timescale;

(2) to note the recommendations of the residents involved in the Option Appraisal Working Group, set out at Appendix G to the Officer's report, and to approve:

- (a) the transfer of 25% of useable capital receipts or a minimum of £500,000 per annum from the General Fund to the HRA to the year 2010, providing useable RTB receipts are at least this amount;
- (b) subject to maintaining a balanced HRA and positive cash flow over 30 years, additional spending on discretionary estate improvements of up to £5m, over and above the Decent Homes work to properties;
- (c) the establishment of a process, as set out in the Residents Charter (Appendix L to the officer report), to establish a Tenants' Management Board, supported by Officers, Independent Tenants' Advisor Service and other resources as necessary.

(3) to note the recommendations of the Housing Improvement Options Advisory Panel tabled at the meeting;

(4) to note the headline results of the test of opinion survey to tenants and leaseholders on the options tabled at the meeting;

(5) to note that the Medium-Term Business Strategy (MTBS), to reflect actual activity, would be submitted to Cabinet in July 2005;

(6) to approve the Harrow Decent Homes Standard;

(7) to reject the ALMO and PFI options as these are considered to be unsuitable to deliver the Harrow Decent Homes Standard;

(8) to note that the Harrow Decent Homes Standard can be achieved either through a retention option with prudential borrowing or through transfer of the stock to a registered social landlord;

(9) to confirm that Harrow should retain its housing stock using prudential borrowing to make up the funding gap, and that officers continue to use the local voluntary transfer data as a benchmark to assess the implementation plan for the retention option;

(10) to delegate to the Leader of the Council, in consultation with Councillor C Mote and Councillor Thornton, the approval of the written submission to the ODPM;

(11) to note that, should Cabinet decide to retain the housing stock, the tenants on the Options Appraisal Working Group support this option on the understanding that an additional £3.5m is found before 2010 for additional improvement works to estates and that the tenants wish the Council to resource the development of tenant management.

Reason for Decision: To determine the viable options and most appropriate means for Harrow to deliver Decent Homes in all its rented and leasehold housing stock by the year 2010.

775. **Provisional Revenue Investment Outturn 2004-05:**
The Director of Financial and Business Strategy introduced the report and highlighted a number of issues. She drew Members' attention to the provisional outturn position which indicated an overall underspend of £62k. She responded to questions from Members and agreed to provide further details which would provide an explanation to the drop in balances set out in table 2 of the report.
- RESOLVED:** (1) To receive the provisional 2004-05 revenue outturn;
- (2) that the carry forward of budgets from 2004-05 to 2005-06, as set out in the officer's report, be approved.
- Reason for Decision:** To enhance good governance and financial stewardship.
776. **Capital Investment Outturn 2004-05:**
The Director of Financial and Business Strategy introduced the report and highlighted the rephrasing of projects from 2004-05 to 2005-06.
- RESOLVED:** (1) To note the level of expenditure on approved capital investment plans at the end of 2004-05;
- (2) to note the forecast level of expenditure for 2005-06 and future years, and the current resources position.
- Reason for Decision:** To update the programme for 2005-06 and future years.
777. **Key Decision: Best Value Performance Plan 2005/06:**
The Chief Executive took this opportunity to inform Members that approval for a Local Area Agreement (LAA) had now been received and that this represented excellent news for the Council. She added that the money would allow the Council to develop and deliver the LAA. She said that the award of LAA demonstrated that the Government Office for London (GoL) recognised that the Council had excellent prospects of improvement and the capacity to manage the demands of the LAA. This reflected well on the changes that the Council had made.
- The Executive Director (Organisational Development) introduced the report and highlighted the significant improvements in a number of areas from the previous year. She made particular reference to the booklet entitled Harrow – Corporate Plan 2005/06 and the revised appendix circulated to Members which showed the Council's improved performance.
- Members noted that the Audit Commission was committed to reducing the number of indicators and that it would be producing a further consultation document. The Executive Director (Organisational Development) undertook to reflect Members' comments about the number and relevance of certain indicators when the consultation document was issued.
- The Executive Director (Business Connections) undertook to provide a written response to questions on landfill tax, the Council Tax collection rate and collection of rent for Council dwellings. He reported that, in respect of the Council Tax collection rate, Harrow Council was still the third best performing Council amongst the London boroughs in collecting its Council Tax.
- The Portfolio Holder for Education and Lifelong Learning and the Executive Director (People First) responded to a number of questions from a Member relating to performance in schools.
- RESOLVED:** To approve the performance information and additional wording now submitted for publication by 30 June 2005 in completion of the Council's Best Value Performance Plan 2005/06.
- Reason for Decision:** To achieve publication of the Best Value Performance Plan.
778. **Distribution of Funds Raised for Tsunami Disaster Relief:**
The Executive Director (Organisational Development) introduced the amended report which had been tabled at the meeting. She stated that the report circulated with the agenda had a typographical error.
- The Executive Director (Organisational Development) reported that the public had donated approximately £16K and that Harrow Council staff had donated £3.5K towards the Tsunami Disaster Relief set up by the Council.

The Leader of the Council thanked members of the public and Council staff for their generous contributions and for supporting the fund set up by the Council. He also commended the work of the Deputy Leader of the Council and Councillor Idaikkadar.

The Leader of the Conservative Group drew Members' attention to the issue of taxation which governments affected by the Tsunami were levying on funds received, and moved an amendment which was seconded by the Deputy Leader of the Council.

RESOLVED: (1) To remit the Harrow Tsunami Relief Steering Group with responsibility for the placement of funds raised locally for the Tsunami disaster relief;

(2) that no donation be made in a form which will incur tax.

Reason for Decision: To ensure the effective distribution of funds raised locally with due regard to probity and transparency.

779. **Reference from Audit Committee on Member Training:**

The Director of Financial and Business Strategy introduced the report and also referred to the reference from the Audit Committee meeting held on 10 May 2005.

Members were in agreement that whilst training should be available to all Members of the Council, it need not be mandatory except in respect of quasi-judicial bodies such as the Development Control Committee and the Licensing Panel. A Member pointed out that it was also essential for officers to present reports in lay person language and that this would become even more challenging following the May 2006 local elections which might bring in new Councillors.

The Portfolio Holder for Communications, Partnership and Human Resources, in her capacity as a Member of the Member Development Panel, explained why it would be difficult to make training compulsory. She informed Members that the Panel would be preparing a full programme of training for Members.

RESOLVED: (1) To note the reference from the Audit Committee;

(2) that the reference be submitted to the Member Development Panel for consideration.

Reason for Decision: To improve governance arrangements.

780. **Key Decision - Harrow Transport Spending Plan:**

The Director of Strategy (Urban Living) introduced the report and responded to questions from Members. She agreed to provide a definition of what constituted a 'minor' change to the bid.

The Portfolio Holder for Environment and Transport thanked staff for producing a comprehensive bid and commended the bid to Cabinet. The Portfolio Holder for Planning, Development and Housing clarified that this was a bid to the Transport for London (TfL) and did not constitute an approval to start work on site as he did not agree with some of the schemes included in the report. Following a short discussion during which an amendment was moved, it was

RESOLVED: (1) To agree the bid set out at Appendices 1 and 2 to the officer report as the basis for Harrow's 2006/07 – 2009/10 spending plan submission to Transport for London (TfL);

(2) to delegate authority to the Area Director (Urban Living) to make minor changes in consultation with the Portfolio Holder for Environment and Transport;

(3) that all political groups be provided with a definition of what constituted a 'minor' change as set out in Resolution (2) above.

Reason for Decision: To submit the bid to the Council's Transport Board Spending Plan (BSP) by 22 July 2005.

781. **Breakspear Crematorium:**

An officer introduced the report and highlighted a number of issues. He drew particular attention to the potential risks set out in the report and its implications for Harrow Council. The officer responded to questions from Members on the way forward should a gap in funding arise.

The Leader of the Conservative Group suggested that 24/7 working might not be appropriate and would impact on residents living in the area. He suggested that 16/7 working might be more appropriate.

The Leader of the Council welcomed the report and stated that the provision of a multi-use hall with associated increase in car parking capacity would help to meet the needs of Harrow's diverse communities.

RESOLVED: (1) That the progress made in service delivery in the first year of the development plan be noted;

(2) that the work/negotiations in terms of the viability and construction of a multi-purpose hall be noted;

(3) that the amended timescale for delivery of key development be approved.

Reason for Decision: To enable development of the partnership between Harrow and Hillingdon and to meet the needs of their diverse communities.

782. **Key Decision - Local Development Scheme:**

The Director of Strategy (Urban Living) introduced the report:

She reported that the penultimate paragraph of Section 2.1 included reference to slippage in the timetable for the Statement of Community Involvement. She added that, following that discussions with the Government Office for London (GOL) on available resources to deliver all the documents in the Local Development Scheme (LDS), together with the delay in recruiting temporary support for the production of the Affordable Housing Supplementary Planning Document, a re-assessment had been undertaken of the work involved and of the timetable for this document. In order to meet appropriate deadlines, she suggested that the timetable be put back by three months. She informed Members that GOL had accepted this as a way forward.

She tabled additional amendments to the LDS in the terms set out below for inclusion with the other amendments set out in the Appendix to the officer's report:-

Page 34 – LDD 9: Affordable Housing – timetable dates amended as follows:-

Key milestones	
• Early community engagement	July – Aug '05 Oct – Nov '05
• Formal statutory consultation on draft SPD	Jan – Feb '06 Apr – May '06
• Estimate date for adoption	May '05 July '06

Page 22 – Appendix 1 – Programme Management Table 1 to be amended to reflect the above changes.

RESOLVED: (1) To confirm the revised content of the Local Development Scheme (LDS), as set out in the Appendix to the officer's report and amended above, following further discussion with the Government Office for London (GOL) after their consideration of the Scheme agreed by Cabinet;

(2) to bring the LDS into effect in Harrow.

Reason for Decision: To allow work on the Scheme to progress.

783. **Urgent Item - Grants Advisory Panel - Membership:**

RESOLVED: To appoint Councillor Omar as First Reserve for the Major Minority Group on the Grants Advisory Panel.

784. **Camrose Avenue Playing Fields:**

Members considered a confidential report from the Director of Strategy (Urban Living) on the Camrose Avenue Playing Fields. An amendment was moved and it was

RESOLVED: (1) That the acquisition of Camrose Avenue Playing Fields from the London Borough of Camden, on terms provisionally agreed and detailed in the officer's report, be authorised;

(2) to approve a transfer of £200k from the Regeneration budget in the Capital Programme to allow for the acquisition to proceed.

Reason for Decision: To ensure continued provision of playing fields and the protection and control of public open space.

785. **Business Transformation Partnership:**

Members considered a confidential report from the Executive Director (Business Connections) on the Business Transformation Partnership. The Leader of the Conservative Group congratulated the Portfolio Holder for Business Connections and Performance and other Members and officers for their hard work on this project.

RESOLVED: (1) That the decision on the appointment of a preferred supplier be delegated to the Business Connections and Performance Portfolio Holder following consultation with the ICT Members' Group;

(2) to delegate to the Director of Legal Services, in consultation with the Chief Finance Officer, the power to sign off the Certificate of Protection;

(3) to note that four weeks has been scheduled as the time necessary to reach authorisation of the contract stage from the decision referred to in Resolution (1) above, which will be too late for the July Cabinet, and that this is a key decision and that a Special meeting of Cabinet is likely to be needed if delays are to be avoided.

Reason for Decision: To allow the procurement of a strategic business partner to progress in line with an accelerated procurement timetable.

786. **Nick Bell - Executive Director (Business Connections):**

The Leader of the Council informed Members that this was Nick Bell's last Cabinet meeting whilst in the employ of Harrow Council. On behalf of the Council, he thanked Nick for the tremendous work he had done for Harrow Council and expressed his deepest gratitude for helping to ensure that the Council was on a sound financial footing. The Leader of the Council also thanked Nick for the way in which he had interacted with Members of the Council and wished him well in his new job.

The Leader of the Conservative Group joined in this tribute and thanked Nick for making Local Government Finance easier to understand. Councillor Thornton, on behalf of the Liberal Democrat Group, thanked Nick for all his hard work for the Council.

Nick Bell thanked Members for their good wishes and kind words. He added that he would miss Harrow Council but that he was looking forward to new challenges. He felt that he was leaving Harrow Council in a strong position and was confident that the Council would go from strength to strength.

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

In accordance with the provisions of Executive Procedure Rule 2.2 (Part 4D of the Constitution) it was

RESOLVED: (1) At 10.00 pm to continue the meeting until 10.15 pm;

(2) at 10.15 pm to continue the meeting until 10.30 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.30 pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

CABINET
ADVISORY
PANELS

WEALDSTONE REGENERATION ADVISORY
PANEL

8 JUNE 2005

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

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**228. **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 Wealdstone Regeneration Advisory Panel for the 2005/2006 Municipal Year.

229. **Attendance by Reserve Members:**

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

230. **Appointment of a Vice-Chair:**

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

231. **Declarations of Interest:**

RESOLVED: To note the following Declaration of Interest made by a Member present relating to business to be transacted at this meeting:

- (i) Councillor Marilyn Ashton declared an interest arising from the fact that she was Vice-Chair of the Development Control Committee.

232. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
11. Appointment of Advisers to the Panel for the 2005/2006 Municipal Year	Members were asked to consider this item as a matter of urgency as the report was not available at the time the main agenda was printed and circulated.

- | | |
|---|---|
| 14. Byron Park Regeneration Project | Members were asked to consider this item as a matter of urgency as the report was not available at the time the main agenda was printed and circulated. |
| 15. Wealdstone Town Centre Regeneration Project | Members were asked to consider this item as a matter of urgency as the report was not available at the time the main agenda was printed and circulated. |

and

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

233. **Minutes:**

RESOLVED: That the minutes of the meeting held on 25 April 2005, having been circulated, be taken as read and signed as a correct record.

234. **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).

235. **Deputations:**

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

236. **Petitions:**

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

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

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

238. **Appointment of Advisers to the Panel for the 2005/2006 Municipal Year:**

The Panel received a report of the Director of Legal Services which advised that all advisers to the Panel had been contacted and asked to confirm whether they wished to continue as advisers for the 2005/2006 Municipal Year.

The report stated that seven of the advisers had confirmed that they wished to continue and it was reported verbally that, since the despatch of the agenda, confirmation from a further adviser had also been received. The report advised that Mr Rudi Page, representing North West London Chamber of Commerce, had confirmed that he would be replaced by Mr Eric Diamond. It was reported verbally that Mr Mark Rughani, representing Wealdstone Traders' Association, would be replacing Dr Omar Omele.

A formal response had not yet been received from the remaining representative, Mr Garratt, who represented Kodak.

RESOLVED: That (1) the following be appointed as non-voting advisers to the Panel for the 2005/2006 Municipal Year:

Mr Stephen Addy – Harrow Association of Disabled People
 Mr Tony Arens - Heriot Catering
 Mr Eric Diamond – North West London Chamber of Commerce
 Ms Susan Hall – Chair – Wealdstone Traders' Association
 Mrs Brenda Harvey – Wealdstone Active Community
 Sgt Andrew Jackson – Metropolitan Police
 Mr Mark Rughani – Wealdstone Traders' Association
 Mrs June Skidmore - Wealdstone Active Community
 Sgt Colin Walker – Metropolitan Police
 Mr Anthony Wood - Harrow Public Transport Users' Association

(2) a reminder be sent to Mr Garratt of Kodak seeking confirmation of whether he wished to continue as an adviser to the Panel.

239. **Policing in Wealdstone:**

The Panel welcomed the Council's Crime Reduction Officer, who had been invited to attend the meeting to hear the Panel's concerns in relation to policing in Wealdstone.

The Crime Reduction Officer reported that the Council was working with the Police and the community to coordinate crime prevention and to ensure that issues relating to crime were dealt with in the appropriate forum. The recently introduced dispersal order was an example of the Council and Police working together to engage with issues relating to crime in Wealdstone.

The Adviser representing the Metropolitan Police advised the Panel that he was aware that concerns had been expressed regarding Police shortages across the Borough. He wished to emphasise that the Safer Neighbourhoods Team and the Police Community Support Officers provided support in addition to the usual police force. The Crime Reduction Officer acknowledged that the roll-outs of the Safer Neighbourhoods Teams and the New Harrow Project had not been synchronised, which had resulted in variation in the service provided across wards. In response to a question from a Member of the Panel, the Adviser representing the Metropolitan Police stated that, in his opinion, use of the dispersal order would not result in some wards being disadvantaged because of displacement of offenders, because those wards most in need of an increased Police presence would be prioritised.

In response to a question from the Chair, the Adviser representing the Metropolitan Police reported that there had been an increase in anti-social behaviour in the Weald Lane/High Road area. The CCTV van had been in operation and a focus group had met including residents and businesses, which had produced feedback from the local community.

The Crime Reduction Officer reported that detailed mapping work had been undertaken to provide an evidence base for diversionary activities for youths in the Borough. Young people had contributed to the development of the plan, which had been led by the Council's Youth Crime Reduction Officer. The Panel agreed that it would be helpful to hear more about the project at a future meeting.

RESOLVED: (1) To note the comments above;

(2) to invite the Council's Youth Crime Reduction Manager to a future meeting of the Panel to discuss work relating to youth diversionary activity in Wealdstone.

240. **Update on Key Worker Housing in Wealdstone:**

Officers presented an update report on Key Worker Housing in Wealdstone.

An Adviser to the Panel suggested that advertising to recruit teachers and police to work in Harrow should promote the availability of affordable housing in the Borough.

A Member of the Panel expressed the view that applications to convert family houses into flats were usually approved by the Council's Development Control Committee, but this often produced small units with reduced amenity space and parking that was insufficient for multiple residences. Small units resulted in a transient population and did not encourage families to settle in the area, and this had a knock-on effect for other services such as schools and doctors' surgeries.

The Panel agreed that Wealdstone suffered from limited parking and that the creation of more smaller units requiring additional parking would be detrimental to the area. A Member noted that many properties in Wealdstone did not have large gardens to convert to parking, which exacerbated the problem. Possible strategies to limit the number of conversions were discussed by the Panel, such as the benefit of introducing a policy which stated a maximum percentage of houses in a street that could be converted from family homes to smaller units. A Member noted that currently the Unitary Development Plan did not contain a policy restricting the number of conversions permitted.

The officer noted that family homes were being built in Wealdstone, but these had not been included in the report.

RESOLVED: That (1) the position on housing developments in Wealdstone be noted and regular updates submitted to the Panel;

(2) officers be requested to provide for the next meeting statistics on numbers of conversions approved by the Council during the past year (or thereabouts);

(3) the Strategic Planning Advisory Panel be requested to consider the Panel's concerns regarding the number of family homes being converted into smaller units in the Wealdstone area, the associated parking problems that arose from such conversions, and to consider whether the Local Development Scheme could prioritise the review of the Council's policy on conversions, with a view to limiting the percentage of conversions permitted.

241. **Byron Park Regeneration Project:**

The Panel received a report of the Director of Strategy (Urban Living) which provided an update on the current position in relation to the Byron Park site.

The Panel agreed that it would be useful for the Council's Crime Reduction Design Officers to be involved in the design of the site.

The Chair emphasised the need for an holistic approach to be taken to the design of the site, so that an overview could be maintained of the impact of the scheme on services such as schools and doctors' surgeries, and infrastructure issues such as vehicular access and assessment of Controlled Parking Zones.

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

(2) the Director of Strategy (Urban Living) be requested to involve the Crime Reduction Design Officers in proposals for the site.

242. **Wealdstone Town Centre Regeneration Project:**

The Panel received a report of the Director of Strategy (Urban Living), which provided an update on the current position in relation to the Wealdstone Town Centre Regeneration Project.

The Chair noted that it would be useful for Panel Members and Advisers to receive confirmation of the appointment of the consultants before the next meeting. The Panel agreed that it was important for these consultants to work with the proposed transport consultant for the Byron Park Regeneration Project so that non-conflicting recommendations were produced.

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

(2) the Director of Strategy (Urban Living) be requested to keep Members of, and Advisers to, the Panel updated on the appointment of consultants.

243. **Wealdstone Active Community:**

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

- 'Blooming Wealdstone', including plant sales and Indian dancing, would be taking place on 9 July. The Safer Neighbourhoods Team would be holding a mobile surgery on the same day.
- Some members of WAC had expressed concerns about the Red Brick Café.

RESOLVED: That (1) the update be noted;

(2) the Chair meet with the manager of the Red Brick Café to pass on the informal feedback given by members of WAC, and report back to a future meeting.

244. **Any Other Business:**

New Swimming Pool in Wealdstone

An Adviser to the Panel reported that it was her understanding that investigations had been undertaken to ascertain whether it would be possible to site a new Olympic-sized swimming pool next to the Leisure Centre's existing pool. This was the same site which the Director of Strategy (Urban Living) had advised the Panel at its last meeting was being considered as a site for a new housing development.

A Member of the Panel reported that it was his understanding that investigations had revealed that the site was not appropriate for the proposed new pool.

Members of the Panel expressed the view that a new Olympic-sized swimming pool would make Wealdstone a more attractive place, and could become a venue for international swimming events. The Panel noted that Harrow and Wealdstone had an excellent swimming club.

RESOLVED: To invite appropriate officers to attend the next meeting of the Panel to clarify the situation regarding the proposed redevelopment of the swimming pool site.

245. **Date of Next Meeting:**

RESOLVED: That the next meeting of the Panel be held at 6.30 pm on Tuesday 20 September 2005.

(Note: The meeting having commenced at 6.30 pm, closed at 8.19 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

GRANTS ADVISORY PANEL

9 JUNE 2005

Chair: * Councillor Mrs R Shah

Councillors: * Arnold * Harrison
 * Nana Asante * Mrs Joyce Nickolay
 * Marilyn Ashton * Anjana Patel
 * Bluston * Thammaiah
 * Branch (1)

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

[NB: Attendance at this meeting by representatives of the voluntary sector and representatives of the Local Authority is recorded at Appendix A]

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**176. **Appointment of Chair:**

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

177. **Attendance by Reserve Members:**

RESOLVED: To note the attendance of the following duly appointed Reserve Member:

<u>Ordinary Member</u>	<u>Reserve Member</u>
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Councillor Miss Lyne	Councillor Branch
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178. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Arnold	Harrow in Europe Citizen's Advice Bureau
Councillor Nana Asante	Harrow in Europe The A Connexion The African SANG Association London Youth Games
Councillor Bluston	North West London Community Foundation Harrow in Business Edward Harvist Charity Harrow Sports Council
Councillor Branch	Harrow in Europe
Councillor Harrison	Harrow in Europe
Councillor Mrs Joyce Nickolay	Harrow in Europe
Councillor Anjana Patel	Harrow Mencap
Councillor Mrs R Shah	Harrow Council for Racial Equality

179. **Arrangement of Agenda:**

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

180. **Appointment of Vice-Chair:**
Nominations were received and seconded for Councillor Thammaiah and Councillor Mrs Joyce Nickolay. Upon being put to the vote, it was
- RESOLVED:** To appoint Councillor Thammaiah as Vice-Chair of the Panel for the 2005/2006 Municipal Year.
181. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 28 February 2005 having been circulated, be taken as read and signed as a correct record.
182. **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).
183. **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).
184. **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).
185. **Grants to Voluntary Organisations 2006/07 - Consultation with Voluntary Organisations:**
The Chair introduced a Grants Officer who presented a report outlining the proposed Grant Aid Process 2006/2007 to the assembled representatives from local voluntary organisations.
- The officer explained that in January 2004 the Council had commenced a strategic review of support to the Voluntary Sector, which had been used to develop a new strategy for supporting the Voluntary Sector in Harrow. The strategy had been approved by Cabinet on 14 October 2004, and was to be implemented in full in 2006/2007. Officers identified several new strategic principles for the forthcoming Municipal Year, including:
- **Common Grants Criteria:** organisations must meet one or more of the common grants criteria, based on the community strategy priorities, in addition to meeting the grants conditions.
 - **Changes to service level agreements (SLA):** all organisations which were currently in receipt of SLA funding would be required to submit grant application forms. Organisations applying for funding in excess of £10,000 would be recommended for a service level agreement (SLA), and funding would be based on up to a three-year term with annual reviews. Funding below this threshold value would be offered as a grant.
 - **Community Lettings:** it was explained that under the new strategy, community lettings would also encompass the education lettings service. Application packs for community lettings grants would be available from the Grants Unit in September 2005.
- Officers outlined the timetable for the Grant Aid Process 2006/2007. Attention was drawn to the deadline for receiving applications (5pm on Friday 30 September 2005). The meeting was informed that applicants could appeal the Panel's decision on the grounds that the information presented to the Grants Advisory Panel was incorrect or incomplete, when this was considered to have had a material effect on the Panel's decision on that application.
- Officers provided information on the Edward Harvist Trust grants. The meeting was informed that applications would be considered at the meeting of the Grants Advisory Panel on 5 September 2005, and then at every subsequent meeting of the Panel in 2005/2006. The meeting was informed of reserve funds of £70,000, which would provide further funding opportunities pending its anticipated release by the Grants Advisory Panel on 28 June 2005.

The Chair welcomed a representative of the North West London Community Foundation, formerly Harrow Community Trust, who advised the meeting of funding opportunities provided by the Foundation within five boroughs in northwest London. The representative identified three funding programmes managed by the Foundation: Small Grants; Sport Relief and the Local Network Fund for Children and Young People. The representative advised that applicants did not need to be registered charities to receive funding, only constituted groups, and added that funding opportunities were available throughout the year although groups could only hold one grant at a time.

The Chair welcomed comments and debate from the representatives of the voluntary sector in attendance. The following issues were discussed:

Common Grants Criteria

- It was asked whether an application that satisfied more of the common grants criteria was at an advantage. Officers informed the organisations that all information submitted relating to the criteria would be passed to the Grants Advisory Panel for their consideration.
- Officers advised that all criteria were rated equally.

Community Lettings

- Organisations were reassured that there was a sufficiently large transitional period for community lettings during which current users would be safeguarded from any changes (up to 31 March 2007).
- It was advised that community lettings exceeding £10,000 would be considered as service level agreements.

Service Level Agreements

- It was mentioned that there was an inconsistency in the draft application pack when referring to the three-year term for SLAs. Organisations were informed that the duration of the funding was ultimately at the discretion of the Panel.
- Officers reassured groups that the new strategy would not decrease the stability of organisations in receipt of SLAs.
- It was suggested that a limit should be placed on the amount of funding an organisation could bid for. Officers emphasised that the whole of the main grants budget was up for bidding, and that organisations could be funded if they made a strong application to the Grants Unit. It was added that all funding was considered by Cabinet using the recommendations from the Grants Advisory Panel.

Assistance with the Grant Aid Process

- Officers informed organisations that all new applicants would be met for a pre-assessment. It was added that previously unsuccessful applicants would not be required to have a second pre-assessment.
- Officers would only be able to provide limited help to applicants. Umbrella organisations were identified that could assist applicants with their forms, such as Harrow Association of Voluntary Services (HAVS).
- It was suggested that a reminder should be sent to organisations when the deadline for applications was approaching, although it was argued that adequate notice was already provided.

Edward Harvist Trust

- The Council for historic reasons administered the Edward Harvist Trust – this arrangement could be amended by trustees.
- Some organisations reported that they had found it difficult to access information on the funding. It was advised that the fund would be more extensively advertised in the future, and that the problems would be mentioned to the trustees of the funds.

Non-voting Advisors

- The appointment of non-voting advisors from the Voluntary Sector to the Grants Advisory Panel was discussed. Reference was made to other Panels which had non-voting advisors, and possible criteria for selecting advisors.

Grants Advisory Panel Procedure

- Concern was expressed that, on occasions, the Panel seemed to agree some applications 'on-the-nod'. Organisations were reassured that all applications were discussed in depth, sometimes in pre-meetings of the Panel Members as well as at the formal meetings, before recommendations on grants applications were made to Cabinet.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.40 pm, closed at 9.25 pm)

(Signed) COUNCILLOR REKHA SHAH
Chair

APPENDIX A

GRANTS ADVISORY PANEL – 9 JUNE 2005**(1) Representatives of Voluntary Organisations in Attendance**

Mrs A M Pointer	St George's Church (C of E) Pinner View
E Kafka	Harrow Shopmobility
Bob Aitchison	Victim Support
P Horn	Harrow Bereavement Care
D Kersh	Harrow Computer Club
M Coker	Community Link Up
Rita Mankodi	Harrow Council for Racial Equality
Yvonne Lee	Harrow Mencap
Doreen Luff	" "
Pamela Russell	" "
Terry Revill	Flash Musicals
Debbie Revill	" "
Patricia Turner	HACAS
Tony Burley	Relate London NW
Prem Pawar	Harrow Council for Racial Equality
Representative	HAVS
Punitha Perinparaja	Kala Anjali Arts Circle
Mrs R Mehta-Rodia	Sai School
Maura Agini	Emerald Circle Club Harrow
Representative	" "
G Feldman	PSLA Harrow Branch/Pinner
A H Sheikh	Association of Senior Muslim Citizens
M Aslam Khawaja	" "
M Ijaz Ahmed	" "
R Shah	Hindu Council (Harrow)
Mosy Oginni	HUTF
Niru Matin	Harrow Bengalee Association
Abdi Gure	Harrow Association of Somali Voluntary Organisations (HASVO)
Councillor Choudhury	London Kalibani/Aid India Forum
Adam Hassan	Refugee Link and Training Agency
M Kumaranayakam	Harrow Tamil School Association
Norman Bell	Rayners Lane Regeneration
Ian Smith	Harrow Shopmobility
Julia Smith	HAVS
Jesse Mashate	SAHARA
E Namaganda	" "
Eileen Martell	Harrow Family Learning Network
Representative	Islamic and Cultural Society of Harrow

(2) Officers who Attended

Zach Stavrinou	Temporary Grants Officer
Charlotte Clark	Grants Officer
Chander Vasdev	e-Procurement Manager
Laura Kell	Democratic Services Officer

GRANTS ADVISORY PANEL

28 JUNE 2005

Chair: * Councillor Mrs R Shah

<p>Councillors:</p> <ul style="list-style-type: none"> * Arnold * Nana Asante * Marilyn Ashton * Billson (1) * Bluston 	<ul style="list-style-type: none"> * Branch (1) * Harrison * Mrs Joyce Nickolay * Thammaiah
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* Denotes Member present
(1) Denotes category of Reserve Members

[Note: Councillor D Ashton also attended this meeting to speak on the item indicated at Recommendation 2 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Grant Aid Process 2006/07**

Your Panel received a report of the Director of Financial and Business Strategy which outlined the proposed process and timetable for the grant aid process in 2006/07. Officers requested that the Panel agree in principle not to accept late applications.

The Panel discussed the requirement for voluntary groups to have 80% of their members either living or working in Harrow, with particular reference to the restrictions this can impose on a group's ability to apply for an ALG grant. In response to Members' questions, officers informed the Panel that groups seeking advice on the most appropriate form of insurance were referred to organisations such as Harrow Association of Voluntary Services (HAVS), who would be able to provide impartial, tailored advice.

A Member requested that the application pack be amended to emphasise that funding of and above £10,000 would be offered in the form of a service level agreement. The proposed pack referred only to funding above £10,000.

Resolved to RECOMMEND: (to the Portfolio Holder)

That (1) the process and the timetable for funding voluntary organisations in 2006/07 be approved;

(2) the above be noted.

[**REASON:** To enable the Grants Unit to publicise the availability of grants and prepare the grant application packs in time for distribution in July 2005.]

RECOMMENDATION 2 - Edward Harvist Trust - Grant Application Process

Your Panel received a report of the Director of Financial and Business Strategy which recommended an application process for grants from the Edward Harvist Trust. The Panel was informed that approximately £70,500 in funds had been accumulated, with the Council receiving approximately £10,000 annual funds from the Trust.

An amendment to the application process was suggested which reduced the maximum grant from £5,000 to £3,000 in the event of the accumulated reserves being distributed. It was further suggested that this figure be reduced to £2,000.

Resolved to RECOMMEND: (to the Portfolio Holder)

That the grants process be approved, subject to reference to the following:

- After the accumulated reserves have been distributed, the maximum grant to any one organisation will be limited to £2,000;
- The Panel will look favourably on new and emerging organisations;
- Those organisations in receipt of SLAs are encouraged not to apply.

[**REASON:** The Panel needs to adopt a clear and transparent application process, before it considers applications from the Edward Harvist Trust. The agreed process will be disseminated to the Voluntary Sector in Harrow, so that local groups may gain access to this source of funding.]

RECOMMENDATION 3 - Community Lettings Grant Application Process

Your Panel received a report of the Director of Financial and Business Strategy which recommended an application process for grants in respect of community lettings.

The Panel placed emphasis on the need for thorough monitoring of organisations in receipt of a grant, to ensure that the grant was being used for the purposes given. The Panel suggested that a list detailing the facilities available in schools across the Borough should be produced for the benefit of organisations.

Resolved to RECOMMEND: (to the Portfolio Holder)

That the proposed community lettings grant application process be agreed.

[REASON: The Community Lettings Scheme is due to come on stream from 1 September 2006. Before the scheme is implemented, the Panel needs to adopt a transparent grant application process, which is clearly understood by the voluntary and community sector in Harrow.]

RECOMMENDATION 4 - Harrow Council for Racial Equality (HCRE) - Reserved Funding 2005/06

Your Panel received a report of the Director of Financial and Business Strategy which presented the additional information provided by HCRE in support of their grant application for funding for their casework service.

At its meeting on 28 February 2005, the Panel reserved a grant of £4,000 subject to HCRE producing this additional information. The Panel was informed that officers had received a revised request of £7,000 from HCRE, who informed the Council that they had secured match funding for this work. Following a brief discussion, the Panel felt that they could not justify supporting this request for additional funding.

Resolved to RECOMMEND: (to the Portfolio Holder)

That (1) the £4,000 reserved on 28 February 2005 be released;

(2) the request for £3,000 additional funding be declined.

[REASON: To finalise the grant allocations to voluntary organisations for 2005/06.]

RECOMMENDATION 5 - Grant Appeals 2005/06

The Panel received a report of the Director of Financial and Business Strategy which summarised correspondence received from Middlesex Association for the Blind and Harrow Bengalee Association regarding their grant applications for 2005/06.

Officers informed the Panel that Harrow Bengalee Association had not met the Panel's conditions for the release of reserve funding allocated on 28 February 2005. Officers had received a subsequent request from the Harrow Bengalee Association for additional funding of £1,500 to contribute to the cost of education lettings and other project costs.

Resolved to RECOMMEND: (to the Portfolio Holder)

That (1) Middlesex Association for the Blind be awarded £2,500 for 2005/06;

(2) Harrow Bengalee Association not be awarded any additional grants for 2005/06.

[REASON: Correspondence has been received from Middlesex Association for the Blind regarding the Panel's decision not to award them a grant for 2005/06 on 28 February 2005. Members are asked to reconsider their decision in light of the correspondence received. Correspondence has also been received from Harrow Bengalee Association regarding the Panels' decision on their grant application for 2005/06.]

PART II - MINUTES186. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Miss Lyne Councillor Anjana Patel	Councillor Branch Councillor Billson

(2) the appointment of Councillor Omar as First Reserve on the Panel at Cabinet on 23 June 2005.

187. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

(1) The following Member declared a personal interest in the business transacted at the meeting arising from their involvement in the organisation listed. Subject to paragraph 12.2c) of Section A in Part 5 of the Constitution, they remained and took part in the discussion and voting on the relevant item.

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
9. Harvist Trust – Grant Application Process	Councillor Bluston	Council appointed representative to the Edward Harvist Charity

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. HCRE Reserved Grant 2005/06	Councillor Mrs R Shah	Serves on Executive Committee for HCRE.

[Notes: (i) In accordance with Advisory Panel and Consultative Forum Procedure Rule 5.2, Councillor Thammaiah assumed the Chair at Agenda Item 11;

(ii) the Director of Financial and Business Strategy declared an interest in Agenda Item 9, resulting from her position as Treasurer of the Edward Harvist Charity].

188. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 11 be considered after agenda item 7;

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

189. **Minutes:**

A Member of the Panel suggested that the minutes of the Panel's meetings should be included in the agenda for the subsequent meeting, for Member's ease of reference. It was noted that the practice with regard to including the minutes in the agenda varied across the Council's Committees/democratic bodies. It was further suggested that the minutes should be circulated electronically to Members of the Panel. Following a short discussion, and upon being put to the vote, it was

RESOLVED: That (1) the minutes of the Panel's meetings will not be included in the agenda for the subsequent meeting;

(2) the minutes of the meeting held on 28 February 2005, having been circulated, be taken as read and signed as a correct record;

(3) the signing of the minutes of the meeting held on 9 June 2005 be deferred until printed in the next Council Bound Minute Volume.

[Note: A Member queried when the decision had been made to hold a consultation meeting on 9 June 2005. The Chair referred to Minute 60: 28.07.03 (GAP 27, Vol. 4) and noted that the Panel had agreed to hold consultation meetings in June/July to enable local voluntary groups to meet the Panel on an informal basis and receive information relating to other sources of funding. It was further noted that the Panel had

been unable to hold a similar consultation meeting in 2004 due to officer unavailability. The Panel discussed the appropriateness of conducting formal agenda business in an informal meeting environment, and it was suggested that future consultation meetings adopt a more informal structure, such as that used in stakeholder forums.]

190. **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).

191. **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).

192. **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).

193. **Grant Aid Process 2006/07:**

See Recommendation 1.

194. **Harvist Trust - Grant Application Process:**

See Recommendation 2.

195. **Community Lettings - Grant Application Process:**

See Recommendation 3.

196. **Member-Led Review of Community Premises:**

The Panel received a verbal update on the Member-led review of community premises, which had been approved by the Portfolio Holder following recommendation from the Panel on 28 February 2005.

The Panel was informed that the review group had met once, and had agreed the broad strategy of the review. It was reported that limited resources had prevented the review from progressing. The Director of Finance and Business Strategy offered to discuss the provision of resources and administration with representatives from the review group.

Members recommended that the review should not proceed without appropriate officer support. Members discussed the benefits of the existing criteria, and identified areas that needed extra enforcement such as the three-year stay criteria.

RESOLVED: That the above be noted.

197. **Harrow Council for Racial Equality (HCRE) - Reserved Funding 2005/06:**

See Recommendation 4.

198. **Grant Appeals 2005/06:**

See Recommendation 5.

199. **Association of London Government (ALG) Review:**

The Director of Finance and Business Strategy outlined Harrow's response to the ALG review of its grants scheme. An update report providing an initial analysis of the responses to the consultation was tabled at the meeting.

The Director of Financial and Business Strategy reported that the majority of the 20 outer London boroughs were net contributors to the scheme, with Harrow providing a net contribution of £170,000.

Members of the Panel welcomed the report and supported the responses submitted by Harrow.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.50 pm)

(Signed) COUNCILLOR REKHA SHAH
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**

14 JUNE 2005

Chair: * Councillor Toms

Councillors: * Choudhury * Kara (1)

Advisers: * Mr D A Jones
(Vacancy)

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

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 14 June 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>
H101	10	Canons
H102	10	Bentley Wood

PART II - MINUTES
413. Attendance by Reserve Members:

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Janet Cowan	Councillor Kara

414. 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.

415. 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>
8.(a)Admissions to County Schools	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) the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Agenda 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 contained information relating to any particular applicant for, or recipient of, any service provided by the Authority.

416. **Minutes:**

RESOLVED: That the minutes of the meetings held on 3 May, 17 May and 31 May 2005 be deferred until printed in the next Council Bound Minute Volume.

417. **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).

418. **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).

419. **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).

420. **Admissions to County Schools:**

See Recommendation 1.

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

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****28 JUNE 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 28 June 2005, there were 11 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

Resolved to RECOMMEND:

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

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H103	10	Harrow High
H104	9	Bentley Wood
H1	10	Hatch End
H2	10	Nower Hill
H3	10	Rooks Heath
H4	11	Harrow
H5	11	Bentley Wood
H6	9	Canons
H7	9	Canons
H8	10	Rooks Heath
H9	10	Rooks Heath

PART II - MINUTES421. **Attendance by Reserve Members:**

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

422. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Janet Cowan	Councillor Janet Cowan declared a personal interest in that she knew the family of one of the cases. She chose not to take part in the consideration of and the decision in relation to the particular case.

423. **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>
8. Admissions to County Schools	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) the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

- | <u>Agenda 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 contained information relating to any particular applicant for, or recipient of, any service provided by the Authority. |
424. **Minutes:**
RESOLVED: That (1) the minutes of the meetings held on 3 May, 17 May and 31 May 2005, having been circulated, be taken as read and signed as correct records;
(2) the signing of the minutes of the meeting held on 14 June 2005 be deferred until printed in the next Council Bound Minute Volume.
425. **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).
426. **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).
427. **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).
428. **Admissions to County Schools:**
See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.25 pm)
- (Signed) COUNCILLOR KEITH TOMS
Chair

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

21 JUNE 2005

Chair:	* Councillor Miles	
Councillors:	* Arnold * Blann (5) * Branch * Harriss * Ismail	* Kara * John Nickolay * Ray (1) * Anne Whitehead
Advisers:	Mrs R Carratt * Mr E Diamond	Mr J Gloor * Mr A Wood

* Denotes Member present
(1) and (5) denote category of Reserve Member

[Note: The following Councillors also attended and spoke at the items indicated below:

Councillor	Anjana Patel	Minute 114
Councillor	Vina Mithani	Minute 115
Councillor	Knowles	Minute 116 and Minute 118
Councillor	Mrs Kinnear	Minute 117].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Petition Relating to Issues of Damage and Road Safety on Rayners Lane and Neighbouring Streets**

Your Panel received a petition from residents of Rayners Lane and neighbouring streets, which had been referred from the Council meeting on 21 April 2005. The Panel additionally received a deputation from residents, making specific requests for controls on the H12 bus route on Rayners Lane.

The Panel discussed the weight restrictions imposed on vehicles using Rayners Lane. The current weight restriction applied to goods vehicles exceeding 7.5-tonnes gross weight, excepting vehicles that required access to land or premises within the zone, and it was noted that whilst the Council could impose traffic orders to include PSVs in the restriction, Transport for London (TfL) could object to such a restriction. The Panel was informed that officers had approached TfL for a funding contribution towards the maintenance costs.

The Panel was advised that the route of the H12 bus served several colleges within the borough, and that the decision to increase the capacity of the buses on the route was taken following continued concern that some parts of the route were overcrowded. The Panel agreed to refer the concerns of the petitioners regarding erratic driving on this part of the route to the Bus and Highways Liaison Meeting on 29 June 2005.

The Panel agreed that residents and elected Members should accompany officers on a site visit to ascertain the damage to roads and to review appropriate traffic management measures.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Transport)

That (1) the on-going investigations with respect to safety and road condition be noted and that officers be authorised to implement remedial measures as part of the traffic management and road maintenance programmes as a matter of urgency;

(2) officers attend a site visit with residents and Members of the Panel and ward councillors, as appropriate;

(3) the concerns of the petitioners regarding erratic driving be referred to the Bus and Highways Liaison Meeting being held on 29 June 2005.

[REASON: To address the safety and road condition concerns expressed by the petitioners.]

[See also Minutes 112 and 115].

RECOMMENDATION 2 - Petition Recommending Traffic Options for Georgian Way, Harrow-on-the-Hill

Your Panel received a petition from residents of Georgian Way, which had been referred from the Council meeting on 21 April 2005.

The Panel was advised of waiting restriction proposals to manage the parking in Georgian Way near St Dominic's College. The Panel expressed concern at the number of students that travelled to the college by car and were advised that officers had recently visited the college to discuss the proposed restrictions and measures to reduce car travel to the college. It was agreed that the school should be contacted again and encouraged to sign up to a travel plan, and that Councillor Gate and the Chair of Governors should be contacted on the matter. It was brought to the Panel's attention that encouraging students to use public transport may result in the need for higher capacity or a higher frequency of buses on the route to the school.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Transport)

That officers be instructed (1) to consult the residents and, subject to the results of the consultation, advertise all necessary traffic orders and, subject to the consideration of any objections to the making of the orders, implement the waiting restrictions as shown on the plan at Appendix C to the reference in the agenda;

(2) to encourage St Dominic's College to agree to a travel plan for their students;

(3) to contact Councillor Gate and the Chair of Governors of St Dominic's College in relation to the objections of the residents and the need for a travel plan.

[REASON: To manage parking in the vicinity of St Dominic's College.]

RECOMMENDATION 3 - Petition Requesting Improvement of the Safety of the Crossing at the Intersection of The Ridgeway/Imperial Drive

The Panel received a petition which had been referred from the Council meeting on 21 April 2005, requesting improved pedestrian crossing facilities at the junction at Imperial Drive and The Ridgeway. The Panel was informed that approximately 400 additional signatures had been obtained since the petition was submitted.

It was advised that any changes to the signalling in this area to improve pedestrian facilities would have wider implications on traffic congestion in the area, and it was suggested that traffic options for the junction be investigated in conjunction with the Safer Routes to School Scheme for Longfield First and Middle Schools.

In the discussion that followed, Members of the Panel suggested improvements that could be made at the junction and on the approaches, including the installation of a yellow box junction, which the Panel agreed would be worthwhile and should be undertaken before the consultation on the Safer Routes to School Scheme.

Resolved to RECOMMEND: (to the Portfolio Holder for Environment and Transport)

That (1) the officers' report and the on-going study to improve pedestrian facilities in this area, as well as the comments of the Panel, be noted;

(2) officers be authorised to install a yellow box at the junction to improve traffic flow.

[REASON: To improve traffic flow through the junction and investigate improvements to pedestrian crossing facilities.]

RECOMMENDATION 4 - Uxbridge Road, Hatch End - Road Safety Scheme

The Panel received a report of the Director of Area Services, Urban Living, which detailed the proposed Local Safety Scheme for Uxbridge Road, Hatch End.

The Panel was referred to the second plan in Appendix A. Officers advised that the plan omitted the bus stop immediately west of Dove Park and consequently the merging of two westbound lanes into one would continue to take place west of this bus stop. Officers also advised of the additional proposal to install a speed table in the service road adjacent to the pelican crossing to assist pedestrians.

In the discussion that followed, Members of the Panel suggested that an ambulance parking bay should be considered near the retirement home at 523 Uxbridge Road, and that additional road markings were required at the approaches to the roundabout near Morrisons supermarket. In response to a query regarding the parking arrangements on Grimsdyke Road between Uxbridge Road and the car park access, officers advised that it was proposed to have double yellow line waiting restrictions on both sides of the road with an 8.00am-6.30pm Mon-Sat loading restriction. It was also suggested that the waiting restrictions should be strengthened in the vicinity of the refuge near Woodriding Close where injudicious parking obstructed buses and that consideration be given to widening the cycle lane at the expense of the width of central hatching.

Members discussed the junction between St Thomas Drive and Uxbridge Road, where the H14 bus route terminated. It was noted that the bus used the roundabout at the junction to 'U' turn, and Members felt that there was evidence to suggest the buses had difficulty negotiating the roundabout, as well as the problem of northbound drivers on St Thomas Road overshooting the roundabout. A Member considered that a physical barrier was required to protect pedestrians and the adjacent property. It was reported that the Bus and Highway Liaison Meeting had been considering other options for the route of the H14 bus. It was added that a number of measures were being introduced at the roundabout to increase the safety at the junction.

Resolved to RECOMMEND: (to the Portfolio for Environment and Transport)

That (1) officers be authorised to take all necessary steps to implement the proposed Local Safety Scheme shown at Appendix A to the report, as amended, including:

- advertising the traffic orders detailed at Appendix E to the report, together with a notice to introduce a speed table in the service road adjacent to the pelican crossing;
- consulting the frontages where yellow line waiting restrictions are proposed between Milne Field and Rowlands Avenue, and at Grimsdyke Road, Cornwall Road, Woodriding Close, Westfield Park and Dove Park;
- consulting the frontages and emergency services over the introduction of the speed table in the service road adjacent to the pelican crossing;
- implementing the scheme subject to consideration of objections (if any);

(2) officers investigate the use of additional road markings at the Morrisons roundabout, waiting restrictions near the refuge near Woodriding Close, an ambulance bay near 523 Uxbridge Road, the width of the cycle lane, and address the issues of road safety at the junction of St Thomas Drive and Uxbridge Road.

[**REASON:** To gain approval to implement the proposed scheme. The road safety benefits of the scheme, particularly the expected reduction in accidents and severity, would help towards the achievement of the Council's accident reduction target for killed and serious injury casualties as required by the Local Public Service Agreement (LPSA).]

PART II - MINUTES

103. **Appointment of Chair:**

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

104. **Attendance by Reserve Members:**

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

Ordinary Member
Councillor Burchell
Councillor Choudhury

Reserve Member
Councillor Ray
Councillor Blann

105. **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.

106. **Appointment of Vice-Chair:**
Nominations were received and seconded for Councillor Anne Whitehead and Councillor John Nickolay. Upon being put to the vote, it was

RESOLVED: to appoint Councillor Anne Whitehead as Vice-Chair of the Panel for the 2005/2006 Municipal Year.

107. **Arrangement of Agenda:**

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

(2) the non-voting advisors be appointed before the Panel receive any deputations.

108. **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, subject to the following amendment:

- **Minute 93: Petitions**
The petition presented by Councillor Arnold was requesting an extension of the Rayners Lane CPZ into West Avenue, not the Stanmore CPZ as stated in the minutes.

109. **Public Questions:**

The following question was submitted by members of the public, in accordance with Advisory Panel and Consultative Forum Procedure Rule 15:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Ms Harjit Sohal	The Chair of the Panel (Councillor Miles)	"Why has it been decided that Canons Corner will not be included in the CPZ parking restrictions even though a petition was received from residents there?"

[Note: The question above was answered orally. Under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15.2, the questioner also asked supplementary questions which were additionally answered orally].

110. **Petitions:**

RESOLVED: To note the receipt at the meeting of the following petitions, which were referred to officers for consideration:

- **Petition for inclusion of Canons Corner into Harrow Council's proposal for parking restrictions**
Presented by Ms Harjit Sohal in conjunction with the public question received by the Panel, and signed by residents and business representatives of Canons Corner.
- **Petition requesting road safety measures in West Street, Harrow-on-the-Hill**
Presented by Councillor Mrs Kinnear and signed by 26 residents of West Street, Harrow-on-the-Hill.

111. **Appointment of Advisors to the Panel 2005/2006:**

The Panel considered a report of the Director of Legal Services. It was

RESOLVED: To note the appointment of

<u>Non-voting Advisor</u>	<u>Organisation</u>
Mr Anthony Wood	Harrow Public Transport Users' Association
Mrs Rhoda Carratt	Harrow Association of Disabled People
Mr Eric Diamond	North West London Chamber of Commerce
Mr Jacob Gloor	CTC/Right to Ride

as non-voting advisors to the Panel for the 2005/2006 Municipal Year.

112. **Deputations:**
The Panel received a deputation from residents of Rayners Lane, which outlined the perceived damage to roads and personal property, issues of road safety and intrusion on the lives of residents resulting from the use of double-decker buses on Rayners Lane.
- The deputees suggested changes to the H12 bus route, including the use of single-decker 'Hoppa' buses from South Harrow to Pinner, where they would terminate and return, whilst retaining double-decker buses from Pinner to the end of the route, to accommodate the higher volume of passengers using this portion of the route. It was further requested that the 7.5-tonne HGV restriction on Rayners Lane traffic be extended to include PSVs. The deputees informed the Panel that the double-decker buses had had a significantly greater impact on local residents than the single-decker buses ever had.
- The Panel discussed the weight restriction imposed in the area, and it was suggested that the road be examined to ascertain whether it could tolerate vehicles with a gross weight exceeding the limit.
- Further to this discussion, the Panel made recommendations to the Portfolio Holder for Environment and Transport detailed in Recommendation 1. The deputees were referred to the Panel's Legal Officer for advise on the legal issues raised within the deputation.
- RESOLVED:** That the above be noted.
- [See also Recommendation 1 above].
113. **Petition Requesting Road Safety Measures in Kenton Park Parade, Kenton Road:**
The Panel received a petition which had been referred from the Council Meeting on 24 February 2005, regarding road safety measures in Kenton Park Parade.
- The Panel considered the options identified by the officers. It was requested that Option 2 be treated as a separate issue and not be included in this study. It was further suggested that the principle of providing alternative servicing/loading facilities was supported.
- RESOLVED:** That officers report back to a future meeting of the Panel on the preferred option identified, and present an action plan to be implemented with the agreement of the Panel.
114. **Petition Requesting Dangerous Traffic Problems to be Addressed in Albury Drive and Evelyn Drive:**
The Panel received a petition from residents of Albury Drive and Evelyn Drive, which had been referred from the Council meeting on 24 February 2005.
- The Panel was advised that the existing traffic-calming scheme in the area had resulted in significant reductions in traffic speed, volume and personal injury accidents, and that a recent survey had confirmed these observations. A site visit with residents, Members of the Panel, ward councillors and officers was suggested.
- RESOLVED:** To (1) note that the Albury Drive/Evelyn Drive area is listed in the traffic-calming programme so that periodic monitoring, that may highlight the need for early action, takes place;
- (2) authorise officers to attend a site visit with residents, Members of the Panel and ward councillors, as appropriate.
115. **Petition Relating to Issues of Damage and Road Safety on Rayners Lane and Neighbouring Streets:**
See Recommendation 1 and Minute 112 above.
116. **Petition Recommending Traffic Options for Georgian Way, Harrow-on-the-Hill:**
See Recommendation 2.
117. **Petition Requesting Improvement of the Safety of the Crossing at the Intersection of The Ridgeway/Imperial Drive:**
See Recommendation 3.

118. **Uxbridge Road, Hatch End - Road Safety Scheme:**

See Recommendation 4.

119. **Extension of Meeting:**

Further to Advisory Panel and Consultative Forum Procedure Rule 12.1 (Part 4E of the Constitution) requiring the termination of the meeting at 10.00pm, and during the course of the debates then in progress, the Chair proposed at 10.00pm that it be agreed to extend the 'guillotine' until 10.15pm (subsequently, the Panel approved further extensions until 10.30pm).

RESOLVED: That the Panels' meeting be continued beyond the procedural closure time to enable the items on the agenda and the agreed additional business to be completed.

120. **Petts Hill Bridge Improvement:**

Officers provided a verbal update on the progress of the Petts Hill Bridge improvement. The Panel was informed that following problems with the original scheme - namely the failure to reach an agreement with Network Rail on the works, escalating costs and concern of some residents about the pedestrian tunnels - Cabinet had requested that an alternative, more comprehensive solution be explored. The Panel was advised that the cost of a new bridge scheme was estimated at £7m, and it was noted that even with contributions from Network Rail and TfL there would still be a funding gap that the Council would need to bridge to allow the scheme to go ahead. It was added that Network Rail had agreed to review their requirements for strengthening the existing bridge as part of the current scheme, which the Council considered to be unduly onerous.

In the discussion that followed, the Panel was informed that the earliest start of construction, assuming funding could be secured, was spring 2007. It was added that a key constraint on the construction was obtaining the necessary 'possessions', or closures, of the railway. In response to a Member's concern that Network Rail, who had agreed to build the new bridge, may attempt to recover their contribution to the scheme through costs associated with the building works, officers assured the Panel that the contract would be considered in detail before any agreement was made.

Officers informed the Panel that discussions were ongoing with TfL regarding their contribution to the scheme. The possibility of widening the Northolt Road approach to the bridge was also being investigated, but as a separate and subsequent phase.

The Panel welcomed the prospect of the near 100 year old railway bridge over the A312 at Petts Hill being replaced, enabling a four-lane highway and user-friendly pedestrian and cycle facilities to be provided at that point. The Director of Area Services, Urban Living, was congratulated for the successful negotiations he had led with Network Rail and the advice he had received from Councillor Kara prior to those negotiations was acknowledged.

RESOLVED: That the above be noted.

121. **Any Other Business:**

Resurfacing of King's Road

A Member referred to the resurfacing of Kings Road between Malvern Avenue and Warden Avenue, and noted that the work had involved the removal of the 'speed cushions' on the road. The Member added that some residents welcomed their removal, and asked that before any decision was made to reinstate the speed cushions the bus operators be consulted at the Bus and Highways Liaison Meeting on 29 June 2005.

Officers reported that the speed cushions had been successful in reducing accidents in the King's Road area, and suggested that it would be difficult to find a better method. The Panel was advised that the bus operators were content with the existing speed cushions on that section of Kings Road.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 10.30 pm)

(Signed) COUNCILLOR JERRY MILES
Chair

**HOUSING IMPROVEMENT OPTIONS ADVISORY
PANEL****21 JUNE 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 - Housing Stock Options Appraisal**

Your Panel received a report of the Director of Strategy (Urban Living), which provided details on the options appraisal process undertaken to determine the most suitable options for Harrow Council to deliver Decent Homes by 2010. It was explained that the next meeting of the Panel would examine the detailed submission before it was sent to the Office for the Deputy Prime Minister (ODPM). It was added that the options appraisal, which was ordinarily a two-year process, had to be concluded within six months. This inevitably led to papers being submitted to the Panel at a late stage, despite officers having to work extended hours.

Members received a tabled report from Savills entitled *Stock Condition Survey Validation*, although the Director of Strategy (Urban Living) noted that the officers were not entirely satisfied with the report in its existing form. It was also noted that a report from the financial consultants, Weedon Grant, had yet to be finalised but would be distributed to Members upon completion.

Members were provided with a detailed explanation of the officer report, with particular focus on the financial options, which were inevitably at the centre of the options appraisal process. It was explained that the financial evaluation involved a thorough appraisal of the financial models, in conjunction with Weedon Grant, to identify a robust business plan that would enable the Council to deliver Decent Homes by 2010. Members were referred to page 15 of the supplemental agenda, which explained that the base position identified a 'gap' between the cost of works required to meet the Decent Homes standard and the available resources. On current information, the base position was estimated to stand at approximately £8 million.

An officer provided Members with an overview of the financial appraisals and explained the rationale and processes behind the financial evaluation. A brief overview of each of option was provided.

ALMO

It was noted that the ALMO option would involve the Housing Revenue Account (HRA) running into deficit for five years, which could not be covered by reserves. It was concluded that this was both illegal and financially imprudent.

Retention by Harrow Council using Prudential Borrowing

The officer informed the Panel that this model would borrow funds to bridge the investment gap. It was concluded that the Council would have sufficient funds to repay the capital over the prescribed 30-year business plan.

Large Scale Voluntary Transfer (LSVT)

It was explained that this option valued the Council's stock on the basis of future rental income less the cost of meeting the Decent Homes standard. Although the option was workable, it would take up to two years to progress the option to the sale stage.

Having assessed each of the financial models (no financial model had been prepared for the Private Finance Initiative (PFI) as stated on page 17 of the Panel's supplemental agenda), it was concluded that two of the four options were financially

viable, namely Retention by Harrow Council using Prudential Borrowing and LSVT. In response to a query, it was explained that the Director of Financial and Business Strategy (and Section 151 officer) had confirmed that she was satisfied with the approach and assumptions used, subject to the final report from Weedon Grant. In response to a query from an adviser, the Director of Strategy (Urban Living) reiterated the Council's commitment to operate on the basis of reasonable assumptions and sound financial judgement.

Whilst an explanation of each appendix was provided to Members, the following amendments were noted:

- to include reference to consultation with the Tenants' and Leaseholders Consultative Forum in Appendix A;
- to replace 0.05% with 0.5% in paragraph (5) of Appendix E;
- to replace Tenants' Management Organisation with Tenants' Management Board in Recommendation 3 of Appendix H.

Members also discussed the responses from the resident opinion survey. It was reported that the deadline had been extended and a reminder letter circulated in order to receive further responses. It was also suggested that the Leaders of the Conservative and Labour Groups could be invited to attend the Panel meeting on 7 July 2005.

Members agreed that a brief report be prepared for the Cabinet meeting on 23 June 2005 stating that the Panel recommended the retention using prudential borrowing option.

Resolved to RECOMMEND: (To Cabinet)

That (1) the recommendations set out in the officer report be endorsed;

(2) the retention using Prudential Borrowing option be adopted;

(3) recommendation 1.1.1 of the officer report be amended to include commendation to the officers involved in the options appraisal work; and

(4) recommendation 1.1.10 of the officer report be amended to replace Councillor Thornton with Councillor Lyne.

[Reason for Recommendation: To ensure that all the Council's housing stock meets the Decent Homes Standard by 2010.]

(Notes: (i) Prior to discussion of the above item, it was moved and seconded that the meeting adjourn to a later date to allow Members an opportunity to read the report, which had been tabled at the meeting;

(ii) upon being put to a vote, the motion was refused;

(iii) Councillors Knowles and Vina Mithani wished to be recorded as having voted for the motion to adjourn the meeting to a later date;

(iv) Councillors Knowles and Vina Mithani left the meeting at 7.48 pm and took no part in the above discussion and Recommendation).

PART II - MINUTES

36. **Attendance by Reserve Members:**

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

37. **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.

38. **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>
4. Minutes	The minutes of the last meeting were not available at the time the main agenda was printed and circulated. Members were asked to consider the minutes of the last meeting in order to agree that they were an accurate record of that meeting.
10. Housing Stock Options Appraisal	The report was not available at the time the agenda was printed and circulated as the independent financial assessment was finalised on 17 June 2005. Scrutiny of the content of the report was necessary to ensure that requirements of Cabinet and the Government Office were met. Members were asked to consider the report before the Cabinet meeting on 23 June 2005.

(2) agenda items 8 and 9 be considered under agenda item 10; and

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

39. **Minutes:**

RESOLVED: That the minutes of the meeting held on 26 May 2005 be deferred until printed in the next Council Bound Minute Volume.

40. **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).

41. **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).

42. **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).

43. **Housing Stock Options Appraisal:**

See Recommendation 1 above.

(Note: The meeting having commenced at 7.34 pm, closed at 9.05 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

CONSULTATIVE
FORUMS

COMMUNITY CONSULTATIVE FORUM

29 JUNE 2005

Chair: * Councillor Nana Asante

Councillors: * Mrs Champagne (3) * Dharmarajah
* Janet Cowan * Lavingia
* Currie * Anjana Patel

* Denotes Member present

(3) Denotes category of Reserve Member

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**148. **Appointment of Chair:**

RESOLVED: To note the appointment, at the Cabinet meeting on 19 May 2005, of Councillor Nana Asante as Chair of the Forum for the 2005/06 Municipal Year.

149. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Arnold

Councillor Mrs Champagne

150. **Declarations of Interest:**

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

151. **Arrangement of Agenda:**

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

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

Nominations were received and seconded for Councillor Currie and Councillor Janet Cowan. Upon being put to the vote, it was

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

153. **Minutes:**

RESOLVED: That the minutes of the meeting held on 12 April 2005, having been circulated, be taken as read and signed as a correct record.

154. **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).

155. **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).

156. **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).

157. **Presentations by Community Groups:**

The Forum received a presentation from Harrow Mencap, an organisation that worked with local people with learning disabilities to ensure that their needs, rights and aspirations were met. Harrow Mencap had been invited to the Forum to discuss their experience of involvement with the Council.

Two Harrow Mencap service users were introduced to the Forum. The first service user described the last time he had been to the Civic Centre and said that the staff had listened to him and answered all his questions. He needed people to speak clearly and take their time when speaking to him. The second service user explained that he needed support in reading and writing, and liked it when there were pictures with writing to help him understand.

The new Head of the Community Team at Mencap outlined problems with community engagement identified by the staff at Mencap and the people they supported. Each problem was presented with a possible solution, as outlined below:

<u>Problem</u>	<u>Possible Solution</u>
<ul style="list-style-type: none"> • People with Learning Disabilities found it difficult to approach any department in the Civic Centre without support 	Harrow Mencap could provide Learning Disability awareness training to Council staff
<ul style="list-style-type: none"> • The Council was not pro-active in its approach – it rarely asked what could be done for Harrow Mencap's members – Mencap had to ask them 	The Council could consult – specifically targeting those with any disability – using a variety of methods to ensure inclusion. Harrow Mencap would willingly support any such initiative
<ul style="list-style-type: none"> • Information was difficult to understand – needed simpler language and more pictures 	Ask a person with a Learning Disability to help when information was being designed
<ul style="list-style-type: none"> • The Council lacked understanding of needs associated with ethnicity – for example religious and dietary issues – when dealing with people with learning disabilities 	Mencap felt an improvement had been seen in this area – Harrow Mencap's Advocacy service had helped people to voice their needs to the Council
<ul style="list-style-type: none"> • The Council was not open and honest about how they reached decisions – eg replacements/housing 	Clearer explanations would help – Harrow Mencap was willing to help
<ul style="list-style-type: none"> • Physical access to the Civic Centre (possible problem identified) 	Mencap were not aware of any complaints about accessing the Civic Centre. Most areas appeared to be accessible but sign-posting could be a little clearer

The Head of the Community Team identified three key areas that the Council needed to address with regards to successful community engagement:

1. **Communication** – it was emphasised that effective communication with people with learning difficulties required a little more time and effort.
2. **Equal opportunities employment** – Mencap encouraged the Council to employ people with learning difficulties.
3. **Partnership** – partnership working was identified as crucial for successful engagement.

The meeting was informed that Harrow Mencap's Annual Fun Day would be held on Saturday 2 July 2005 from 11.00 am – 4.00 pm at St Peter's Church on Sumner Road.

RESOLVED: That the above be noted and included in the scrutiny review of community engagement.

158. **Presentation from the Scrutiny Unit:**

The Forum received a presentation from an officer working within the Scrutiny Unit at Harrow Council. The presentation aimed to clarify the role of scrutiny within the Council.

The meeting was informed that scrutiny was a relatively new function of local government. Its main aim was to improve how the Council worked and the services it provided, and it achieved this through several Councillor-led committees and sub-committees. Each committee or sub-committee agreed its annual work programme in May. The work programme could cover issues of strategic or corporate importance, or could address issues of public interest or national priority. The meeting was informed that an important role of scrutiny was to give a voice to, and reflect the concerns of, members of the public and local communities. It was added that much of the work of scrutiny was completed outside of formal committees, through conducting project work and reviews. Examples of recent outcomes from scrutiny work were given, including:

- **Budget processes and consultation** – recommendations had been made to radically change the way that budget information would be presented to local residents;
- **Funding arrangements for special educational needs (SEN) in schools** – improvements had been made to the monitoring and accountability arrangements for the LEA monitoring of schools' use of SEN funding;
- **Cancer services at Mount Vernon Hospital** – the Health Bodies had undertaken to introduce a strategy for cancer services in North West London.

Officers highlighted the scrutiny review of community engagement, a current review that aimed to improve the way that the Council involved people in its activities and services. The meeting was informed that the scrutiny unit were increasingly looking to co-opt community representatives onto review groups, and interested parties were requested to contact the scrutiny unit.

RESOLVED: That the above be noted.

159. **Workshop on Community Engagement:**

The Chair explained that the next portion of the meeting would comprise a workshop on community engagement, one of the current scrutiny reviews.

At the beginning of the meeting, community representatives and elected Members had been asked to write down their experience of good and poor engagement with the Council, and to identify why that experience had been good or poor.

Community representatives and elected members were then encouraged to write down their ideas for how the Council could improve the way they engage with people in the community. These ideas were then grouped into different categories, and representatives were asked to prioritise the categories identified.

The priorities emerging from each group were as follows:

1. **COMMUNICATION** – groups identified the importance of establishing strong partnership with local community groups and maintaining effective communication between the Council and the community. Alternative forms of media that could be used for engagement were also suggested, such as text messages and community television.
2. **ACTING ON VIEWS** – it was emphasised that it was important for the Council to act on the views received in consultation exercises, and to report back to participants to inform them of what action was being taken.
3. **ATTITUDE** – it was identified that Council staff needed to have respect and patience when dealing with members of the community.
4. **ACTION** – groups emphasised that it was important for the Council to take action on issues.
5. **DIVERSITY** – emphasis was placed on the need for the Council to address diversity in the borough. The need to translate information into multiple languages

was suggested, although representatives emphasised that effective communication would require other strategies as well.

RESOLVED: That the above be noted and included in the scrutiny review of community engagement.

[Note: The full results from the introductory session and the workshop are displayed at Appendices 2 and 3 to the minutes, respectively].

160. **Community Concerns:**
No community concerns were submitted to the meeting. The Chair requested that groups submit any items in advance of the meeting, to allow officers and Councillors to consider them and then address the issue more thoroughly at the meeting.

RESOLVED: That the above be noted.

161. **Any Other Business:**

Meeting Young People within the Community

The Chair forwarded an invitation from Councillor Bill Stephenson to attend an event at Harrow Leisure centre, to meet young people and hear their concerns.

Pan-London Basketball Competition

The Chair informed the meeting that the Pan-London Basketball competition would be taking place at Harrow High School on 6 August 2005 at 4pm.

Harrow Leisure Centre

The Forum was referred to the information circular for the meeting, which contained the Council's response to a letter of complaint from a community group regarding the condition of the Harrow Leisure Centre.

(Note: The meeting having commenced at 7.35 pm, closed at 9.25 pm)

(Signed) COUNCILLOR NANA ASANTE
Chair

APPENDIX 1

COMMUNITY CONSULTATIVE FORUM – 29 JUNE 2005**(1) Representatives of Community Organisations who Attended**

Please note that only those organisations who provided their details to the administrator will be recorded in the register.

Bashir Rattausey	K.S.I.M.C. Islamic Centre
Mohammad Rizvi	Pakistan Society of Harrow
Ms. Serwah	BTWSC
Vinod Lodhia	Sarvedesic Satya Samaj
Jess Saida	African Family Organisation (AFO)
Syed Alam	Harrow Bengalee Association
Alex da Costa	The Harrow Refugee Forum
A. Fernandes	ACCA-Palop
Doreen Luff	Harrow Mencap
Deven Pillay	“ ”

(2) Officers who Attended

Bindu Arjoon	Service Manager, Policy and Performance
Frances Hawkins	Scrutiny Officer
Ekua Boateng	Assistant Review Administrator
Jenny Aulin	Community Support Officer

APPENDIX 2

Results from the Introductory Exercise on Community Engagement

Please note that the comments recorded were submitted by community representatives and Councillors present at the meeting of the Community Consultative Forum on 29 June 2005.

(1) Examples of Good Involvement and reason why it was good

- Positive dealings when booking Council Chamber *Efficient and courteous response*
- Councillors are accessible *Understanding of community issues and need for involvement*
- Involved in lots of areas *People are good*
- Talking *People can listen*
- More information needed *Efficient*
- People listen to me *A woman asked my name (Charles)*

(2) Examples of Poor Engagement and reason why it was good

- Grants Panel: poor communication within Council *Did not appear to be communication between grant officers and Connexions/Youth Service*
- Lack of accessible information *Continues to marginalise groups and individuals (eg people with learning difficulties)*
- Communications *Staff sometimes rude*
- Lack of Consultation with grass root level organisations *No face to face consultation*

APPENDIX 3

Results from the Workshop on Community Engagement

Please note that the comments recorded were submitted by community representatives and Councillors present at the meeting of the Community Consultative Forum on 29 June 2005. They were assigned a rating based on how important they were considered by those present.

(1) Group A:

COMMUNICATION <ul style="list-style-type: none"> • Accessible information – available in large font and with more pictures and simplified wording • Quick responses – requested within seven days • Good communication requires good listening and good understanding • Better contact with community groups and individuals 	Rating: 9 points
ACTION <ul style="list-style-type: none"> • The need for the Council to take action on issues eg more cameras on buses to prevent people from feeling intimidated 	5 points
ATTITUDES <ul style="list-style-type: none"> • Staff should be patient with everybody • Need for respect 	4 points
REPRESENTATION <ul style="list-style-type: none"> • Representation needed from umbrella organisations at decision-making bodies • Extra community involvement in the committees 	3 points
PARTNERSHIP <ul style="list-style-type: none"> • All departments need to work together 	2 points
CONSULTATION <ul style="list-style-type: none"> • Face-to-face consultation required • Ask people what they want from the Council • Importance of listening 	1 point

(2) Group B:

COMMUNICATION <ul style="list-style-type: none"> • Make the committee structure more user-friendly • Record answers to public questions • Have clearer notices in plain English • Local issues to be well-publicised and feedback encouraged • Council services to be widely publicised • Clearer reports in plain English • Listen more • Different forms of communication, such as text messages, community TV/radio/website • Community involvement would help both parties 	Rating: 6 points
ACTING ON VIEWS <ul style="list-style-type: none"> • We do a lot of consultation – do we act on it? • Take views into account 	5 points

DIVERSITY <ul style="list-style-type: none"> • Celebration of religious festivals • Multiple language translations 	Rating: 3 points
FACILITIES <ul style="list-style-type: none"> • Harrow Leisure Centre needs improvement for the community • Hall/community centre to be used by community groups at special rates 	3 points
STRATEGIC PLANNING <ul style="list-style-type: none"> • Better at planning (strategic and operational) • Evidence based decisions 	2 points
COUNCIL ACCESS <ul style="list-style-type: none"> • Officers/councillors should be easily contactable • Invite public to approach Council 	2 points
BLACK AND MINORITY ETHNIC GROUPS <ul style="list-style-type: none"> • Councillors should make an effort to meet BME groups regularly 	2 points
STRUCTURE/DEMOCRATIC PROCESS <ul style="list-style-type: none"> • Clarity of decision-making process 	1 point
ONE-TO-ONE <ul style="list-style-type: none"> • Involve community groups on a one-to-one basis 	1 point
CONTRACT MONITORING <ul style="list-style-type: none"> • Do the Council follow up the work that is carried out by the contractors they employ? 	
INCLUSION <ul style="list-style-type: none"> • Disabled people can pre-arrange to meet officers, at their convenience 	

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****30 JUNE 2005**

Chair: * Councillor Currie

Councillors: * Billson
* Margaret Davine

* Knowles

* Denotes Member present

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 224 below].

Tenant and Leaseholder Representatives

Representatives from the following Associations were in attendance: -

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

(In total 15 Tenants/Representatives attended).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**212. **Appointment of Chair:****RESOLVED:** To note the appointment, at the Cabinet meeting on 19 May 2005, of Councillor Currie as Chair of the Tenants' and Leaseholders' Consultative Forum for the 2005/2006 Municipal Year.213. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.214. **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.215. **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>
11. Options Appraisal	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.

216. **Appointment of Vice-Chair:****RESOLVED:** To appoint Councillor Knowles as Vice-Chair of the Forum for the 2005/2006 Municipal Year.

217. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 March 2005, having been circulated, be taken as read and signed as a correct record.

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

The Forum considered a report of the Interim Director of Corporate Property which contained an update on issues that had been raised at the Tenants' and Leaseholders' Consultative Forum meeting held on 3 March 2005. Several issues were discussed as follows:

Brookside Close

In response to a query from a tenant, officers confirmed that the Council did not replace internal or external doors for leaseholders.

Matters Raised by Cottesmore Tenants' and Residents' Association

In response to a query from a tenant, officers confirmed that it would take more than a year to determine whether a particular housing problem was related to trees on the estate because this was the time needed by structural engineers to investigate problems.

Questions from Tenants/Leaseholders

A representative from the Eastcote Lane Tenants' and Residents' Association stated that garage doors needed repainting or they would not last another winter. The Chair queried whether it would be economical to replace the doors instead of repainting them.

Officers confirmed that it would not be possible to meet the five year re-decoration programme for budgetary reasons. A Member asked whether the budget shortfall was due to overspend elsewhere. Officers were requested to provide a more detailed report on external decoration for the next meeting.

RESOLVED: That (1) the report be noted;

(2) officers be requested to provide a more details report on external decoration for the next meeting.

219. **Public Questions:**

The following question was submitted by a member of the public, in accordance with Advisory Panel and Consultative Forum Procedure Rule 15:

<u>Question by</u>	<u>Question to</u>	<u>Text of question</u>
D. Alway	The Chair of the Tenants' and Leaseholders' Consultative Forum	We would like an update on the question that we asked at the last Tenants' and Leaseholders' Forum: Why were assurances that we received from Andrew Trehern and David Hooper not adhered to and why was the work that was promised to be carried out by the end of September 2004 not done?

[Note: Information was provided in response to the question and supplemental matters were raised which were also responded to by officers].

220. **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).

221. **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).

222. **Options Appraisal:**

The Forum considered a report of the Director of Strategy (Urban Living) which provided a summary of consultation and involvement processes throughout the Options Appraisal project and a summary of the decision made by Cabinet on 23 June 2005.

Officers reported that, because the survey closing date had been Monday of that week, the figures contained in the report were interim. Final figures would be published in the next edition of Homing In newsletter, due out in the Summer.

A Member stated that he had not had time to read the report in full because it had only been made available to the Forum on the day of the meeting. Officers apologised and explained that it had not been possible to produce the report earlier because it included issues agreed at Cabinet on 23 June.

RESOLVED: That the report be noted.

223. **Position Statement on the Capital Programme:**

The Forum considered a report of the Interim Director of Corporate Property which provided details of the capital programme for 2005/06 and 2006/07, and a summary of the approach that was being taken to procure the work included in the programme and the budgetary controls that would be applied to ensure that spend did not exceed budget in each financial year.

In response to a question from a leaseholder, officers confirmed that the Council had a statutory requirement to consult leaseholders of its intention to carry out work in properties.

The inclusion of £40,000 for decanting costs for decent homes programme was queried by a tenant. Officers confirmed that this amount had been included in the budget so that funds were available if needed.

A Member asked whether the Housing Improvement Options Advisory Panel would be approving the contractors. Officers responded that the process of appointing contractors would be reported to the Panel, but the Panel would not be involved in deciding appointments. Tenants had been involved in shortlisting a number of contractors against agreed criteria. The Harrow Federation of Tenants' and Residents' Associations (HFTRA) had not been involved, and the Chair requested that officers provide the reasons why they had not been included.

A Member noted that special arrangements had been agreed for Mill Farm, Grange Farm and Pinner Hill, but they were included in the report. Officers explained that the programme had been put together before the special arrangements had been agreed. Mill Farm and Grange Farm would have no more investment. Officers were not aware of the latest situation regarding Pinner Hill, but confirmed that no further investment would be made until future plans were decided.

A tenant queried why replacement of a broken television aerial at Pinner Hill was not included in the report. Officers reported that such repairs would be dealt with by the Response Maintenance Team. The replacement of television aerials referred to in the report was the proposed replacement of analogue aerials with digital.

A Member asked whether any money would be spent on the 62% of stock that was 'decent'. Officers responded that non-decent properties would be prioritised.

Responding to a query from the Chair, officers confirmed that they would investigate why gas was only supplied on some estates. Currently the policy was to replace gas supplies on a like-for-like basis.

RESOLVED: That (1) the report be noted;

(2) officers provide clarification of why the HFTRA had not been involved in selection of contractors.

224. **Leasehold Services:**

The Forum considered a report of the Interim Director of Corporate Property which contained proposed recommendations to Cabinet on the approval of future policy for the management of the Council's leasehold residential properties.

A leaseholder stated that he disputed the report's claim that the Council's tenants had for many years subsidised lessees. Officers explained that under the current system costs were not passed to lessees and fees charged were low in comparison with other boroughs. Officers explained that the service charge was likely to remain at 10%.

In response to a query from a Member, officers clarified that a significant proportion of the figure of £718,290.46 shown in the report to be 'outstanding service charges' included charges for 2003/04 for which tenants had not yet been billed. The bills for 2003/04 service charges were being sent later than usual because there had been problems implementing a new system for charges which had caused delay. Bills for 2003/04 would be sent to tenants before the end of July 2005.

A Member expressed concern that it was possible that over £1 million in service charges had not been collected, if bills for 2004/05 were included.

RESOLVED: That (1) the officer recommendation set out in the report be not agreed; and

(2) officers analyse the sum of £718,290.46 shown in the report to be 'outstanding service charges' to establish the extent of the irrecoverable debt, and report to the next meeting.

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

The Forum received a response from the Interim Director of Corporate Property to the issues raised by Eastcote Lane Tenants' and Residents' Association.

Officers confirmed that a consultation letter regarding the proposed demolition of sheds and garages was due to be sent to residents the next day. If the demolitions went ahead, the area would be made good for parking.

The Chair requested that any garage doors removed in demolition be kept for use elsewhere.

A Member advised the Forum that if commuter parking became a problem, residents could request that the Council introduce a Controlled Parking Zone. Representatives of the Eastcote Lane Tenants' and Residents' Association reported that they did not anticipate parking would be a problem.

Residents reported that street lights around the green had been installed but not wired. Officers said they would take the query forward on behalf of residents.

RESOLVED: That the report be noted.

226. **Matters Raised by Woodlands Community Association:**

The Forum received the response from the Interim Director of Corporate Property to the issues raised by Woodlands Community Association.

A Member stated that it was important for land to be kept in a tidy state to show that people cared about an area and to deter loiterers.

RESOLVED: That the report be noted.

227. **Date of Next Meeting:**

RESOLVED: To note that the date of the next meeting of the Forum was 31 October 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 9.25 pm)

(Signed) COUNCILLOR BOB CURRIE
Chair

