

2005 – 2006  
January 2006 Volume 8



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

**VOLUME 8: JANUARY 2006**

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\* *Note: A meeting of the Tenants' and Leaseholders' Consultative Forum commenced and adjourned on 5 January 2006, and concluded on 18 January 2006.*

COUNCIL  
AND  
COUNCIL  
COMMITTEES



LICENSING AND  
GENERAL PURPOSES  
PANELS





## LICENSING PANEL

3 JANUARY 2006

Chair: \* Councillor Idaikkadar

Councillors: \* John Nickolay \* Ray

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**349. **Appointment of Chair:**

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

350. **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.

351. **Arrangement of Agenda:**

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

352. **Minutes:**

(See Note at conclusion of these minutes).

353. **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.

354. **Licensing Procedures:**

The Chair introduced the Panel and officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

355. **Application for Premises Licence, Tiger Dragon, 353 High Road HA3 5EQ:**

The Panel received a report of the Chief Environmental Health Officer which outlined the application for a Premises License for Tiger Dragon, 353 High Road, Harrow HA3 5EQ. The premises were situated in a predominantly commercial part of Harrow Weald High Street. The application, which had been made by Tariq Khawari, who was in attendance at the meeting, sought the provision of late night refreshment with supply of alcohol and recorded music between 12.00 noon and 2.00 am on Monday to Sunday. The application had been referred to the Panel as there had been unresolved representations from two responsible authorities: the London Borough of Harrow Environmental Services, which was not represented at the meeting, and the Metropolitan Police.

The Chief Environmental Health Officer's representative advised the Panel that the applicant had amended his application since the agenda had been circulated. The applicant now sought the provision of late night refreshment with supply of alcohol and recorded music between 12.00 noon and 12.00 midnight on Monday to Thursday, between 12.00 noon and 1.30 am on Friday and Saturday and between 12.00 noon and 11.30 pm on Sunday. On all days, the premises would be open to the public thirty minutes after the termination of the licensable activities. The Chief Environmental Health Officer's representative advised the Panel that, as a result of the amendment to the application, the Metropolitan Police had withdrawn their representation, and therefore the Panel should disregard the Police representation.

In response to questions from the Panel, the applicant confirmed that there were currently no restrictions on the times when children could enter the premises, and that children were usually accompanied by their parents. If staff were not sure whether a customer was over eighteen they would request identification before serving alcohol. The premises had not tended to attract people from local pubs, and there had not been any major disturbances in the past. The premises did not have any customer parking but there was free parking nearby.

The applicant advised that he had ordered CCTV cameras and that these would be maintained in compliance with the criteria that had had agreed in his discussions with the Police. The premises had two alarm systems and the till, which was protected, was emptied each night. The premises did not have any gaming machines. Five people were employed by the restaurant and at least two staff were on the premises at any time. The premises offered a delivery service by car and was busiest before 10.00 pm.

Members noted that the premises had air conditioning and heating, as well as a ventilation system to eliminate cooking odours. No litter collections were arranged by the premises as most customers either ate in or took food home, and did not eat on the streets surrounding the premises. The landlord of the premises lived above the restaurant and neighbouring properties had residential accommodation above ground floor businesses. The applicant had not received any complaints about litter or noise.

Following the Panel's withdrawal from the meeting for the consideration of the application and the representation received it was

**RESOLVED:** That the Premises Licence for Tiger Dragon, 353 High Road, Harrow HA3 5EQ be granted, as amended, with the following additional conditions:

#### **AMENDMENTS TO THE APPLICATION**

1. Licensed hours for the provision of late night refreshment with supply of alcohol and recorded music to be:  
  
12.00 noon to 12.00 midnight on Monday to Thursday  
12.00 noon to 1.30 am on Friday and Saturday  
12.00 noon to 11.30 pm on Sunday.
2. The premises would be open to the public:  
  
12.00 noon to 12.30 am on Monday to Thursday  
12.00 noon to 2.00 am on Friday and Saturday  
12.00 noon to 12.00 midnight on Sunday.

#### **ADDITIONAL CONDITIONS**

1. A minimum of two staff to be working on the premises at all times.  
**REASON:** For public safety.
2. The premises shall be properly vented and noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.  
**REASON:** For the prevention of public nuisance.
3. Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.  
**REASON:** For the prevention of public nuisance.
4. Arrangements must be in place for the storage and disposal of refuse and waste oil from the premises in enclosed containers.  
**REASON:** For the prevention of public nuisance.
5. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.  
**REASON:** For the prevention of public nuisance.
6. CCTV equipment shall be installed, operated and maintained in good working order and in accordance with the recommendations of the Police or Crime Prevention Officer.  
**REASON:** For public safety and the prevention of crime and disorder.
7. No persons under the age of sixteen shall be permitted on the premises after 10.00 pm.  
**REASON:** For the protection of children from harm.

(Note: The meeting, with the agreement of all present, having commenced at 2.05 pm due to the late arrival of the applicant, closed at 3.15 pm).

(Signed) COUNCILLOR THAYA IDAIKKADAR  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

4 JANUARY 2006

Chair: \* Councillor Branch

Councillors: \* Billson \* Ray

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**356. **Appointment of Chair:**

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

357. **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.

358. **Arrangement of Agenda:**

**RESOLVED:** To note that all items be considered with the press and public present.

359. **Minutes:**

(See Note at conclusion of these minutes).

360. **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.

361. **Licensing Procedures:**

The Chair introduced the Panel and officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

362. **Application for a New Premises Licence, Best of Belmont, 11 Station Parade, Belmont Circle, Harrow:**

The Panel received a report of the Chief Environmental Health Officer which detailed a new application for a Premises Licence for the Best of Belmont, 11 Station Parade, Belmont Circle, Harrow.

The application for a Premises Licence had been made by Mr Sellathurai Chandrakumar, who was present at the meeting. Mr Chandrakumar's son and his agent Mr Hickman, were also in attendance.

The application sought a licence for the sale of alcohol, as listed in the report of the Chief Environmental Health Officer and the application, and had been referred to the Panel as a petition containing 92 signatures had been received. It was noted that no petitioners were in attendance.

The Panel proceeded to hear the application before them as circulated in the agenda.

An officer from the Licensing Department presented their case. He advised that all the petitioners had been notified of the meeting, many of whom had responded advising that they were unaware of the application and had not signed a petition.

The applicant's representative advised the Panel that Mr Chandrakumar had passed the necessary qualifications. Responding to a question by a Panel Member, Mr Chandrakumar reiterated that he was fully aware of the potential danger of under age selling of alcohol and would not hesitate to ask for valid identification should the need arise. He also confirmed that the Crime Prevention Officer would be invited to the premises to offer advice and any recommendations would be implemented. The applicant confirmed that the former post office had been fitted with CCTV.

The Panel considered the evidence and oral submissions.

**RESOLVED:** That a new Premises Licence for Mr Sellathurai Chandrakumar in respect of the Best of Belmont, 11 Station Parade, Belmont Circle, Harrow, HA3 8SB be granted in accordance with the hours of operation set out in the report of the Chief Environmental Health Officer and with the following additional condition:-

**ADDITIONAL CONDITION**

There shall be a minimum of 2 staff working on the premises at all times.

**REASON:** The maintenance of public safety and the prevention of public nuisance.

(Note: The meeting having commenced at 7.30 pm, closed at 8.10 pm)

(Signed) COUNCILLOR JOHN BRANCH  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

## LICENSING PANEL

5 JANUARY 2006

Chair: \* Councillor Choudhury

Councillors: \* Dharmarajah \* John Nickolay

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**363. **Appointment of Chair:**

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

364. **Declarations of Interest:**

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

365. **Arrangement of Agenda:**

**RESOLVED:** That all business 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>
11. Application for a Personal Licence	The report contained exempt information by virtue of Paragraph 14 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

366. **Minutes:**  
(See Note at conclusion of these minutes).367. **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.

368. **Licensing Procedures:**

The Chair introduced the Panel and officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

369. **Application to Vary a Premises Licence, Zanzibar, 113 High Street, Edgware, Middlesex:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application to vary a Premises Licence for Zanzibar, 113 High Street, Edgware, Middlesex. The application had been referred to the Panel as there were unresolved representations from the Metropolitan Police Service, London Fire and Emergency Planning Authority (LFEPa) and Harrow Environmental Health Service as Responsible Authorities.

The application to vary a Premises Licence had been made by Messrs Rothera Dowson on behalf of Pub India Limited, trading as Zanzibar. The applicants were represented at the meeting by Mr Malik, the Designated Premises Supervisor, and Mr Wilson. Sergeant Carl Davis of the Metropolitan Police, Mr Derek Bird of the LFEPa and Ms Louise Roberts of Harrow Environmental Health Service were also in attendance.

The application sought an extension of hours for the playing of recorded music, the performance of live music, the sale of alcohol and the opening hours.

The applicant stated that he had noted the representation made by the LFEPA. He had been unaware of the fire safety requirements listed but stated he would ensure they were now met.

In response to questions from the representative of the LFEPA, the applicant stated that he was awaiting consent from the owner of the premises before removing obsolete fire extinguishers. He added that the metal object, which had been observed by Fire Officers blocking a fire escape, would be removed. The applicant was not aware of the requirements of the British Standard for Fire Extinguishers. He stated that the accommodation situated above the premises was registered with the Local Authority as a property in multiple occupancy. This was disputed by the LFEPA representative.

The applicant stated that he had not read the representation made by the Metropolitan Police Service. The meeting was adjourned for ten minutes to allow the applicant to read the representation. Following this adjournment, and in responses to questions from the representative of the Metropolitan Police, the applicant stated he was willing to amend his application by reducing the additional hours applied for as follows:

- A terminal hour of midnight with all licensable activities to cease 30 minutes earlier on Sunday.
- A terminal hour of 12.30 am with all licensable activities to cease 30 minutes earlier on Monday to Thursday.
- A terminal hour of 1.30 am with all licensable activities to cease 30 minutes earlier on Friday to Saturday.

The representative of the Chief Environmental Health Officer advised the Panel that as the converted premises licence retained the condition that sale of alcohol could only be provided ancillary to the sale of food, and the applicant had not applied for a licence to provide late night refreshment, the premises could not serve alcohol beyond midnight.

The applicant accepted the following conditions requested by the Police:

- a CCTV system would be in operation while the premises were open;
- amusement with prizes (AWP) machines to be fitted with a protective device approved by the Crime Reduction Officers.

Following questions from the representative of Harrow Environmental Health Services, the applicant stated he agreed to conditions requiring details of staff training on safety and security to be sent to Environmental Health Officers, to keep a log of incidents where patrons were refused service, to keep doors and windows closed while licensed entertainment was in progress, to ensure adequate refuse collection and to provide records of the servicing of air-conditioning, ventilation and refrigeration systems.

In response to questions from Members of the Panel, the applicant stated that children were allowed on the premises until 9.00 pm, that the premises could accommodate 110 patrons and that he did not employ door supervisors as the majority of patrons were family groups.

The representative of the LFEPA stated that he had visited the premises on 4 January 2006 and found that the fire alarm panel was not appropriately certificated, alarm testing logbooks were not available, some fire extinguishers were empty and some staff had not been trained in fire safety. The rear exit was slippery and contained refuse, no risk assessment had been carried out, general management for fire safety was poor, staff were unaware of the correct procedure in the event of an evacuation of the premises, staff were unaware of how to operate fire extinguishers and emergency lighting logbooks were not available. He opposed any variation to the Premises Licence as he had seen no significant improvement in fire safety at the premises.

The Metropolitan Police representative stated that he agreed to the extended opening hours as amended by the applicant and requested that the Panel impose an additional condition requiring door supervisors to be present at the premises on Friday and Saturday evenings.

Following the Panel's withdrawal from the meeting for their consideration of the application and the representations received, it was

**RESOLVED:** That the variation to the licence for Zanzibar, 113 High Street, Edgware, Middlesex be refused.



**REASON:** For the protection of public safety, particularly fire safety.

[Note: Following the announcement of the Resolution, the Panel recommended that the applicant consult with the relevant authorities prior to submitting a further application.]

370. **Application to Vary a Premises Licence, Three Dimensions, 72 High Street, Wealdstone:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application to vary a Premises Licence for Three Dimensions, 72 High Street, Wealdstone. The application had been referred to the Panel as there were unresolved representations from the Metropolitan Police Service, Harrow Environmental Health Services (Food Control), and Harrow Environmental Protection Services.

The application had been made by Messrs Popplestone Allen on behalf of Mitchells and Butlers Retail Limited who were represented at the meeting by Mr Chep Pujara, the Designated Premises Supervisor, Mr John Chapman and Mr Alan Aylesbury. Sergeant Carl Davis of the Metropolitan Police Service, Mr Chris Nwokoro of Harrow Environmental Health Services (Food Control) and Ms Louise Roberts of Harrow Environmental Protection Services were also in attendance.

The application sought an extension of hours for the provision of late night refreshment, the supply of alcohol and the opening hours.

The Chief Environmental Health Officer's representative tabled two letters from Popplestone Allen to Mr Pujara, dated 24 November 2005 and 8 December 2005, showing that Mr Pujara had been mistakenly advised by his solicitors that the premises could remain open until 2.00 am Sunday to Thursday and 3.00 am Friday and Saturday and then, in a correction to their previous letter, again mistakenly advised that the premises could open until 1.00 am each night.

The applicants' representative stated that as a consequence of the Licensing Act 2003 the premises had to close an hour earlier each day, as the benefits of its Extended Hours Certificate could not be converted. He requested that the Panel allow the premises to carry out licensable activities for at least as long as it had before November 2005. He stated that the applicants were willing to agree to the conditions, listed as additional conditions 3, 4, 6 and 8 below.

Responding to the written representation from the Metropolitan Police, the applicants' representative stated that the majority of the incidents where the Police had been called to the premises had occurred before the changes instituted by Mr Pujara. While Police Officers attending a significant disturbance at the premises on 27 November 2005 had stated that Mr Pujara believed the premises could remain open until 3.00 am this was in fact due to an error made by the applicants' solicitors, as demonstrated by the tabled documents listed above. The premises had never in fact opened until this time. Additionally, the applicants' representative stated that the premises already operated CCTV equipment, an alarm system and an effective safe. He stated that he did not feel that 8.00 pm was a reasonable time to require children under 16 to leave the premises as they were likely to be having a meal with their parents.

In response to questions from the Metropolitan Police representative, the applicants' representative stated that the premises employed a varying number of door supervisors depending on the day of the week and whether they had received large bookings. The applicants' representative stated that this met the conditions previously agreed at the Magistrate's Court. He stated that door supervisors had been thanked for their actions by Police Officers present at the disturbance on 27 November 2005.

In response to further questions from the Metropolitan Police representative, the Designated Premises Supervisor stated that he had attempted to add two further licensees, as agreed with the Magistrate, but those who had agreed to fill these roles had been unable to obtain the necessary qualifications. He also stated that while the premises had opened until 1.00am, this was due to the mistaken advice from his solicitors. This was disputed by the Chief Environmental Health Officer's representative, who tabled a document which had been sent to the licence holder stating the hours of opening that would be lost when a converted licence was granted.

Responding to questions from the Panel, the Designated Premises Supervisor stated that he did not believe that a set ratio of one door supervisor for every fifty patrons was necessary for his premises. He was, however, willing to agree to a condition requiring this should the Panel be minded to grant the application. He stated that it was not possible to prevent glassware entering the external drinking area.

The Metropolitan Police representative stated that he opposed the granting of extended hours as serious incidents of crime and disorder had taken place at the premises. He requested that if the Panel were minded to grant the application, they impose all the conditions listed in his written representation.

The applicants' representative stated that as the premises were in an urban, commercial area and employed door supervisors, the extended hours requested were reasonable.

Following the Panel's withdrawal from the meeting for their consideration of the application and the representations received, it was

**RESOLVED:** That the application to Vary a Premises Licence for Three Dimensions, 72 High Street, Wealdstone, Harrow HA3 7AF be granted with the following additional conditions.

**ADDITIONAL CONDITIONS:**

1. All licensable activities shall cease at 12.30 am on Sunday, 1.00 am on Monday to Thursday and 1.30 am on Friday and Saturday.  
**REASON:** For the prevention of public nuisance and the prevention of crime and disorder.
2. The premises shall close to the public at 1.00 am on Sunday, 1.30 am on Monday to Thursday and 2.00 am on Friday and Saturday.  
**REASON:** For the prevention of public nuisance and the prevention of crime and disorder.
3. The external seating area is to be vacated by 11.30 pm each day and all glasses and glass bottles will be cleared from the area.  
**REASON:** For public safety and the prevention of crime and disorder.
4. Doors and windows must be kept closed while regulated entertainment is in progress.  
**REASON:** For the prevention of public nuisance.
5. The sale of alcohol from the external bar must cease by 11.30 pm each day.  
**REASON:** For the prevention of public nuisance.
6. All records of annual servicing of ventilation systems, air conditioning and refrigeration plants must be provided to the Authority within 15 days of servicing.  
**REASON:** For the prevention of public nuisance.
7. There shall be a minimum of one door supervisor for every 50 persons or part thereof at the premises from 8.00 pm each night.  
**REASON:** For the prevention of crime and disorder.
8. There must be no children under the age of 16 on the premises after 9.00 pm each day.  
**REASON:** For the protection of children from harm.
9. CCTV equipment must be installed, operated and maintained in good working order and in accordance with the reasonable recommendations of the Police or the Crime Prevention Officer.  
**REASON:** For the prevention of crime and disorder.
10. A monitored, central station alarm must be installed by either a NACOSS or SSAIB affiliated installer.  
**REASON:** For the prevention of crime and disorder.
11. The monitored alarm system must be equipped with a signal terminating at a recognised alarm receiving centre and must comply with the current version of the EN 50131-1 standard and be eligible for a police response as defined by the ACPO Policy on Police Response to Security Systems, Level 1 status.  
**REASON:** For the prevention of crime and disorder.
12. The monitored alarm system must incorporate fixed personal panic attack buttons for the use of staff behind the counter and remoter panic buttons for staff when they are away from the counter area.  
**REASON:** For the prevention of crime and disorder.

13. A safe controlled by time delay method is required and must achieve the following:
- Restrict access for at least three minutes, to deter criminals from accessing the surplus or reserve value during any robbery.
  - Have a drop facility with anti-fish mechanism.
  - Include the safe being either bolted to a solid wall and/or solid floor or buried in a solid wall and/or solid floor.

**REASON:** For the prevention of crime and disorder.

14. Tills must be regularly skimmed off, to reduce the impact should a robbery occur.

**REASON:** For the prevention of crime and disorder.

371. **Application for Premises Licence, Buckingham Boulangerie and Brasserie:**

The Chief Environmental Health Officer's representative informed the Panel that the application for a new Premises Licence for Buckingham Boulangerie and Brasserie, 9 Buckingham Parade, The Broadway, Stanmore HA7 4EB had been withdrawn and, as a result, the application would not now require determination by the Panel.

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

372. **Application for a Personal Licence:**

The Panel received a confidential report of the Chief Environmental Health Officer which detailed an application for a Personal Licence. The applicant was present at the meeting and made a representation in support of his application. The Panel received representations from Sergeant Carl Davis, the representative of the Metropolitan Police Service. The Panel asked questions of the applicant and the Police representative.

Following the Panel's withdrawal from the meeting for their consideration of the application and the representations received, it was

**RESOLVED:** That the application for a Personal Licence be refused.

**REASON:** For the promotion of the crime prevention objective it was necessary to reject the application given the nature of the relevant offence and its recency.

(Note: The meeting having commenced at 1.30 pm, closed at 6.25 pm)

(Signed) COUNCILLOR MRINAL CHOUDHURY  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

9 JANUARY 2006

Chair: \* Councillor Choudhury

Councillors: \* Janet Cowan \* Idaikkadar

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**373. **Appointment of Chair:**

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

374. **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.

375. **Arrangement of Agenda:**

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

376. **Minutes:**

(See Note at conclusion of these minutes).

377. **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.

378. **Licensing Procedures:**

The Chair introduced the Panel and the officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

379. **Application for a Premises Licence, Zara Kebabs, 7 High Street, Wealdstone:**

The Panel received a report of the Chief Environmental Health Officer which outlined an application for a Premises Licence for Zara Kebabs, 7 High Street, Wealdstone, Middlesex, HA3 5BY. The application, which had been made by Mr Huseyin Simsek and Mr Sinan Kaya, sought the provision of late night refreshment until 2.00 am on Sundays to Thursdays, and until 3.00 am on Fridays and Saturdays. The officer informed the Panel that, since the applicants had not applied for a conversion of the licence before it had lapsed on 24 November 2005, it had been necessary to apply for a new Premises Licence.

The application had been referred to the Panel as there were unresolved representations from the Metropolitan Police and the London Borough of Harrow Environmental Health Services. In response to questions from Police Sergeant Carl Davis, Mr Sinan Kaya, the applicant in attendance at the meeting, informed the Panel that the hours sought were the same as those permitted under the premises' old licence. Police Sergeant Carl Davis stated that he would have no objections to the hours requested by the applicant provided that a number of conditions proposed in his representation were met. The applicant confirmed that the premises had neither a CCTV system nor a Central Station Alarm, but agreed to install both by the end of February 2006. The applicant also agreed to display a notice asking patrons to leave the premises quietly.

In response to questions from Mr Chris Nwokoro from Environmental Health Services, the applicant informed the Panel that on evening shifts there were three members of staff on duty. The applicant confirmed that he would ensure that both the ventilation systems and refrigeration units were serviced annually, and also agreed to make the relevant supporting paper work available to the Environmental Health Services. The applicant stated that he would continue to make sure the front of the premises were kept clean of litter by undertaking regular litter picking activities once every evening the premises were open for business.

Responding to questions posed by the Panel, the applicant stated that although incidents had occurred outside the premises on 28 September 2004 and 31 December 2004, these had been out of his control as they had happened off the premises, and those involved had not purchased food from the premises. The applicant confirmed that the majority of the premises' late-night customers came from nearby clubs and pubs, but they were generally polite and caused no disturbance. The applicant noted that there were four residential flats above the premises.

**RESOLVED:** That the application for a new Premises Licence for Zara Kebabs, 7 High Street, Wealdstone, be granted, as per the agenda, with the following additional conditions:

**ADDITIONAL CONDITIONS:**

1. Install CCTV cameras on the premises to be fully operational by the end of February 2006. The equipment to be operated and maintained in good working order and in accordance with the recommendations of the Police or Crime Prevention Officer.  
**REASON:** Prevention of crime and disorder
2. Central Station Alarm to be installed for the benefit of the premises as suggested by the Crime Prevention Officer.  
**REASON:** Promotion of public safety and the prevention of crime and disorder
3. There should be no less than two members of staff working on the premises from 7.00 pm.  
**REASON:** Promotion of public safety and the prevention of crime and disorder
4. The ventilation and refrigeration units should be serviced annually and the documents submitted to the Environmental Health Authority.  
**REASON:** Prevention of public nuisance
5. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises quietly.  
**REASON:** Prevention of public nuisance
6. The licensee shall ensure that the vicinity of the premises is kept clear of litter at all times.  
**REASON:** Prevention of public nuisance

380. **Application for a Premises Licence, Swan Chinese Restaurant, 322 Uxbridge Road, Hatch End:**

The Panel received a report of the Chief Environmental Health Officer, which outlined an application for a new Premises Licence for Swan Chinese Restaurant, 322 Uxbridge Road, Hatch End. The representative of the Chief Environmental Health Officer informed the Panel that it had been necessary to apply for a new Premises Licence as the applicant had failed to convert the premises' original licence before the end of Transitional Arrangements on 24 November 2005.

The application sought the provision of late night refreshment until 11.30 pm on Mondays to Sundays, the supply of alcohol from 12.00 pm until 12.00 am on Mondays to Sundays, and opening hours to the public from 12.00 pm until 12.30 am on Mondays to Sundays. Although the applicant was not in attendance at the meeting, the Panel, after taking legal advice, decided to hear the case in his absence. The Panel was satisfied that the applicant had been duly notified of the date of the hearing.

The application had been referred to the Panel as there were unresolved representations from the Metropolitan Police, the London Fire and Emergency Planning Authority, and the London Borough of Harrow Environmental Health Services.

Police Sergeant Carl Davis informed the Panel that he was opposed to the hours requested for sale of alcohol and hours the premises was open to the public on Sundays, and favoured a terminal hour of 11.30 pm for the sale of alcohol on Sundays, and 12.00 am for the closure of the premises on Sundays. He also informed the Panel that he had intended to ask the applicant whether he would be prepared to install CCTV cameras, whether he would accept a terminal hour of 9.00 pm for children on the premises, and whether he would display notices requesting patrons to leave the premises quietly.

Inspecting Officer Bird of the London Fire and Emergency Planning Authority informed the Panel that he had initially visited the premises on 10 October 2005 and found

numerous contraventions of workplace regulations. Having instructed the licensee to address these contraventions, he had returned to the premises on 9 December 2005 to find that no action had been taken by the licensee to meet the requirements. Inspecting Officer Bird informed the Panel that there had been a fire on the premises in April 2001, and that in this incident the fire alarm in the upstairs property had been defective. The owner had been instructed to update and maintain the alarm, yet no updates had been made to date and no maintenance records were available upon request. Inspecting Officer Bird informed the Panel that, although the premises were not sectionable as the greatest distance to a fire exit was not excessive, it could nonetheless be dangerous in the event of a fire.

Mr Chris Nwokoro of Harrow Environmental Health Services informed the Panel that there was no evidence of a Health and Safety Risk Assessment, that no staff appeared to have been trained on these issues, and that, considering there had been a fire on the premises, the ventilation system should have been better maintained. He also informed the Panel that, if granted a licence, the applicant should undertake regular litter picking, and display notices requesting patrons to leave the premises quietly.

**RESOLVED:** The Panel, considering all the facts before them, decided to refuse the application for a new Premises Licence for Swan Chinese Restaurant, 322 Uxbridge Road, Hatch End, for the following public safety reasons:

The Panel took into consideration the fact that there had been a fire on this premises in the past, and that the applicant had taken no measures to comply with fire safety regulations.

381. **Application for a Premises licence, Pinner Kebabs, 203 Marsh Road, Pinner:**

The Panel received a report of the Chief Environmental Health Officer, which outlined an application for a new Premises Licence for Pinner Kebabs, 203 Marsh Road, Pinner. The application had been made by Ferhat Ogredici for the provision of late night refreshment until 12.00 am on Mondays to Thursdays, and until 1.00 am on Fridays and Saturdays, and for opening hours of 12 noon until 12 midnight on Mondays to Thursdays, 12 noon until 1.00 am on Fridays and Saturdays, and 1.00 pm until 12 midnight on Sundays.

The application had been referred to the Panel as there were unresolved representations from the Metropolitan Police, the Pinner Association and nineteen local residents.

The applicant's representative informed the Panel that due to the fact that the premises made most of its money after 12.00 am, and considering that there were other fast food establishments and pubs in the vicinity that opened until 1.00 am, the new Premises Licence was essential for business. He stated that due to the late opening hours of other nearby establishments, noise would be generated at night regardless of the opening hours of this premises.

Responding to questions from Police Sergeant Carl Davis, the applicant's representative informed the Panel that the premises had a fire alarm fitted, but that currently there was no intruder alarm or CCTV system. The applicant's representative confirmed that he would be prepared to install both an intruder alarm and CCTV system, and display notices asking customers to leave the premises quietly.

In response to a question posed by the representative of the Pinner Association, the applicant's representative informed the Panel that the premises' current opening hours were 12.00 pm until 12.00 am on Sundays to Thursdays, and 12.00 pm until 1.00 am on Fridays and Saturdays. Although the representative of the Pinner Association stated that these hours were at variance with the premises' planning permission, the representative of the Chief Environmental Health Officer informed the Panel that, as the Planning Department had not made a representation in relation to the application, issues relating to Planning were outside the scope of the present hearing. The representative of the Pinner Association also stated that noise generated by patrons going to, and leaving the premises amounted to public nuisance. The Panel took legal advice on the complaint raised about the discrepancy between the planning hours and the licensing hours sought. The Panel was advised that as the relevant responsible authority had made no representation on the issue, the Panel should attach little or no weight to the complaint since there was no evidence before the Panel to corroborate the complaint.

In response to questions from the Panel, the representative of the applicant stated that the premises had been open for one year, and that there were three staff on duty for the whole time the premises were open to the public. The applicant's representative also informed the Panel that up to twenty customers could stand in front of the counter

at any one time, but that typically, the flow of customers was such that between five and ten customers waited at the counter at once. He confirmed that the premises did not offer a delivery service, and that most customers arrived on foot. The applicant's representative informed the Panel that there were no Amusement with Prizes Machines on the premises, and that smoking was not permitted on the premises.

The representative of the Pinner Association informed the Panel that a further concern voiced by local residents was that litter and food from the premises was attracting vermin to the vicinity. Litter from the premises was said to be easily identifiable by virtue of the fact that its packaging differed from that of other fast food establishments in the area. One member of the public informed the Panel that the absence of public transport also meant that customers had to return home on foot or by car, which added to noise late at night.

**RESOLVED:** That the application for a new Premises Licence for Pinner Kebabs, 203 Marsh Road, Pinner be granted with the following amendments and additional conditions:

**AMENDMENTS TO THE APPLICATION:**

Licensable activities and hours open to the public:

Mondays to Thursdays: 12.00 pm until 12.00 am  
 Fridays and Saturdays: 12.00 pm until 12.30 am  
 Sundays: 1.00 pm until 12.00 am

**ADDITIONAL CONDITIONS:**

1. Install CCTV cameras on the premises to be fully operational by the end of February 2006. The equipment to be operated and maintained in good working order and in accordance with the recommendations of the Police or Crime Prevention Officer.  
**REASON:** Prevention of crime and disorder
2. Central Station Alarm to be installed for the benefit of the premises as suggested by the Crime Prevention Officer.  
**REASON:** Promotion of public safety and the prevention of crime and disorder
3. There should be no less than two members of staff working on the premises from 19.00.  
**REASON:** Promotion of public safety and the prevention of crime and disorder
4. The licensee shall ensure that the vicinity of the premises is kept clear of litter at all times.  
**REASON:** Prevention of public nuisance
5. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises quietly.  
**REASON:** Prevention of public nuisance

(Note: The meeting having commenced at 1.33 pm, closed at 5.10 pm)

(Signed) COUNCILLOR MRINAL CHOUDHURY  
 Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

12 JANUARY 2006

Chair: \* Councillor Knowles

Councillors: \* Branch \* Idaikkadar

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**382. **Appointment of Chair:**

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

383. **Declarations of Interest:**

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

384. **Arrangement of Agenda:**

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

385. **Minutes:**

(See Note at conclusion of these minutes).

386. **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.

387. **Licensing Procedures:**

The Chair introduced the Panel and officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

388. **Application for Premises Licence for St Bernadette's RC Primary School, Clifton Road, Kenton:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application for a new Premises Licence for St Bernadette's R.C. Primary School, Clifton Road, Harrow.

The application had been made by Mrs Christine Caulfield, Headteacher, who attended the meeting. The application had been referred to the Panel as there was an unresolved representation from a Responsible Authority, the Metropolitan Police. Sergeant Carl Davis, was also in attendance at the meeting.

The premises were situated at the end of Clifton Road, Kenton and bordered Council parkland and residential properties. There was a playground to the front and rear of the school.

Mrs Caulfield referred the Panel to the steps she had taken to promote the four Licensing Objectives, detailed in her application form, and stated that she would be willing to reduce the hours in the application and accept any conditions suggested by the Panel or officers.

Sergeant Carl Davis queried the status of Terry Davis, named as the Designated Premises Supervisor (DPS), but who had not supplied his Personal Licence number on the application form. Sergeant Davis asked whether Mr Davis had passed the BIIAB Level 2 National Certificate for Personal Licence Holders and notified the Licensing Team. Responding, Mrs Caulfield advised that she was unaware of this process and that, in the circumstances, following consultation she would nominate one of the Parent Teachers Association (PTA) members, and inform the Licensing Authority.

Following the Panel's withdrawal from the meeting for the consideration of the application and representation received it was

**RESOLVED:** That the application be granted with the following amendments to the hours and additional conditions:

### AMENDMENTS TO THE APPLICATION

#### TERMINAL HOUR AMENDMENTS

##### All Licensable Activities

Sunday to Saturday to cease at 11.00 pm

##### Closing Hours to the Public

Sunday to Saturday the premises to close at 11.30 pm.

#### ADDITIONAL CONDITIONS

1. Functions involving alcohol restricted to Parent Teacher Association events.  
**REASON:** Protection of children from harm and the prevention of crime and disorder.
2. No event involving alcohol can take place on the premises without the permission of the Headteacher and the Chair of Governors.  
**REASON:** Prevention of crime and disorder.
3. Any money arising from Licensable Activities shall not be kept on the premises overnight.  
**REASON:** Prevention of crime and disorder.
4. Alcohol not to be left on the premises overnight.  
**REASON:** Prevention of crime and disorder.
5. No consumption of alcohol is to take place in the external areas after 9.00 pm.  
**REASON:** Prevention of public nuisance.
6. The Designated Premises Supervisor to instruct members of the PTA Committee in the basic provisions of the National Certificate for Personal Licence Holders course.  
**REASON:** Promotion of public safety.

389. **Application to Vary a Premises Licence: Fat Controller, 362-366 Station Road, Harrow, HA1 2DE:**

The Chief Environmental Health Officer's representative, Mr Sivashankar, at the meeting informed the Panel that the representations made by both the Metropolitan Police and the Environmental Health Protection Team in respect of the application to vary a Premises Licence for the Fat controller Public House, 362-366 Station Road, Harrow had been withdrawn and that, as a result, the application would not now require determination by the Panel.

**RESOLVED:** T note that the application for the variation of the Premises Licence would be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

390. **Application for a New Premises Licence, Cyclone Club, 6-8 Whitchurch Parade, Edgware:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application for a new Premises Licence for Cyclone Club/Restaurant, 6-8 Whitchurch Parade, Whitchurch Lane, Edgware.

The application had been made by Mr Hanif Ghourbandi and Ms K Patel. Mr Hanif Ghourbandi was present at the meeting. The application had been referred to the Panel as there were four unresolved representations from the Metropolitan Police, Environmental Protection Team, Environmental Health Services and the Fire Authority. Officers from three of the Responsible Authorities namely; Sergeant Carl Davis from the Metropolitan Police, Louise Roberts from the Environmental Protection Team and Derek Bird from the Fire Authority were also in attendance at the meeting.

The Chief Environmental Health Officer's representative tabled a map of the premises, so Members would be familiar with the layout. They were informed that the application, which was formerly a proprietary club, had failed to meet the 24 November 2005 deadline for converting their licence, and that the applicant therefore had to reapply for a new licence. Mr Ghourbandi's application was for a premises and not a club licence. Members were informed that the bailiffs had repossessed the premises and that

current ownership of the premises was uncertain. The officer suggested that Members might wish to question the applicant in relation to the status of the premises prior to hearing the case, since if it was in the hands of bailiffs the Panel would not be in a position to grant a licence, if Mr Ghourbandi was not the owner.

Responding, the applicant advised that the premises had been closed since 2 December 2005 and were due to be handed back to him and reopen on 12 January 2006 for construction works. The officer advised that any construction work would invalidate the map, detailing the outlay of the premises, and may therefore revoke the application as presented to the Panel. The applicant clarified that the works would involve cosmetic works such as painting, updated CCTV, carpets and new smoke detectors. He also informed the Panel that he was seeking a Membership Club licence and not a Premises licence. The officer again advised that as club rules had not been provided in Box P of the application, the applicant could either vary his application or reapply. However, if the Panel were minded to grant the licence, they would need to add some stringent Club Rules to the conditions. Mr Ghourbandi confirmed that he would be content with this and any other conditions imposed on the licence.

Sergeant Davis asked the applicant to confirm that the incidents reported on the report circulated with the agenda were correct. He also asked the applicant to confirm that he had no objections to the conditions suggested in his report.

Louise Roberts, the Environmental Protection Team officer, asked the applicant to confirm whether he was prepared to install a noise limiter and the type of amplifier on the premises. In addition, she asked if he would accept the conditions suggested in her report.

Derek Bird, the Fire Authority indicated that, as he had been unsuccessful in gaining access to the property to make a full inspection, he was unable to comment on the application. He confirmed that he had written to both applicants requesting sight of the fire risk assessment and fire details but to date had not received a response. In addition, he confirmed that had an inspection been carried out to his satisfaction, a capacity of 110 might have been permissible, but in the current circumstances, he would only permit a maximum capacity of 60 patrons.

Responding, the applicant stated that he was ensuring suitable steps were being taken to prevent crime and disorder and public safety. He was investing in a new digitalised CCTV system, smoke detectors and alarm system. He advised that at some stage he hoped to install an electronic digitalised membership system with photographic identification. In addition the Panel were advised that a mains amplifier was kept in a separate room for any music, which could be inspected by the Environmental Protection Team. Mr Ghourbandi indicated that he was prepared to amend his hours, as requested by the Metropolitan Police, as part of his representation as detailed in page 120 of the agenda. He also confirmed that he was willing to accept any conditions suggested in the officers' reports and at the meeting

**RESOLVED:** That the application for a new Premises Licence for Cyclone Club, 6-8 Whitchurch Parade, Whitchurch Lane, Edgware, Middx, HA8 6LPI be granted with the following amended hours and additional conditions:

#### **TERMINAL HOUR AMENDMENTS**

##### **Sale of alcohol and all Licensable Activities**

Sunday to Thursday – 11.30 pm

Friday and Saturday – 12.30 am

##### **Hours Open to the Public**

Sunday to Thursday – 12.00 midnight

Friday and Saturday – 1.00 am

#### **ADDITIONAL CONDITIONS**

1. A thorough fire risk assessment to be submitted to the satisfaction of the Fire Authority before this licence is operated. This assessment to include a safe capacity at the premises.  
**REASON:** Promotion of public safety.
2. An accurate and up-to-date log book shall be maintained in a format prescribed by the Licensing Authority, providing details of door supervisors employed in respect of the premises, which shall comprise two distinct parts:

- (i) A part recording the name, address, telephone number and registration number of each door supervisor employed in respect of the premises (whether employed directly or through an agency) and the name, address and telephone number of the agency providing the supervisor where the supervisor is not employed directly.
  - (ii) A part recording the name and registration number of each door supervisor, dates and times of commencement and finishing of work, signature of the door supervisor in respect of both, and details of any incident in which the door supervisor is involved, including the calling of the police and any police action taken.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
3. All door supervisors, at all times, when they are on duty, shall wear an identity badge, conspicuously displayed, and carry proof of registration.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
4. There shall be a minimum of one door supervisor for every 50 persons or part thereof at functions attended by adults.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
5. No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
6. Drinking vessels shall only be made from shatterproof material eg plastic or toughened glass.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
7. CCTV equipment shall be installed, operated and maintained in good working order and in accordance with the recommendation of the Police or Crime Prevention Officer.  
**REASON:** Prevention of crime and disorder and promotion of public safety.
8. A valid proof of age card or other age identification shall be required to be produced by any person appearing to those selling or supplying alcohol to be under 18 (or 16 in the case of the consumption of beer, wine and cider in the company of an adult during a table meal) and who is attempting to buy alcohol.  
**REASON:** Prevention of crime and disorder.
9. Notices shall be prominently displayed and prevented from damage and deterioration advising customers to leave the premises quickly and quietly to prevent any disturbance to residents.  
**REASON:** Prevention of public nuisance and crime and disorder.
10. Licensees are encouraged to comply with the British Beer and Pub Association's "Guidelines on On-Trade Promotions" to reduce the potential for crime and disorder.  
**REASON:** Prevention of crime and disorder.
11. A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted number is not exceeded.  
**REASON:** Promotion of public safety.
12. The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and shall inform any authorised person on request.  
**REASON:** Promotion of public safety.
13. Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.  
**REASON:** Prevention of public nuisance.
14. Doors and windows shall be kept shut during licensable activities.  
**REASON:** Prevention of public nuisance.
15. Amplified sound equipment shall be governed by a sound limiting device set at a level approved by the Licensing Authority.  
**REASON:** Prevention of public nuisance.

16. The placing of bottles into receptacles outside the premises shall only take place between the hours of 8.00 am and 9.00 pm.  
**REASON:** Prevention of public nuisance.
17. AWP machines not to exceed cash prizes of £5.  
**REASON:** Prevention of crime and disorder.
18. All AWP machines must be emptied of cash each night or fitted with a boot.  
**REASON:** Prevention of crime and disorder.
19. Children under the age of 8 not admitted onto premises after 7.00 pm.  
**REASON:** Protection of children from harm.
20. Children under the age of 15 to be allocated to the designated non-smoking area.  
**REASON:** Protection of children from harm.
21. No intoxicating liquor shall be supplied otherwise than to (a) a member of the said Club who has been a member for at least two days or whose nomination or application for membership was made at least two days before his/her admission and (b) a guest if such member bona fide entertained by him/her at his/hers own expense.  
**REASON:** Promotion of public safety.
22. No intoxicating liquor shall be supplied for consumption off the premises except to a member in person.  
**REASON:** Promotion of public safety.
23. No member may bring any more than 3 guests at any one time.  
**REASON:** Prevention of crime and disorder and promotion of public safety.

391. **Application for a New Premises Licence, KFC, 447 Alexandra Ave, Rayners Lane, Harrow:**

The Chief Environmental Health Officer's representative informed the Panel that the representation made by the Food Team, Community Safety, in respect of the application for a new Premises Licence for the KFC 447-449 Alexandra Avenue, Rayners Lane, Harrow had been withdrawn and that, as a result, the application would not now require determination by the Panel.

**RESOLVED:** To note that the application for the new Premises Licence would be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

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

(Signed) COUNCILLOR ADRIAN KNOWLES  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

19 JANUARY 2006

Chair: \* Councillor Branch

Councillors: \* Idaikkadar \* Ray

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**392. **Appointment of Chair:**

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

393. **Declarations of Interest:**

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

394. **Arrangement of Agenda:**

The Chair indicated that he would be varying the order of business to allow consideration of item 9, Application to Vary a Premises Licence, Broadfields Country Club, Headstone Lane, North Harrow, Middlesex, HA2 6NN, after item 6, Licensing Procedures, to enable a members of the public to make representations to the meeting.

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

395. **Minutes:**

(See Note at conclusion of these minutes).

396. **Public Questions, Petitions and Deputations:**

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

397. **Licensing Procedures:**

The Chair introduced the Panel and officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

398. **Application to Vary a Premises Licence, Broadfields Country Club, Headstone Lane, North Harrow, Middlesex, HA2 6NN:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application to vary a premises licence for Broadfields Country Club, Headstone Lane, North Harrow, Middlesex, HA2 6NN. The application had been referred to the Panel as there were unresolved representations from Harrow Environmental Protection Team as a Responsible Authority and from a number of members of the public.

The application to vary a premises licence had been made by Hodders solicitors on behalf of Harrow Community Sports Limited. The applicants were represented at the meeting by Mr Stephen Hill and Mrs Susan Gardner, the Designated Premises Supervisor. Ms Sarah Hinchliffe of the Harrow Environmental Protection Team and Mr David Hunter, acting as spokesperson for members of the public present, were also in attendance.

The application sought an extension of hours for the performance of live music, the playing of recorded music, the performance of dance, the provision of facilities for making music, the provision of facilities for dancing and anything of a similar description, the provision of late night refreshment, the supply of alcohol and the opening hours.

The applicants' representative stated that he wished to call additional witnesses. Following representations from members of the public stating that new evidence should not be submitted as it would not have been possible for them to prepare a response before the meeting and from the representative of Harrow Environmental Protection Team stating that if the submission of new evidence were to be permitted she would

also wish to add to her representation, the applicants' representative withdrew his request.

The applicants' representative stated that, following amendments to the application agreed with the Metropolitan Police Service and as set out in the supplement to the main agenda, the application requested non-standard hours on the following days:

- 1 January, New Year's Day, one additional hour in the evening.
- 17 March, St Patrick's Day, two additional hours in the evening.
- 23 April, St George's Day, one additional hour in the evening.
- Easter Sunday and Easter Monday, one additional hour in the evening.

The applicants' representative stated that the premises were also the subject of a planning application to enable them to open to the extended hours requested in the application before the Panel. He added that the applicant would agree to conditions being placed on the licence as the additional conditions 3 to 6 below.

The Designated Premises Supervisor stated that the majority of local residents supported the premises. She stated that she would be willing to agree to a condition being added to the premises licence requiring the use of a noise limiter, and was also willing to further amend the application to request extended hours only on Friday and Saturday, if residents would withdraw their representations. A representative of local residents stated that they did not accept this. The applicant stated that the premises were run responsibly, used Security Industry Association-registered door supervisors when necessary and only allowed members to book facilities. The premises were fitted with a burglar alarm and did not have a problem with drugs. She stated that the premises accommodated 70-150 patrons. She stated that staff made a log of all telephone calls from local residents and aimed to avoid complaints by keeping patrons on the premises until their taxis had arrived. She had also revoked membership of those displaying rowdy behaviour. The premises had received one complaint from the Local Authority, regarding noise nuisance, in August 2005.

Responding to questions from Members of the Panel, the Designated Premises Supervisor stated that it cost £5 to become a member, non members could be "signed-in" as guests, all incidents were logged and staff patrolled the premises and surrounding area to ensure there was no excessive noise. She stated that she had no record of an incident on 30 April 2005, as detailed in the written representation of a member of the public circulated with the agenda papers. She had not received a telephone call from the complainant regarding this incident.

Responding to questions from members of the public, the designated premises supervisor stated that the premises had approximately 400 members, all of whom lived within around 5 miles of the premises with about 30 in the immediate vicinity. She stated that complaints about the premises had been made by a small minority of local residents. The applicants' representative alleged that the verdict of a previous court hearing regarding the premises suggested that some local residents might have a vendetta against the premises

In response to questions from the representative of the Harrow Environmental Protection Team, the Designated Premises Supervisor stated that door supervisors and the duty manager at the premises took active steps to prevent inappropriate behaviour. She stated that the premises did not have a noise limiter and she could not recall a previous conversation with the Harrow Environmental Protection Team where she had agreed to contact them regarding the setting of appropriate noise levels. Asked by the representative of the Harrow Environmental Protection Team to consult her log of incidents to clarify events on 15 May 2004, 22 June 2004 and 7 August 2004, the designated premises supervisor was unable to find any records. She stated that any noise nuisance caused by the premises would be solved with the use of a noise limiter. Air conditioning units would allow the windows to be kept shut thereby limiting noise emanating from the premises.

The spokesperson for local residents who had made representations objecting to the application stated that the premises had a history of causing noise nuisance, especially on Fridays, Saturdays and Sundays. This included noise emanating from the premises up to an hour past its licensed hours. He stated that any increase in licensed hours would result in noise emanating from the premises proportionately later.

In response to questions, the spokesperson for local residents stated that there had been some reduction in the amount of noise emanating from the premises, but it continued to be a public nuisance. He stated that he did not feel that the undertakings



given by the applicants regarding noise could be accepted, as he had not seen any improvements following previous promises to take action.

A local resident was of the view that premises which concentrated on the provision of facilities to play football did not need to be open after 11.00 pm and was concerned that the premises would not be adequately soundproofed.

The representative of Harrow Environmental Protection Team stated that a noise abatement notice still applied to the premises. She stated that the management of the premises had not paid attention to the issue of noise nuisance and that she was particularly concerned that the Designated Premises Supervisor had no record of previous incidents. She stated that she opposed any extension of the premises' licensed hours but, should they be granted, asked the Panel to impose a number of conditions on the premises license set out as additional conditions 3 to 6 below.

The applicants' representative stated that the applicants wished to improve their relationship with local residents and the Harrow Environmental Protection Team. He stated that the applicant was willing to amend the application to request an extension of licensed hours for Fridays and Saturdays only and stated that the premises would meet the requirements of the Council's four licensing objectives.

Following the Panel's withdrawal from the meeting for consideration of the application and the representations received, it was

**RESOLVED:** That the application to Vary a Premises Licence for Broadfields Country Club, Headstone Lane, North Harrow, Middlesex HA2 6NN be granted, as amended in a letter to sent to the Metropolitan Police Service dated 21 December 2005, and restrictions placed on the license by virtues of Schedule 8, paragraph 6(8) of the Licensing Act 2003 be removed, with the following additional conditions

1. The premises shall be open to the public from 10.00 am to 11.30 pm on Monday to Thursday, 10.00 am to 12.30 pm on Fridays and Saturdays and 12 noon to 11.00 pm on Sundays.  
**REASON:** For the prevention of public nuisance.
2. All licensable activities would be from 10.00 am to 11.00 pm on Monday to Thursday, 10.00 am to 12.00 pm on Fridays and Saturdays and 12 noon to 10.30pm on Sundays.  
**REASON:** For the prevention of public nuisance.
3. Doors and windows shall be kept closed when regulated entertainment is in progress.  
**REASON:** For the prevention of public nuisance.
4. Air conditioning must be used when regulated entertainment is in progress.  
**REASON:** For the prevention of public nuisance.
4. Noise and vibrations shall not emanate from the premises so as to cause nuisance.  
**REASON:** For the prevention of public nuisance.
5. Amplified sound equipment must be governed by sound limiting equipment set at a level approved by Environmental Health Officers.  
**REASON:** For the prevention of public nuisance.
6. An accurate and up to date logbook must be maintained in a format prescribed by the Licensing Authority.  
**REASON:** For the prevention of crime and disorder.
7. Prominent, clear and legible notices shall be displayed at all exits to the premises requesting patrons leave the premises quietly.  
**REASON:** For the prevention of public nuisance.

399. **Application for a New Premises Licence, Kebabish Original, 5 Queensbury Circle Parade, Stanmore, Middlesex, HA7 1EY:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application for a new Premises Licence for Kebabish Original, 5 Queensbury Circle Parade, Stanmore, Middlesex, HA7 1EY. The application had been referred to the Panel as there was an unresolved representation from the London Fire and Emergency Planning Authority (LFEPA) as a Responsible Authority.

The application for a new Premises Licence had been made by Franwell Limited, trading as Kebabish. As neither the applicant nor a representative of LFEPA were present at the meeting the Panel proceeded to hear the application based on the written representations circulated with the agenda.

Following the Panel's withdrawal from the meeting for their consideration of the application and the representations received, it was

**RESOLVED:** That the application for a new Premises Licence for Kebabish Original, 5 Queensbury Circle Parade, Stanmore, Middlesex, HA7 1EY be granted but would not come into effect until a satisfactory fire assessment document was provided to LFEPA.

400. **Application to Vary a Premises Licence, Symphonies, 437 Honeypot Lane, Stanmore, Middlesex, HA7 1JJ:**

The Chief Environmental Health Officer's representative informed the Panel that the application to vary a Premises Licence for Symphonies, 437 Honeypot Lane, Stanmore, Middlesex, HA7 1JJ had been withdrawn and, as a result, the application would not now require determination by the Panel.

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

(Note: The meeting having commenced at 1.30 pm, closed at 5.15 pm)

(Signed) COUNCILLOR JOHN BRANCH  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

## LICENSING PANEL

23 JANUARY 2006

Chair: \* Councillor Knowles

Councillors: \* Branch \* Choudhury

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**401. **Appointment of Chair:**

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

402. **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 to be transacted at this meeting.

403. **Arrangement of Agenda:**

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

404. **Minutes:**

(See Note at conclusion of these minutes).

405. **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.

406. **Licensing Procedures:**

The Chair introduced the Panel and the officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

407. **Application to Vary a Premises Licence for Barretts, 9 Masons Avenue, Wealdstone, Middlesex, HA3 5AH:**

The Chief Environmental Health Officer's representative advised that the representation that had been made by the Environmental Health Protection Team in respect of the application to vary a Premises Licence for Barretts, 9 Masons Avenue, Wealdstone, Middlesex, HA3 5AH had been withdrawn and that, as a result, the application would not now require determination by the Panel.

**RESOLVED:** To note that the application for the variation of the Premises Licence would therefore be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

408. **Application to Vary a Premises Licence for Hennessy's, 399 Northolt Road, Middlesex, HA2 8JE:**

The Panel received a report of the Chief Environmental Health Officer which detailed an application to vary a Premises Licence for Hennessy's Public House, 399 Northolt Road, Middlesex.

The premises were situated on a parade of shops in a predominantly commercial part of Northolt Road.

Solicitors representing Mr Richard Hennessy, the licensee, had made the application. Both Mr Hennessy and his representative, Mr McClay, attended the meeting. The application had been referred to the Panel as there had been three unresolved representations from Responsible Authorities: the Metropolitan Police, Environmental Health Team, and the Planning Authority. However, following distribution of the agenda papers, conciliation had been reached with Mr Hennessy between the Metropolitan Police and the Environmental Health Team and, in light of this, both of

these representations had been withdrawn. Sophia Bix from the Planning Authority was in attendance at the meeting to represent the case for the Planning Authority.

Mr McClay introduced his client's case by informing Members that Mr Hennessy was a reputable licensee who had not received complaints from any of the Responsible Authorities during several years of trading. Mr McClay explained the confusion that had arisen over the Certificate of Lawful Existing Use granted by the Local Planning Authority. The Certificate provided that the existing A3 use could continue until midnight each day. The certificate had been misunderstood by the Licensee to be permitting use of the premises for 24 hours trading and, as such, Mr Hennessy had been trading beyond the hours permitted by the Planning Authority in breach of the Certificate of Lawful Existing Use. Mr McClay informed the panel that his client was prepared to give an undertaking that until the planning position was resolved, his client would cease trading at midnight in accordance with the hours permitted under the Certificate of Lawful Existing Use.

Miss Bix, the Planning Authority's representative, explained that the hours applied for currently exceeded those granted by the Planning Authority and should Mr Hennessy trade beyond those hours then enforcement action would be taken. She suggested that he should seek the necessary Planning Permission should his licence be granted.

Following the Panel's withdrawal from the meeting for the consideration of the application and representation received, it was

**RESOLVED:** That the application be granted with the following amendments to the application and additional conditions:

**AMENDED HOURS**

Sunday to Thursday – 10.00 am to 12.30 am

Friday to Saturday – 10.00 am to 1.30 am

The premises is to close 30 minutes after the end of Licensable Activities.

**NON-STANDARD TIMINGS**

1 January (New Year's Day) – 1 hour

17 March (St Patrick's Day) – 2 hours

23 April (St George's Day) – 1 hour

Easter Sunday – 1 hour

Easter Monday – 1 hour

May Day Bank Holiday Sunday (prior to Monday Bank Holiday) – 2 hours

May Day Bank Holiday – 1 hour

Spring Bank Holiday Sunday (prior to Monday Bank Holiday) - 2 hours

Spring Bank Holiday Monday – 1 hour

Christmas Eve – 2 hours

Boxing Day – 2 hours

The restrictions imposed by virtue of Schedule 8, Paragraph 6(5) of the Licensing Act 2003 be removed.

**ADDITIONAL CONDITIONS**

1. This licence is not to be effective until all Planning matters have been resolved to the satisfaction of the Local Planning Authority in writing, in accordance with the London Borough of Harrow's Licensing Policy.
2. AWP's will be emptied each night or fitted with a "boot".  
**REASON:** Reduction of crime and disorder.
3. Doors and windows to be kept closed whilst Licensable Activities are taking place.  
**REASON:** Prevention of public nuisance.
4. Noise and vibration shall not emanate from the premises so as to cause a nuisance.  
**REASON:** Prevention of public nuisance.
5. CCTV cameras will be in operation at all times the premises are open to the public.  
**REASON:** Prevention of crime and disorder.

6. Incidents will be logged and recorded in a log book and will be made available to view upon request.  
**REASON:** Prevention of crime and disorder.
7. The premises will not allow entry to patrons one hour before the end of licensable activities.  
**REASON:** Prevention of crime and disorder.
8. Free drinking water will be made available to customers.  
**REASON:** Public safety.
9. Public transport information (including night time travel options) will be made available to customers.  
**REASON:** Public safety.
10. Deliveries will be conducted during the daytime to minimise noise nuisance.  
**REASON:** Prevention of public nuisance.
11. Notices will be displayed on the premises asking patrons to leave the premises quietly.  
**REASON:** Prevention of public nuisance.
12. A recognised age monitoring scheme will operate at all times.  
**REASON:** Protection of children from harm.
13. Admittance will be refused to under 16s unless accompanied by an adult.  
**REASON:** Protection of children from harm.
14. No children will be permitted on to the premises after 9.00 pm.  
**REASON:** Protection of children from harm.

(Note: The meeting having commenced at 1.30 pm, closed at 3.42 pm)

(Signed) COUNCILLOR ADRIAN KNOWLES  
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



**SOCIAL SERVICES APPEALS PANEL****30 JANUARY 2006**

Chair: \* A Kent (Independent Person)

Councillors: \* Blann \* Omar

\* Denotes Member present

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

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

38. **Terms of Reference:****RESOLVED:** That the terms of reference of the Panel be noted.39. **Guidance Notes:****RESOLVED:** That the guidance notes setting out the nature of the Panel be noted.40. **Minutes:**  
(See Note at conclusion of these minutes).41. **Formal Complaint about the Provision of Social Services:**

The Panel received the documentation relevant to this matter (as listed on the agenda), including a report of the Independent Investigator, which set out the background to the complaint, and the management response to the complaint.

The Panel carefully reviewed the case, and after taking into account views expressed by the Complainant, the Investigating Officer and on behalf of the People First Directorate, it was

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

(Note: The meeting having commenced at 10.30 am, closed at 1.45 pm)

(Signed) MR ALAN KENT  
Chair

[Note: Social Services Appeals Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Social Services Appeals Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's process referred to at (1) above provides appropriate approval scrutiny.]





OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**(SPECIAL) MEETING HELD ON 10 JANUARY 2006**


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Chair:	* Councillor Jean Lammiman	
Councillors:	* Nana Asante (2)	* Mary John (3)
	* Blann	* John Nickolay (4)
	* Bluston	* Osborn
	* Gate	* Pinkus
	* Mark Ingram	* Thammaiah

\* Denotes Member present  
(2), (3) and (4) Denote category of Reserve Members

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**367. 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 Mitzi Green	Councillor Nana Asante
Councillor Seymour	Councillor Mary John
Councillor Versallion	Councillor John Nickolay

**368. 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.

**369. Arrangement of Agenda:**

**RESOLVED:** That the remaining item on the agenda (item 4) be considered with the press and public present.

**370. Hear/Say - Scrutiny Review of Community Engagement:**

The Committee received a report from the Director of People, Performance and Policy, which set out the outcome of a review of community engagement, Hear/Say – making a difference through listening and talking. The report detailed the importance of effective community engagement which met the needs of local communities, addressed issues of social cohesion and revitalised local democratic processes. The report stated that the government had rightly placed community engagement and neighbourhood renewal at the heart of its vision for the future of local government.

Members noted that the Chair and a representative from the Harrow Association of Voluntary Services had jointly led the review. As part of the review, case studies on Social Inclusion and Traffic had been undertaken and Councillors and community representatives had led these jointly. The Committee expressed its pride that community representatives had been involved, for the first time, to lead on a scrutiny review, which had proved successful. There was consensus that the review had benefited enormously from the direct involvement of community representatives and the input from the community as a whole, which had been sought through a range of methods. There had been cross-party representation from all political groups on the review and on the case studies undertaken.

Before receiving a presentation on the review, the Committee noted that the Corporate Management Team (CMT) had welcomed and commended the review. The Committee was informed that the CMT had indicated that the recommendations would be taken forward and that an action plan would be prepared. It was understood that the Committee would work alongside the CMT and the 'Hear/Say Scrutiny Review Group' had agreed to continue, in its current form, to assist as a reference group in the development and implementation of the Community Engagement Strategy.

During the presentation from Members and community representatives involved in the review, the Committee noted, inter alia, the following points:-

- the Community Engagement Spectrum – the need to listen, involve, and keep the community informed. To empower the community by placing the final decision making in their hands. The need to recognise that people were multi-faceted;
- what Engagement was not about – ‘consulting’ without giving the full picture and when decisions had already been made, playing politics, not explaining decisions after ‘consultation’ and defining people/communities;
- that the review had shown that changes were needed in a number of areas in order to engage effectively with the community. There was also a need to redefine the role of Councillors in terms of the government’s Vibrant Local Leadership Agenda;
- the cultural and structure changes – the need to mark/celebrate certain initiatives such as the Local Democracy Week, and to assist and provide information on how the community could engage with the Council’s decision-making process;
- grant funding – the need to adopt good practice from other local authorities. A Member commended the model used by Ealing Council on grant funding and recommended that Harrow Council should adopt this;
- enhancing Engagement – to ensure that opportunities for excellence existed and that trust was built up on;
- information – the need to move away from ‘silo’ working was highlighted;
- inclusion – in order to avoid the problems associated with the ripple effect;
- transparency – the need to give full detailed reports on decisions and to review schemes in the public arena were mentioned;
- that consultation should not be confrontational and that there was a need to engage with the unengaged.

The Committee was informed that there were three key messages for Harrow on Community Engagement:-

- it was critical in raising satisfaction scores. Shared ownership was important and that, whilst the Council could not seek to empower every person in Harrow, it could seek to engage at every level;
- it was essential to the success of the Business Transformation Partnership (BTP), a ground breaking contract between the Council and Capita to transform the services provided by Harrow at the point of delivery. The BTP processes could facilitate re-engagement;
- it was an ‘invest to save’ project. That effective engagement would improve satisfaction scores and that the Council should work with the community.

The Committee also heard from representatives of Media4Life, a company that prided itself in ‘creating a vision for the success of young people’. They spoke about the importance of engaging with the young, how it could be done, related their own experiences and commented on how young people could be engaged in the political process.

The Committee agreed the recommendations arising from the review, including those from the social inclusion and traffic studies. It was noted that the report of the review group would be submitted to Cabinet at the earliest opportunity for consideration. Members were informed that the review would be launched independently and that it was intended to make it interactive and welcoming.

The Chair thanked all Members, community representatives and officers involved in the review for their work. Members also thanked the public who had given up their time and taken the trouble to give their views on the review.

**RESOLVED:** That (1) the report of the review group be agreed;

- (2) the report be referred to the earliest possible Cabinet meeting;
- (3) the publication and dissemination of the report of the review group and its findings be agreed;
- (4) a progress report on the action taken be submitted in six months' time.

371. **Scrutiny Officer:**

The Committee noted that Frances Hawkins (Scrutiny Officer – Business Development) was leaving the service of the Council. Members thanked Frances for her work on scrutiny, in particular on the Hear/Say review.

(Note: The meeting, having commenced at 6.30 pm, closed at 7.38 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 30 JANUARY 2006**


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Chair:	* Councillor Jean Lammiman	
Councillors:	* Blann	* Mark Ingram
	* Bluston	* Osborn
	* Mrs Champagne (2)	* Seymour
	* Gate	* Thammaiah
	* Mitzi Green	* Versallion

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

[Note: Councillors Mrs Bath, Burchell and Mrs Kinnear also attended this meeting to speak on the items indicated at Minutes 377 below. Councillor Dighé also attended this meeting to speak on the items indicated at Minutes 379 and 380 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**372. 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 Pinkus	Councillor Mrs Champagne

**373. Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8(a). Community Schools Pilot Evaluation Report/Community (Extended) Schools Rollout	Councillors Bluston and Mark Ingram	The Members indicated a personal interest in that they were governors of Community Schools in Harrow. They would remain in the room whilst the matter was considered and voted upon.
9. Civic Budget 2006/07	Councillor Mrs Bath	The Member indicated a personal interest in that she was the Chair of Bentley Priory Nature Reserve Committee and a member of the Middlesex Guildhall Collection and Trust Fund. She would remain in the room whilst the matter was considered and voted upon.
10. Open Budget Process	Councillor Mark Ingram	The Member indicated a personal and prejudicial interest in that he was a Member of the Open Budget Steering Group. He would leave the room whilst the matter was considered and voted upon.
11. Business Transformation Project (BTP)	Councillor Mark Ingram	The Member indicated a personal and prejudicial interest in that he was a Member of the BTP Board. He would leave the

			room whilst the matter was considered and voted upon.
13.	Harrow Online Social Care Technology (HOST) Project	Councillor Bluston	The Member indicated a personal interest in that he was Chair of the Health and Social Care Sub-Committee which had considered the implementation of the HOST project. He would remain in the room whilst the matter was considered and voted upon.
14.	Harrow, West London and London 2012	Councillors Blann and Bluston	The Members indicated a personal interest. Councillor Blann stated that he was the Chair of the Tourism Scrutiny Review Group. Councillor Bluston stated that he was a Council appointed representative of the Harrow Sports Council. (See Note (i) below) They would remain in the room whilst the matter was considered and voted upon.
		Councillor Jean Lammiman	During consideration of the item, the Member indicated an interest in that she had been a member of the Royal National Orthopaedic Hospital (RNOH) NHS Trust Board for three years and had been acting Chairman for six months until November 2003. She remained in the room whilst the matter was considered and voted upon.
15.	Stanmore Multi-Storey Car Park	Councillors Bluston, Mrs Kinnear and Seymour	The Members indicated a personal interest in that they had served on the Development Control Committee which had considered planning applications for the Stanmore Car Park site. They would remain in the room whilst the matter was considered and voted upon.

[Note: Councillors Mrs Bath and Gate declared that they were Members of a number of Committees of the Council including the Development Control Committee, the Education Consultative Forum, Employees' Consultative Forum and the Health and Social Care Scrutiny Sub-Committee. The Committee sought clarification and requested that the issue of declarations that Members present at a meeting ought to declare be referred to the Director of Legal Services for consideration].

374. **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>
13. HOST Project	The report was not available at the time the agenda was printed and circulated in order to allow consultation on the report to be completed. The report required consideration at this meeting in order to keep the Committee informed of the Project.

(2) agenda item 15 (Stanmore Multi-Storey Car Park) be considered after item 7, Deputations;



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

375. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 22 November 2005 and the special meeting held on 6 December 2005, having been circulated, be taken as read and signed as correct records;

(2) consideration of the minutes of the special meeting held on 10 January 2006 be deferred until printed in the next Council Bound Minute Volume.

376. **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 Overview and Scrutiny Procedure Rules 8, 9 and 10 (Part 4F of the Constitution) respectively.

377. **Stanmore Multi-Storey Car Park:**

The Committee considered a report of the Executive Director (Urban Living) which set out the chronology of events, procedures and authorities obtained in relation to the Stanmore multi-storey car park.

The Executive Director reported that the Section 106 Agreement included a clause which required the Council to repay the contribution of £300,000 (with interest) back to Sainsburys within five years in the event the contribution had not been applied. He added that, in November 2004, Cabinet Members had been advised that the money would have to be returned to Sainsburys. He stated that the money would be paid back shortly.

The Executive Director confirmed that new organisational arrangements had been implemented to ensure better integration of Council services. He advised that further work was being carried out with the Director of Strategic Planning with a view to strengthening these arrangements. He was confident that the new organisational arrangements would help avoid similar problems in the future.

The Portfolio Holder for Planning, Development and Housing suggested that the reports considered by the Cabinet on the Stanmore Multi-Storey Car Park be circulated to the Members of Overview and Scrutiny Committee. He stated that a detailed reply on timings would be sent to Members of the Committee.

In response to a number of questions from Members, the Portfolio Holder for Planning, Development and Housing and the Executive Director stated that:-

- no consultations had been carried out with Sainsburys regarding the Council's intentions on the car park;
- the cost of rebuilding the multi-storey car park outweighed the repayment to Sainsburys;
- the car park had serious structural problems and that it would not have been economic or practical to refurbish it;
- the key issues in relation to the Section 106 Agreement were the commercial aspects and that the Council was looking into staff training in this area;
- it was important to recognise that the terms of a Section 106 Agreement could not normally be renegotiated once a decision notice, giving planning permission, had been issued by the Council;
- the terms of the Section 106 Agreement with Sainsburys would have been drafted/prepared by the Council.

Members who were backbenching spoke about the history of the car park and suggested that the following matters ought to be investigated further:-

- why the re-building of the multi-storey car park not pursued;
- why the issue of additional car parking was not considered when the planning application for an extension to Sainsburys was granted;

and, that the information made available to Members.

Members indicated that the Executive Director had had a meeting with one of the Members who was back benching and that he had subsequently sent her a comprehensive response to her enquiries. However, some of the issues raised at the meeting were new and not been raised with him previously. The Chair suggested that the additional information be forwarded to the Executive Director so that he could respond to it in due course.

**RESOLVED:** That (1) the response be noted;

(2) the Executive Director (Urban Living) submit a report initially to the Chair for consideration and that she would in turn then determine whether the report ought to be included on the agenda for the next ordinary meeting of the Overview and Scrutiny Committee.

(See also Minute 373)

378. **Community Schools Pilot Evaluation Report - Reference from the meeting of Cabinet held on 15 December 2005:**

An Officer introduced the report which had been prepared in response to a reference from the Cabinet meeting held on 15 December 2005 on Community (Extended) Schools Roll-out. She responded to questions from Members and undertook to develop links with the Grants Advisory Panel as a way of enabling voluntary sector organisations to help deliver the Childcare element of extended schools.

It was noted that the reference had been submitted to the Overview and Scrutiny Committee rather than the Lifelong Learning Sub-Committee, as the report of the Scrutiny Review Group set up to consider this matter had initially been considered by the Overview and Scrutiny Committee as part of the Overview and Scrutiny review of the New Harrow Project.

Members considered the work carried out by officers and indicated that they were encouraged that all the recommendations of the Review Group had been taken on board.

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

(2) the report of the Director of Learning and Community Development be submitted to the Lifelong Learning Sub-Committee for information;

(3) future reports on Community Schools be submitted to the Lifelong Learning Sub-Committee for consideration;

(4) the Director of Learning and Community Development be requested to develop links with the Grants Advisory Panel.

(See also Minute 373).

379. **Reference from the Tenants' and Leaseholders' Consultative Forum meeting held on 5 January 2006:**

The Executive Director (Urban Living) introduced the report which had been prepared in response to a recommendation from the Tenants' and Leaseholders' Consultative Forum (TLCF) held on 5 January 2006 in relation to late repairs.

The Executive Director offered his apologies to Members for the situation that has arisen at the TLCF and indicated that steps had been taken within the Urban Living Directorate to ensure that the situation did not arise again. He added that the Director of Corporate Governance had written to all Directorates stating the need to adhere to the administrative arrangements.

Members commented as follows:-

- that late reports were unacceptable and that the participation of members of the public at meetings was to be taken seriously;
- that they were pleased to learn that this matter was being addressed by the Council's Corporate Management Team (CMT) and that they looked forward to a report back on the outcome of the discussions at CMT;
- that transparency of decision-making was also important.

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

380. **Civic Budget 2006/07:**

Members received a presentation from the Director of Financial and Business Strategy, which provided an overview of Harrow Council's Draft Budget for 2006/07 and the consultation process undertaken. The Director referred to the report titled '2006-07 Revenue Budget and Medium Term Budget Strategy 2006-07 to 2008-09', which had been circulated with the agenda. She stated that the report had been considered by the Cabinet on 15 December 2005 and that her presentation would set out the position on the budget since that meeting.

The Director provided details of the main Revenue Budget, the Council Tax, the Housing Budget and Rents and the Capital Investment Programme. She undertook to circulate the presentation slides to Members.

The Director presented the key budget headlines. The key issues outlined were:-

Spending - The Director stated that in the current year the total amount of money that the Council intended to spend on services was £484m, of which £125m would be spent on schools. She added that after schools, the biggest spend was in the provision of the following services: Housing and Council Tax Benefits, Community Care and Children's Services.

She then outlined how the remaining money would be allocated.

Funding - The Director identified the funding sources and informed Members that £166m would be in the form of a general Government grant. However, from next year, £110m of that grant would be ring-fenced for schools.

The Financial Settlement - Members were informed that Harrow's provisional settlement of 2% was poor. The Director stated that an additional £1.3m had been received for concessionary fares. She added that the final settlement would be announced on 6 February 2006.

Pressures on the Base Budget - The Director identified the following issues which would affect the 2006-07 budget:-

- the pay awards and the increase in pension contributions;
- increase in the cost of freedom passes;
- other inflation;
- reduced income from Land Charges;
- costs associated with children's placement and asylum seekers.

Technical Changes - It was reported that:

- a restructuring of long-term debts had been carried out;
- insurances were being renewed and savings were anticipated;
- a review of capitalisation was underway.

The Director stated that, after taking into account the provisional grant, changes outlined above, the collection fund and tax base, it equated to a Council Tax increase of approximately 3% before any new growth or savings had been considered.

Members were informed of the priority areas in each of the Directorates (Urban Living, People First, Corporate) which would result in additional pressures on the budget. The Director highlighted the need to deliver on Local Area Agreements to ensure receipt of future reward grants. It was reiterated that the Schools Budget was now completely ring-fenced.

GLA Precept - The Director outlined the proposals contained in the Mayor of London's draft consultation budget which showed an increase of £42 per Band D household per year, which included £20.00 for 2012 Olympics and £11.00 for extra policing.

Reserves - The Director reported that the Council was forecasting reserves of £4m at the end of 2005-06 and that a detailed risk assessment was being carried out, to determine the level required in future.

Consultation Process - Members were informed of the consultation carried out which included the Open Budget Process and a series of meetings with stakeholders. It was noted that the Cabinet on 16 February 2006 would consider the responses and that the full Council on 23 February 2006 would debate and determine the budget for 2006-07 to enable Council tax billing to commence.

Housing Budget - The Director reported that there would be no increase in rent in 2006/07. The increase thereafter would be 4.7%.

Capital Investment Programme/Capital Financing - The Director described the Council's intended programme and how it would be funded.

Members thanked the Director for her presentation and welcomed the Portfolio Holder for Business Connections and Performance to the meeting.

In response to questions, the Portfolio Holder and the Director stated that:-

- it had not been possible to provide a detailed breakdown of the budget and that the implications of the provisional settlement were still being assessed. Further details would emerge when the final settlement was announced. The Portfolio Holder advised that the proposals from the Administration would be published before the February 2006 Cabinet meeting;
- debt restructuring had been carried out following specialist advice;
- the Council was lobbying the Government on the poor settlement;
- the changes in the formulae had adversely affected London Boroughs;
- two factors had contributed to the decision on rents – the potential loss of subsidy and timing of income and expenditure to deliver Decent Homes Standard
- once the Mayor of London's budget had been agreed, the Council was obliged to collect the precept levied;
- a report on risk assessment would be submitted to the Committee in March 2006;
- the BTP contract included guaranteed savings and that it had been through a vigorous scrutiny process. This was in complete contrast to the savings forecast but subsequently not achieved in relation to the Print Room.

A Member commented that there was no guarantee that the savings in relation to the BTP would be captured.

**RESOLVED:** That (1) the presentation be noted;

(2) a meeting to discuss the priorities in the budget be held when further information was available, with the status of the meeting to be agreed by the Chair and the Vice-Chair;

(3) it be noted that a report on risk assessment would be submitted to the March 2006 meeting of the Committee;

(4) it be noted that a report on Procurement savings, which had previously been requested, would be submitted to the March 2006 meeting of the Committee.

(See also Minute 373).

381. **Open Budget Process:**

The Director of Financial and Business Strategy updated Members on the Open Budget Process and highlighted concerns that had been raised recently. She informed Members that the report from the Power Inquiry was imminent.

The Chair of the Open Budget Steering Group, who was also the Portfolio Holder for Business Connections and Performance, had been invited to the meeting to respond to questions on the Open Budget Process.

The Portfolio Holder referred to the statement received from the Research Director of the Power Inquiry which had been tabled at the meeting for information. He added that

the statement from the Power Inquiry was in response to the concerns raised by Members on the Open Budget Process.

In response to questions from Members, the Director and the Portfolio Holder stated that:-

- consideration would be given to the results received from the Assembly and the Open Budget Panel and that the results would help determine priorities in the final Budget;
- the Open Budget Panel also had the responsibility of commenting on the final budget and whether the Panel's views had been taken into account by the Council when setting the budget;
- the results of the Assembly would be circulated to the Members of the Overview and Scrutiny Committee.

A local resident who was a member of the Open Budget Panel had been invited to the meeting under the provisions of Overview and Scrutiny Procedure Rule 21.1. He expressed concern about the process and highlighted the problems experienced by the Open Budget Panel.

In response, the Chair of the Open Budget Steering Group stated that the Open Budget Process was an experiment and a new method of consulting on the budget which had not been tested in the United Kingdom before. It was unfortunate that the process was experiencing problems and he assured Members that a review of the entire process would be undertaken to see what lessons could be learnt. He added that the quality and the value of previous consultation methods had diminished. As a result, the Power Inquiry had been appointed to try and improve the way in which the Council consulted on the budget.

**RESOLVED:** (1) That the report of the Power Inquiry be submitted to the next meeting of the Overview and Scrutiny Committee;

(2) to note and welcome that a review of the Open Budget Process would be carried out to see what lessons could be learnt and that the findings reported to the Overview and Scrutiny Committee;

(3) that members of the public who had participated in the Open Budget Panel be thanked for their work;

(4) to formally record the valuable contribution members of the public made to the Scrutiny process.

(See also Minute 373).

382. **Business Transformation Project (BTP):**

A 'Partnership Log', which monitored progress and provided a record of both Harrow and Unison BTP staff issues, was tabled at the meeting for information. The request for the 'Partnership Log' had been received from the Chair after the agenda had been despatched.

Officers introduced the report and responded to Members' questions. The Officers stated that:-

- a guided tour of the First Contact reception was expected to take place on 16 February 2006;
- samples of benefit realisation cards (Strategic Procurement Benefit Cards) would be submitted to a future meeting of the Overview and Scrutiny Committee;
- the internal Communications Strategy was now in place and that the formal channels of communication were used to keep staff informed of the developments;
- a report on the external Communications Strategy would be presented to the next meeting of the Publications Advisory Panel;
- further reports on the BTP, the Communications Strategies and the strategic risks associated with the Project would be submitted to the Overview and Scrutiny Committee;

- governance arrangements were in place;
- posts would be filled in various ways, by applying assimilation and/or ring-fencing or through open competition.

Officers were thanked officers for their work and the 'partnership log' was welcomed in light of the concerns expressed by staff.

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

(See also Minute 373).

383. **Harrow IT Services Update Report:**

Officers introduced the report and outlined the current status of the programme of works being implemented as part of the Council's ICT Strategy. They highlighted the key achievements and reported on a number of infill projects that had recently been completed. Members were informed that officers were now focussing on the Storage Area Network (SAN) which was being upgraded to accommodate BTP requirements. It was explained that an alternative plan had been prepared to ensure that there was no delay on the BTP as a result of any delay relating to the work on SAN.

The officers explained the recruitment process and stated that this would commence in March 2006. Members were assured that consultation with staff and Unison would commence shortly. It was acknowledged that the delay in the restructuring had impacted on staff morale and the revenue budget.

Members were referred to the need to benchmark performance against other local authorities and to deliver 'upper quartile' performance. It was noted that Harrow was currently in the 'third quartile'. Members expressed concern that Harrow was in the 'third quartile'.

Officers responded to questions from Members as follows:-

- that all Information Technology (IT) systems were regularly backed-up;
- that the ability to recover systems was achievable but difficult;
- that the BTP would introduce effective IT systems;
- that discussions with Capita were underway in order to identify 'hot' sites;
- that the Council had received a few enquiries under the Freedom of Information Act and that each request received was recorded;
- that computers were recycled by making them available to the voluntary sector and charities.

**RESOLVED:** That the report be noted and an update submitted to the next meeting.

384. **HOST Project:**

The Director of Strategy (People First) introduced the report and informed Members that:-

- the HOST Project was a four year programme;
- Phase 1 of the project would be implemented by the end of the current financial year;
- the governance arrangements were set out in the information paper appended to the report;
- that funding for Phase 2 of the Project was subject to Cabinet approval.

Members commented on the governance arrangements and the possible overlap in membership of the bodies set up to oversee the project.

**RESOLVED:** That (1) the Director of Strategy (People First) be requested to submit an information report to the next meeting of the Overview and Scrutiny Committee, setting out the governance arrangements and the role, including the membership, of the bodies set up to oversee the project;

(2) that all reports on the HOST be submitted to the Health and Social Care Scrutiny Sub-Committee to enable monitor the Project.

(See also Minute 373).

385. **Harrow, West London and London 2012:**

The Director of Strategic Planning introduced the report, which had been considered by the Cabinet on 15 December 2005. The report sought to raise awareness of national, London and West London Alliance activity, and to seek cross – Council involvement in developing Harrow’s own plans to be involved in, and benefit from, the London 2012 Olympics.

Members were informed that the “Harrow Olympics Task Force”, an informal Member-led cross-party set up by Cabinet, had not yet met but that discussions were underway with the relevant Portfolio Holders with a view to arranging a meeting.

The Director reported that since the report had been written, a number of developments had taken place through the West London Alliance. He advised that a conference which would be addressed by the Minister for Sport would take place on 28 February 2006, to explore issues for West London. In addition, the West London Alliance had agreed to appoint Consultants and a dedicated Olympics Officer. Members were informed that the Olympic Committee would oversee the provision of transport to and from the Olympic site(s).

The Director acknowledged that the resource available at the Royal National Orthopaedic Hospital (RNOH) for the Paralympics should be proposed and he undertook to take this issue forward. He confirmed that both the Council and the Voluntary Sector would be expected to provide volunteers for the Olympics.

Members commented as follows:

- that they were concerned that no provision had been made in the budget for a tourism officer and that the concerns be conveyed to Cabinet;
- that the report to the Cabinet had not made reference to organisations that would take lead roles, such as Harrow Sports Council;
- that no mention was made of the Paralympics;
- that parking in Harrow would be an issue and that this matter ought to be addressed in consultation with the Council’s partners.

It was noted that the Environment and Economy Scrutiny Sub-Committee would be receiving a report on the history and concerns surrounding parking in Stanmore at its March 2006 meeting.

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

(2) the concerns that no provision had been made in the budget for a tourism officer be conveyed to Cabinet;

(3) a report on parking provision in relation to the Olympics be submitted to the Overview and Scrutiny Committee;

(4) an update on Harrow, West London and London 2012 be submitted to a future meeting of the Overview and Scrutiny Committee.

(See also Minute 373).

386. **Update on Current Reviews:**

An officer introduced the report which set out the progress made on the Middle Management (MMR) and the ‘Hear/Say’ Reviews. It was noted that the Chair and the Chief Executive of the Harrow Association of Voluntary Services (a co-leader of the Hear/Say Review) would present the Hear/Say Review to Cabinet in February 2006.

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

387. **Scrutiny Communications:**

Members received a presentation on improving communications with a view to promoting engagement with scrutiny. An Officer outlined some of the aims of the project which were to:

- educate people about scrutiny, its purpose and its aims;
- invite the Council’s partners and the public to suggest topics for review;

- encourage attendance at scrutiny meetings;
- engage with experts and witnesses to provide evidence or assist with reviews;
- generate dialogue.

Members were informed that the main basis of communication would be through the Internet, supplemented by targeted information by other forms of media, for example one-off events. Members' views were sought on the balance to be struck between the content of the Internet site and information available internally on the Intranet. In addition, a bulletin would be produced for Members to update them on the work undertaken. The officer requested feedback on both. Copies of the presentation slides on Scrutiny Communications and the draft bulletin were provided to Members at the meeting.

Members suggested that the presentation and the draft bulletin be made available to all the Scrutiny Sub-Committees so that Members could provide feedback on the proposals. Members also highlighted the need to provide information in the local press and through 'Harrow People'.

**RESOLVED:** That (1) the presentation be noted;

(2) Members' comment on the proposals contained in the presentation 'Scrutiny Communications' and the bulletin;

(3) Members of the Scrutiny Sub-Committees be requested to provide feedback on the proposals.

388. **Any Other Business:**

**Role of the Best Value Advisory Panel**

A Member referred to the report on the role of the Best Value Advisory Panel, which had been circulated with the Information Circular. He indicated that this matter had been added to the agenda as it was appropriate to place on record that excellent work had been carried out by Members of the Panel, which had called on officers to account for their actions.

It was noted that the residual duties of the Panel would be transferred to the Overview and Scrutiny Committee and its Sub-Committees and that changes to the Council's Constitution would be required before Scrutiny could subsume the role previously carried out by the Panel.

A Member stated that he had opposed the dissolution of the Best Value Advisory Panel as he considered the functions of the Panel and Scrutiny to be different. The former was officer-led and the latter an independent Member-led function working with local people to improve services.

**RESOLVED:** That the Director of People, Performance and Policy be requested to submit a report on how Scrutiny would fulfil the role given and the implications on its resources.

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

In accordance with the provisions of Overview and Scrutiny Procedure Rule 67(ii) (b), it was

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

(2) at 10.30 pm to continue until 10.45 pm;

(3) at 10.45 pm to continue until 11.00 pm.

(Note: The meeting, having commenced at 7.31 pm, closed at 11.00 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair



SCRUTINY  
SUB-COMMITTEES



**LIFELONG LEARNING SCRUTINY SUB-COMMITTEE****10 JANUARY 2006**

Chair: \* Councillor Mitzi Green

Councillors:	* Nana Asante	* Jean Lammiman
	* Blann (1)	* Janet Mote
	* Gate	* John Nickolay
	* Mary John	* Osborn
	* Kinsey	

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

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

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**247. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

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

248. **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.249. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.250. **Minutes:****RESOLVED:** That the minutes of the meeting held on 19 October 2005, having been circulated, be taken as read and signed as a correct record subject to the following amendment:

Minute 237, Paragraph 9 be amended to read, "The Sub-Committee expressed regret that the Director of Learning and Community Development was unable to attend the meeting, however it was recognised that this was due to religious observance".

251. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.252. **Petitions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.253. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.

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

- (i)
- Children and Young People's Plan:

**RESOLVED:** That consideration of the reference be deferred to the next Lifelong Learning Scrutiny Sub-Committee which would be receiving a report on the Children and Young People's Plan.

- (ii)
- Review of School Organisation Plan 2003-2008:

**RESOLVED:** That consideration of the reference be deferred to the Lifelong Learning Scrutiny Sub-Committee in the Municipal Year 2006/2007. At this time the 'Higher Standards, Better Schools for All' would be a Bill rather than a White Paper.

255. **Adult and Community Learning Scrutiny Review:**

The Sub-Committee received a report from the Director of Organisational Performance, which set out the progress made on the review.

Members thanked the co-optees and officers who had contributed to the review. They commented as follows:

- that it was unfortunate that the fees for non-accredited Adult and Community Learning (ACL) provision would be increased;
- that the re-branding of the ACL service was overdue and that the existing brand of REACH (Reaching Every Adult and Community in Harrow) did not clearly communicate the nature of their service;
- that it was important to reach out and support learners with a disability and other 'hard to reach' groups;
- that the issue of supporting learners with a disability ought to be raised by the Council's Chief Executive through the West London Alliance, which would enable solutions to be developed for the region;

An officer explained why the fees for ACL provision had to increase and why this would lead to a more equitable system and suggested that the report be referred to the Cabinet meeting as outlined in the officer report.

**RESOLVED:** That (1) the report of the scrutiny review group be approved;

(2) the report be referred to Cabinet meeting on 16 February 2006, so that the issues of fees could be considered in conjunction with the report on the revenues budget which would set out the proposed increase in fees and charges;

(3) the publications and dissemination of the report be agreed;

(4) the Sub-Committee receive a progress report of the review at a future meeting.

256. **Question and Answer Session with the Education and Lifelong Learning Portfolio Holder:**

The Chair welcomed the Portfolio Holder for Education and Lifelong Learning to the meeting. The Chair invited Members to put their questions to the Portfolio Holder and stated that they could also ask supplemental questions.

**Question 1:** *Please would you explain the current structure of the Schools Forum? What changes will the Council consider to ensure its future role is fit for purpose?*

The Portfolio Holder responded that the government had required all local authorities to set up Schools Forums by 2003. He added that details of the Forum were published on the Council's website and that meetings were open to the public. Harrow's Schools Forum had 15 members, with primary and secondary schools represented.

The Portfolio Holder added that all Schools Forums had to be reconstituted in accordance with amended regulations by 31 August 2006. Under the new regulations, a Forum must comprise of at least 15 members, the majority consisting of 'school' members.

**Question 2:** *What training and when will be available to the new members of the schools forum when they are elected?*

The Portfolio Holder responded that new members would receive appropriate induction materials and there would be an induction event for them. Some training would be provided by Harrow Council but members wishing to attend national or regional events would have to use the Schools Forum's budget. In response to a Member's question about whether it was compulsory for Members to attend training, the Portfolio Holder replied that it was not.

**Question 3:** *What will the position of non-executive Councillors be in relation to the Schools Forum?*

The Portfolio Holder responded that under the new regulations, executive elected members and officers with direct responsibility for strategic resource management could not be members of the Schools Forum. Non-executive members could serve on the Schools Forum either in their capacity as a governor or as a non-schools member.

**Question 4:** *How will communication of the activities of the Schools Forum be improved when its role is enhanced?*

**Question 5:** *How will the Schools Forum consult prior to the making of decisions?*

[Note: Questions 4 and 5 were taken together].

The Portfolio Holder responded that there would be little change in communication. The Schools Forum would still consult schools before taking action and the meetings would still be open to the public. Schools Forum minutes would be published on the website.

In response to a comment from the questioner that the Forum operated in a closed environment and that the communication lines ought to be reviewed, the Portfolio Holder responded that the business of the Forum was technical, and that, as a result, a choice would have to be made on what aspects of the Forum's business should be communicated as it would not be possible to communicate everything.

**Question 6:** *How does the Portfolio Holder see the scrutiny function working with the Schools Forum?*

The Portfolio Holder responded that the Schools Forum could be scrutinised. The Lifelong Learning Scrutiny Sub-Committee would be consulted on the Schools Budget before decisions were made by Cabinet. A Member asked that the Schools Forum report to the Sub-Committee. The Portfolio Holder explained that he did not have the authority to agree this but that the Sub-Committee could invite a representative to attend its meeting.

The officer stated that the new guidance recommended that local authorities produce an Annual Report. She suggested that the Annual Report be submitted to the Sub-Committee.

**Question 7:** *Could the Portfolio Holder please clarify where the funding for SEN will come from under the new Schools Budget arrangements and how this will impact on SEN provision?*

The Portfolio Holder responded that there would be no change in how SEN was funded under the new school budget arrangements.

**Question 8:** *What processes will the LEA put in place to ensure schools are able to plan budgets for the forthcoming financial year?*

The Portfolio Holder stated that the training would be the same as in previous years. This would consist of hands-on training with the headteachers and their finance staff in March 2006 and further training would be provided in January and March 2006 on the indicative and final budgets respectively. In addition, there would be a general briefing for governors in January 2006. He added that the school could buy-in additional training.

**Question 9:** *How will the new funding arrangements affect extended schools?*

The Portfolio Holder responded that the new funding arrangements would not directly affect extended schools. A Member asked how the roll out of extended schools was progressing and the Portfolio Holder informed the Sub-Committee that a report on this matter had been considered by Cabinet in July 2004. He added that the Overview and Scrutiny Committee had validated the work of extended schools, particularly regarding

Whitmore and Park High Schools. A bid from Nower Hill was expected in February. The Portfolio Holder explained that there was no guarantee of funding after 2008.

**Question 10:** *How effective is the implementation of Phase 3 funding proving to be? Have there been any problems and how have they been addressed?*

The Portfolio Holder responded that the Phase 3 funding had only been implemented since September 2005. Since then no problems had been reported. He added that a review would be carried out in February 2006.

**Question 11:** *Why hasn't the LEA taken responsibility for telling parents that there will be sixth form provision in Harrow?*

The Portfolio Holder responded that six high schools would be making some post 16 provision available from September 2006 under a franchise arrangement with Harrow College. This limited provision was being promoted by the schools and Harrow College and was included in the "Guide to Secondary Schools" that had been published in September 2005. The Portfolio Holder explained that neither the schools nor Harrow College had requested the Council to be involved in the publicity. The schools were currently focusing on attracting pupils from within the schools and would be holding open days and waiting to see what the take up would be. Harrow Council would be submitting a collective bid to the Learning and Skills Council for 16-19 capital funding. If the bid was successful, Harrow Council could be asked to be involved in publicity.

**Question 12:** *Has the LSC issued its guidance on 16-19 competitions? If yes, what is the competition guidance?*

The Portfolio Holder responded that guidance had been issued. He added that Lord Adonis, Parliamentary Under Secretary of State for Schools, had said that Harrow Council was at such an advanced stage that there was no need to hold a competition.

**Question 13:** *How far has the LEA gone in submitting a full proposal for the 16-19 capital funding to the Learning and Skills Council?*

The Portfolio Holder responded that the timescale for the bid was very tight and that the Cabinet, at its meeting on 12 January 2006, would be requested to approve a bid for capital funding. In addition, the bid would be monitored by an all party group.

**Question 14:** *How is the Children and Young People's Plan being developed and how many young people have been involved in its construction?*

The Chair informed the Sub-Committee that this matter would be addressed under the report at agenda item 15 (Minute 254 refers).

**Question 15:** *What is Harrow's anti-bullying strategy? What statistical information is available on bullying?*

The Portfolio Holder responded that guidelines had been circulated to schools. Different schools had adopted different strategies and were encouraged to share best practice. A best practice document would be produced. It was explained that since 2001, all schools had been required to have an anti-bullying policy. During National Anti Bullying Week in November 2005, anti-bullying initiatives had taken place in schools and an information stand placed in St George's shopping centre.

The Portfolio Holder stated that bullying was taken very seriously by the Council. He added that the Council worked in partnership with schools and shared good practice.

Officers reported that the information stand had been very successful and that the questionnaires would be analysed. They added that:

- all schools were required to have an anti-bullying policy in place;
- OFSTED had reported that all schools in Harrow had a policy;
- bullying was taken very seriously by schools;
- the guidelines and the strategy would be distributed to Members.

It was reported that no statistical information was held except a record of racist bullying. In 2001 the government had acknowledged that it would be very difficult for schools to record every incident of bullying.

**Question 16:** *What support systems are available to parents/carers of excluded pupils to help them prevent a recurrence of behaviour that led to the exclusion?*

The Portfolio Holder responded that the Danks Report had recommended schools work closely with parents. High Schools in Harrow also had a unique arrangement whereby pupils would be placed in another school. Where exclusions did take place, the phone number of the Advisory Centre for Education (ACE) would be given to parents. Pupil Liaison Officers would work with pupils. Harrow Council was also looking at extending the Parent Partnership Service. An officer explained that it was important to pre-empt breakdowns in relationships between teenagers and their parents and work with both parties to prevent breakdowns from occurring.

**Question 17:** *Can you expand on plans for a revolutionary school for the victims of bullying that is being planned in Harrow by a charity based school run by the Red Balloon learner centre?*

The Portfolio Holder responded that the organisation had made contact with the Council. He added that the Council would examine any proposals made.

**Question 18:** *Please would you provide a progress report on the development of the final three extended schools?*

The Chair informed the Sub-Committee that this question had already been answered by the Portfolio Holder.

**Question 19:** *What is being done to encourage involvement of the voluntary and community sector in extended schools?*

The Portfolio Holder responded that the voluntary and community sector were being encouraged to be involved through the Extended Schools Strategy. There would be increased community access to learning and use of facilities.

**Question 20:** *How are schools preparing for 2012 and how will they optimise the benefits for Harrow's young people?*

The Portfolio Holder responded that Cabinet had agreed to set up a cross-party, bottom-up task force. A member of the Olympic Committee had addressed schools. There would be a focus on Global Citizenship, including global links with schools and this would complement the Olympic FriendShip concept. The Olympic FriendShip would set sail from the Beijing Games in 2008 and arrive in London in 2012. There would be a website to enable schools to follow and share the learning on the Global journey. There would be interest developing PE and Sport across all our schools to capitalise on the opportunities that the Olympic and Paralympic Games would present.

**Question 21:** *Is the take-up of modern language falling? If so, what strategy is being employed to address the situation?*

The Portfolio Holder confirmed that there had been a decrease in the number of pupils taking GCSE courses in modern foreign languages over the last four years. He added that modern foreign languages were not compulsory at Key Stage 4. It was reported that there was a government strategy to introduce the entitlement for all pupils to learn a language in Key Stage 2 by 2010. It was reported that a significant number of Harrow primary schools already taught some modern foreign languages within their curriculum and there was a full time Curriculum Leader for modern foreign languages working with both high and primary schools to further develop the quality of teaching and learning in modern foreign languages.

In response to a comment from a Member that languages were very important and that the decline in take-up was of concern, the Portfolio Holder explained that all students were required to study a modern foreign language at Key Stage 3. The Member suggested a report back on the actions being taken to address the decline.

In response to a question from a Member about whether there was adequate provision for children to learn non-modern languages, the Portfolio Holder responded that many schools offered double language options and also minority languages.

In response to a Member's comment that the benefit of speaking other languages would be beneficial for the 2012 Olympics and that distance learning would aid this, an officer responded that distance learning would probably become a huge growth area for learning a modern foreign language.

The Chair thanked the Portfolio Holder for Education and Lifelong Learning for his responses.

**RESOLVED:** That (1) the Sub-Committee keep a watching brief on the School Forum and that a reference be made to the Constitutional Working Party;

(2) the Annual Report of the Schools Forum be submitted to the Sub-Committee;

(3) the Best Practice document on bullying be submitted to the Sub-Committee;

(4) regular reports on the work of the Olympic Games task force relating to schools be submitted to the Sub-Committee.

257. **People First Education Budget 2006/2007 and Medium Term Budget Strategy:**

The Sub-Committee received a joint report from the Executive Director of Business Development and the Executive Director of People First. The report set out the People First Education Budget. Members were being consulted on the Budget before the matter was considered by the Cabinet and the Council.

An officer explained that this was the first year the Dedicated Schools Grant (DSG) had been included in the Budget. She added that the provisional settlement for 2006/2007 had been announced in December 2005 and that Harrow Council had received an increase in Formula Grant of 2% which, when inflation and other costs were taken into account, could leave a deficit.

It was reported that schools had fared better than the Local Authority in the new settlement and that Harrow's DSG allocations would be at 6.6% per pupil increase in 2006/07.

In response to a Member's question about whether allocations were made according to Special Educational Needs (SEN) or school numbers, an officer explained that allocations were made on school numbers.

A Member sought clarification on Concessionary Fares. An officer explained that this included Freedom Passes and Taxi Cards and was not connected to the Education budget.

A Member raised concern that there was a problem with extrapolating the schools' budget from within the People First Education Budget, suggesting that this issue ought to be addressed by the Overview and Scrutiny Committee.

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

(2) that Members' comments be noted.

258. **Strategic Performance Reporting:**

The Sub-Committee received a verbal report on the Strategic Performance Reporting. The 'Attendance Data Summary 2003-2005' and the Harrow LA Key Stage 1, 2 and 3 and GCSE Results for 2003, 2004 and 2005 were tabled at the meeting. The data was based on the "traffic light" approach and showed where targets were being met.

An officer explained that the 2005 Key Stage 2 test results in English and Maths were poor. However, this was being measured against an aspirational rate of 85%, a figure that was significantly higher when compared with that of the neighbouring boroughs. However, Harrow schools were still performing well and were in the top quartile. It was reported that additional support was being provided to schools which were underperforming.

An officer reported that high performance had been maintained at Key Stage 3 (2005) except for ICT TA. She explained why the ICT TA call at Key Stage 3 (2005) was shaded red and was therefore a cause for concern. However, she was confident that the situation would improve in 2006. In addition, she expected the aspirational targets set for GCSE results in 2006 to be met.

The Attendance Data Summary 2003-2005 was also tabled at the meeting. It was reported that Harrow Council had not met the total absence target in primary schools in 2004/2005, but had been making progress each year. Harrow was within the five authorities nationally that had the lowest percentage of unauthorised absences. It was suggested that some authorised absences were due to parents taking children out of school for holidays and visits to their countries of origin.



In response to questions from Members, an officer stated that:

- the data had been tabled at the meeting as the DFES had only recently published the information;
- significant progress had been made in Harrow to improve attendance at schools;
- the Education Welfare Service and the schools worked hard on ensuring punctuality and attendance with incentives offered to pupils;
- that OFSTED required all schools to show that they were addressing both punctuality and attendance.

A Member mentioned that some schools were recording late pupils as being absent from school.

Members were advised that work was being undertaken to map details of the stages during the year when relevant performance information becomes available, with a view to this work informing the development of future work programmes for the Sub-Committee.

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

(2) the report be referred as an information item to the Overview and Scrutiny Committee.

259. **Restructuring of School Development Services:**

The Sub-Committee received a verbal report on the Restructuring of School Development Services. The officer explained that there had been a proposal to move Achievement and Inclusion service area from the Lifelong Learning Directorate into a new directorate. The Sub-Committee was informed that until consultation had been completed and the new structure was in place, no restructuring within the School Development Services could take place. Members were informed that funding had been secured until 2008.

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

260. **Children and Young People Plan:**

The Sub-Committee received a verbal report on the progress of the Children and Young People Plan. The officer reported that consultation with young people had been indirect and indicated that there was a need to ensure that the voice of the young people was heard. However, the Plan included many points that young people had wanted to raise. It was reported that the second draft of the Plan was on the website and was open for consultation. Notices had been sent to schools and parents, inviting them to comment. The second draft of the plan was tabled at the meeting.

The officer explained that the Plan was for three years and that it would be reviewed annually. Following consultation, there would be an option of redirecting or refocusing the Plan. It was explained that the final version of the Plan would go to Cabinet in February 2006 and thereafter to Council as it had to be published in May 2006.

Members expressed concern that they had not received the Plan prior to the meeting. This had not given them sufficient time to read and then make comments. The officer explained that this was due to the second draft having only just been completed.

The officer informed the Sub-Committee that, for the future, a timeline would be produced indicating when certain documents would need to be approved so as to coincide with the meetings of the Council.

**RESOLVED:** That (1) the verbal report be noted;

(2) the Children and Young People Plan be submitted to the Joint Meeting of Lifelong Learning and Health and Social Care Sub-Committees on 18 January 2006 in order to allow Members to make comments on the second draft;

(3) the final document be submitted to the Sub-Committee at its meeting on 4 April 2006 to enable Members to comment on it before the plan is submitted to Council for final approval.

261. **OFSTED Arrangements:**

The Sub-Committee received a presentation on the inspections carried out by OFSTED under the new arrangements. Members were informed that five schools in Harrow had been inspected under the new arrangements. Under these arrangements there was an emphasis on the schools undertaking regular self-evaluation under the School Evaluation Framework (SEF), with governors, parents and pupils being involved.

The Headteacher from St Teresa's School informed the Sub-Committee of her experience. She explained that governors and Headteachers needed to be proactive and that inspectors would look for evidence to support the self-evaluation of the school and check that the self-evaluation process was itself robust. The Headteacher informed the Sub-Committee that the inspection took two days, with the inspectors providing a verbal report at the end of the second day. She reported that each part of the inspection was graded and an average was produced. It was important that SEF was evidence based rather than prescriptive. The school had felt that the inspection had been constructive and positive. It identified areas for improvements. Members made the following comments:

- that teamwork was essential;
- that it was important to ensure that the schools and the agencies which delivered the services were proactive;
- that good practice ought to be adopted by all schools.

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

262. **Countries of Origin Project Linked to Support for Study on Extended Visits:**

The Sub-Committee received a presentation on Harrow's 'Countries of Origin' Project. Members were informed of the visit to the Indian cities of Delhi and Bangalore in February 2005. The visit had been carried out by officers of the Council and teachers from schools in Harrow. It was reported that India had been chosen for the visit because 20% of the community of Harrow could trace their origins back to India. An officer who had been on the visit reported that one aim of this project was to offer a professional development opportunity to staff developing their understanding, sensitivity and response to the needs of the Indian community in Harrow. Other aims were to establish links for Harrow schools and to identify appropriate partners and initiatives in order to establish relations for future link projects.

The Headteacher of Roxeth Middle School related his experience. In India, whilst tradition and culture was being maintained, English language was recognised as the language of opportunity. The "Each One Teach One" project involved pupils educating the local community, particularly women. It showed a sense of what the schools owed to the local community.

An officer explained that there would be a further visit to India in February 2006. The visit would be to the city of Ahmedabad in Gujarat state. The visit would focus on sustainable development and ICT links.

The booklet that had been produced following the February 2005 visit was tabled at the meeting. It was pointed out that the booklet contained a list of post-visit actions.

A Member asked how the visits were being funded and an officer explained that funding was provided by the Achievement and Inclusion Division and schools.

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

(2) following the visit to Gujarat in February 2006, a report be submitted to the Sub-Committee setting out details of the costs of the visits and how these had been funded, including proposals to visit other countries.

263. **Any Other Business:****Adult and Community Learning**

**RESOLVED:** That there would be a brief update on the Adult and Community Learning review at the Sub-Committee's meeting on 4 April 2006.

264. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7 (ii) (b), it was

**RESOLVED:** At 10.00 pm to continue until 10.30 pm.

(Note: The meeting having commenced at 7.40 pm, closed at 10.34 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair



**JOINT MEETING OF THE LIFELONG LEARNING  
SCRUTINY SUB-COMMITTEE AND HEALTH AND  
SOCIAL CARE SCRUTINY SUB-COMMITTEE**

**18 JANUARY 2006**

Chair: \* Councillor Mitzi Green

Councillors: \* Nana Asante \* Vina Mithani  
\* Bluston \* Janet Mote  
\* Gate \* John Nickolay  
\* Mary John \* Mrs Joyce Nickolay  
\* Kinsey \* Osborn  
\* Jean Lammiman \* Mrs R Shah  
\* Myra Michael

Advisor (non-voting): \* Jean Bradlow

\* Denotes Member present

[Note: Councillors Mrs Bath and C Mote also attended the meeting in a participatory role].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

14. **Appointment of Chair:**

**RESOLVED:** That Councillor Mitzi Green be appointed Chair for the meeting.

15. **Attendance by Reserve Members:**

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

16. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Nana Asante	Declared a personal interest in that she was a member of Harrow Association of Voluntary Services.
	Declared a personal interest in that she was a Member of Black History Month Forum.
	Declared a personal interest in that she was a member of the African SANG and although not a member of the Somali Family Support Group, the Somali Family Support Group was a member of the African SANG.
	Declared a personal interest in that she was Chair of the Community Consultative Forum.
	Declared a personal interest in that she was a member of the Lifelong Learning Scrutiny Sub-Committee.
Councillor Mrs Bath	Declared a personal interest in that she was a member of Harrow and Wembley Sea Cadet Corps.
	Declared a personal interest in that she was a member of Harrow Volunteer Police Cadets.
	Declared a personal interest in that she was a school governor.
	Declared a personal interest in that her husband was a member of Harrow Family Learning.

Councillor Bluston	Declared a personal interest in that he was Chair of the Health and Social Care Scrutiny Sub-Committee.
	Declared a personal interest in that he was Chair of the Joint Overview and Scrutiny Committee on Northwick Park.
	Declared a personal interest in that he had one daughter who was a Learning Support assistant in a Harrow school and another who was on a fast-track course at the Institute of Education.
	Declared a personal interest in that he was a member of Edgware Masorti Synagogue.
Jean Bradlow	Declared a personal interest in that she was the PCT lead for Harrow services.
Councillor Gate	Declared a personal interest in that he was a Member of the Health and Social Care Scrutiny Sub-Committee.
	Declared a personal interest in that his wife was a nurse practitioner for Harrow PCT.
	Declared a personal interest in that he was an LEA representative of ST. Dominic's Sixth Form College.
	Declared a personal interest in that he was a member of the Harrow Citizens' Advice Bureau.
Councillor Mitzi Green	Declared a personal interest in that she was a member of Edgware Reform Synagogue.
	Declared a personal interest in that a relative was in receipt of benefits from Social Services.
Councillor Mary John	Declared a personal interest in that she was a trustee of Harrow Carers Centre.
	Declared a personal interest in that she was a member of Harrow Association of Voluntary Services (HAV).
	Declared a personal interest in that she was a member of Harrow Association of Disabled People (HAD).
	Declared a personal interest in that she was a member of Harrow in Europe.
	Declared a personal interest in that she was a member of League of Friends at Northwick Park Hospital.
	Declared a personal interest in that she was a governor at Woodlands First and Middle School.
	Declared a personal interest in that she was a member of Harrow Agenda 21 Environmental Forum.
Councillor Jean Lammiman	Declared a personal interest in that she was an observer of Arts Culture Harrow Board.
	Declared a personal interest in that she was a member of Harrow Parents' Association for Hearing Impaired Children.
	Declared a personal interest in that she sat on the board of Harrow Young Musicians.

	Declared a personal interest in that she was a board trustee of Relate North West London.
Councillor Myra Michael	Declared a personal interest in that she was Vice-Chair of the Joint Overview and Scrutiny Committee on Northwick Park.
	Declared a personal interest in that she was a retired Health Visitor.
Councillor Vina Mithani	Declared a personal interest in that she worked for a Health Protection Agency.
	Declared a personal interest in that she was a reserve Member of the Joint Overview and Scrutiny Committee on Northwick Park.
Councillor C Mote	Declared a personal interest in that his wife was a teacher at Peterborough and St Margaret's School.
	Declared a personal interest in that his sister was a teacher at Marlborough School.
	Declared a personal interest in that he was a member of Diabetics UK.
Councillor Janet Mote	Declared a personal interest in that she was a teacher at Peterborough and St Margaret's School.
	Declared a personal interest in that a relative was in receipt of benefits from Social Services.
	Declared a personal interest in that her sister-in-law was a teacher at Marlborough School.
	Declared a personal interest in that her husband was a member of Diabetics UK.
Councillor John Nickolay	Declared a personal interest in that he was a member of Harrow Council for Racial Equality.
Reverend Reece	Declared a personal interest in that he sat on the London Board for Schools.
Councillor Rekha Shah	Declared a personal interest in that she was a member of Harrow Anti-Racist Alliance.

17. **Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
11. Update on the Development of People First	This report was not available at the time the agenda was printed and circulated due to staff absence. Members were requested to consider this item as a matter of urgency as the next scheduled meeting would not take place until 12 July 2006.
14. Children and Young People's Plan	The Lifelong Learning Scrutiny Sub-Committee, which had met on 10 January 2006, requested that the Plan, which had only been made available to members of the Lifelong Learning Scrutiny Sub-Committee at the meeting on 10 January, be submitted to the Joint Meeting of the Health and Social Care Scrutiny Sub-Committees so that the Members could comment on the Plan. Members were requested to consider the report and comment on the Plan.

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

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

The meeting received a tabled reference from the meeting of the School Organisation Committee held on 18 January 2006 on the Children and Young People's Plan. Following advice from the legal advisor it was

**RESOLVED:** That the reference be considered by the Lifelong Learning and Health and Social Care Scrutiny Sub-Committees separately at their next meetings.

19. **Minutes:**

**RESOLVED:** That the minutes of the Health and Social Care Scrutiny Sub-Committee meeting held on 13 December 2005 and the minutes of the Lifelong Learning Scrutiny Sub-Committee meeting held on 10 January 2006 be deferred to the next ordinary meetings of the relevant Sub-Committees.

20. **Public Questions:**

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

21. **Petitions:**

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

22. **Deputations:**

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

23. **Preparation for the Joint Area Review:**

The Sub-Committees received a report of the Director of Children's Services which updated Members on action taken in preparation for the Joint Area Review (JAR). The Director reported that during the last year there had been eight inspections in Children's Services. The JAR would be brought in to rationalise the inspection of Children's Services.

The Director explained that the JAR would involve 18-20 inspectors being on-site in November 2006 for a two-week period. Inspectors were required to give 12 weeks notice of their intended date of inspection. It was noted that this would be a demanding and comprehensive process. A corporate assessment would be carried out at the same time and the final report would be embargoed until Cabinet approved it.

The inspectors would be site-based but were also expected to visit neighbourhoods and service users. Harrow Council would submit three local areas for the inspectors to visit which would give a realistic view of the Borough. The Director informed the Sub-Committee that the inspectors would choose which neighbourhood to visit in June 2006, however it should be recognised that the inspectors could choose to visit another neighbourhood.

The Director explained careful planning would be required to ensure a balance between delivering services and giving the inspectors an understanding of how services were delivered. As the project manager would need to spend the majority of their time working on the JAR, their position would need to be back filled and a shortlist of project managers had not yet been drawn up.

The Director explained that there would be a web-based survey accessible to all children, and inspectors would use this to target specific groups of service users.

The Director referred the Sub-Committees to a letter from OFSTED that was attached to the report. This letter included the Annual Performance Assessment Final Judgements 2005 and these explained what Harrow Council needed to achieve.

Members were concerned that no glossary of terms had been provided with the reports and the Chair asked that this be provided in future.

The Director explained that the Corporate Performance Assessment (CPA) would take place at the same time as the JAR and that this would be a joint inspection. Members expressed concern that the two inspections would be undertaken simultaneously and although it was recognised that there would be some synergies between the two



inspections, it was felt that it would be preferable to have the inspections separately. Members were concerned about the impact on the delivery of services if the two inspections were to take place simultaneously.

In response to a Member's concern that Local Authorities with larger resources would perform the best in the inspection, an officer explained that preparation would be vital to a successful inspection as the inspectors would have a tight timescale.

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

(2) the Sub-Committees refer their concerns about the two inspections running concurrently to the Overview and Scrutiny Committee;

(3) the inspectors be informed of the Sub-Committees' concerns;

(4) the Joint Committee consider the inspection report as part of the work programme, following approval at Cabinet.

24. **Development of a Children's Trust:**

The Sub-Committees received a report of the Director of Children's Services which updated Members on the action taken to develop a Children's Trust approach. The Director explained that, following the promotion by the Government of Children's Trust Funds in 2003, the delivery of the Green Paper "Every Child Matters", and the Children's Act, there was a need for Local Authorities to develop Children's Trusts.

The Director outlined the eleven key deliverables expected by the Government and explained that joining services of Harrow Council and the PCT would involve aligning budgets and making joint decisions.

In response to a Members' question about whether the key developments were realistic, the Director assured Members that they were and that Harrow's Children's Trust Approach was currently in its final stage of development of the formal process.

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

25. **Update on the development of People First:**

The Sub-Committees received a report of the Executive Director, People First, which outlined the realignment of the departments within the People First directorate. The Executive Director explained that it was necessary to reconsider the People First Senior Structure, following the establishment of the two Statutory officer posts of Director of Children's Services and Director of Adult Community Services.

The Executive Director referred the Sub-Committees to the Appendices which showed the current and proposed structures and reported that the proposed structure aimed to clarify lines of accountability and officers' titles. The Sub-Committees were informed that the structure would need to be approved by Cabinet before being implemented. The Executive Director informed the Sub-Committee that she had proposed that a review of the structure be carried out after it had been implemented for six months.

In response to a Member's question, the Executive Director explained that the Sports and Leisure service which had been moved to People First from Urban Living would be placed within Cultural Services.

In response to a Member's question, the Executive Director explained that the Area Director post had been deleted and the person who had previously filled the position was on secondment. The Area Managers had been placed in Community Development and the word 'Area' would be incorporated into their new titles.

The Chair commented that Mental Health was included with Learning Disability Services in the current structure, but this had not been transferred to the proposed structure. The Executive Director responded that it would be added to the proposed structure.

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

(2) the Sub-Committees be informed of the structure, once approved by Cabinet.

26. **Adoption Inspection, September 2005:**

The Sub-Committees received a report of the Director of Children's Services which updated Members on the action taken in response to the Commission for Social Care Inspection Adoption Report. The Director reported that the inspectors had maintained contact with officers and were very supportive of the action taken in response to the

CSCI Adoption Report. The Director explained that Harrow had a relatively low number of children looked after, with approximately 160-169 at any one time.

In response to a Members' concern that there was a high number of agency staff employed, the Director explained the adoption process was a lengthy, complex process and that where possible, qualified, experienced staff were recruited.

The Director reported that the action plan would be completed by the end of March 2006.

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

(2) the action plan be considered at the next meeting of the Joint Committee.

27. **Children and Young People's Plan:**

The Sub-Committees received a report of the Director of Children's Services which updated Members on the drafting the first edition of the Children and Young People's Plan. The Director explained that the Children and Young People's Plan was a requirement of the Children Act 2004. The plan which would be a three-year rolling report would be used in inspections and by other organisations. The report would focus on key areas where progress could be made. Consultation with statutory agencies and the voluntary sector was taking place to establish the key issues and how they would be addressed. The Director explained that few organisations had responded but that there had been 462 hits on the website to date.

A Member, who was also a member of one of the organisations listed as having been consulted, informed the Sub-Committee that the organisation had not been consulted. The Director reported that he understood the list to be accurate but apologised if an oversight had occurred. A Member commented that until responses had been received from a significant number of organisations, the key issues could not be identified. The Director reported that he and another officer would visit co-ordinating bodies to get a consensus. Officers were asked to consult Norwood and Relate North West London and add them to the list of consultees.

A Member expressed concern about the level of dental decay in children under the age of five and asked if there was a problem with access to dentists. An officer responded that the problem was mostly caused by a lack of health promotion, poor diet and oral health. These would be addressed through the development of community dental services and a dental health plan which was being drafted.

A Member expressed concern about the number of children not using their free school meals entitlement and schools not meeting the proposed school meals standards currently being introduced to help improve children's nutrition. It was reported that the Lifelong Learning Scrutiny Sub-Committee, in 2003, had produced a report which reviewed the Promotion of Healthy Lifestyles in Mainstream Schools which made recommendations about how to resolve the issues surrounding school meals. The Director explained that all Harrow primary schools received free fruit for the children and many schools provided the children with water on the tables. The Director emphasised the need for a healthy eating ethos to be incorporated into lessons, with children being encouraged to eat more fruit and vegetables. It was reported that the Council's catering service which supplied many schools with school meals, was currently being reviewed.

It was reported that an update on the implementation of recommendations of the review would be received by the Lifelong Learning Scrutiny Sub-Committee at its next meeting on 4 April 2006. Members asked that the Advisor to the Health and Social Care Scrutiny be invited to attend the next meeting of the Lifelong Learning Scrutiny Sub-Committee to advise the Sub-Committee on this item.

A Member asked officers how a rise in sexually transmitted infections would be addressed. An officer reported that a new chlamydia testing service would be introduced and that the services offered needed to be in line with the requirements of young people.

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

(2) the advisor to the Health and Social Care Scrutiny Sub-Committee be invited to the next meeting of the Lifelong Learning Scrutiny Sub-Committee.

28. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), it was

**RESOLVED:** At 9.57 pm to continue until 10.10 pm.

(Note: The meeting having commenced at 7.35 pm, closed at 10.08 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair



**STRENGTHENING COMMUNITIES SCRUTINY  
SUB-COMMITTEE****24 JANUARY 2006**

Chair: \* Councillor Thammaiah

Councillors: \* Janet Cowan \* Lavingia  
\* Dharmarajah \* Vina Mithani  
\* Ann Groves \* Seymour

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**185. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.186. **Declarations of Interest:****RESOLVED:** To note the following declarations of interest made by a Member present at the meeting relating to business to be transacted at this meeting:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Meeting the Needs of Older People	Councillor Ann Groves	The Member indicated a personal interest in that she was Chair of Harrow Age Concern. She would remain in the room whilst the matter was considered and voted upon.

187. **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>
10. Crime and Drugs Strategy Reporting Process	This report was not available at the time the agenda was printed as it had to be considered and approved by the Safer Harrow Management Group which met on 17 January 2006. Due to the timing of this Group, the submission of the report to the Sub-Committee was unavoidably delayed.
12. Income Deprivation	This report was not available at the time the agenda was printed and circulated as up to date data had been awaited from the DWP so that it could be included in the report.

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

188. **Minutes:****RESOLVED:** That the minutes of the meetings held on 2 August 2005 and 29 September 2005, having been circulated, be taken as read and signed as a correct record.189. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

190. **Petitions:**

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

191. **Deputations:**

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

192. **Update on Current Reviews:**

Members received a report of the Director of People, Performance and Policy (Business Development), which provided an update on progress made relating to the Sub-Committee's reviews. An officer informed Members that a conference on Stage 3 of the Reducing Fear of Crime review had been held on Thursday 19 January 2006. Members were pleased that the conference had attracted new people, and congratulated the officer on the choice of venue. Members made some minor suggestions for improvements but stated that, overall, the event had been well organised. The officer thanked Members for their feedback on the Conference and informed them that the analyses from the information gathered at the Conference would be presented to a meeting of the Review Group scheduled to take place on 15 February 2006.

In response to questions from Members about the review of the Post Offices in Harrow, the officer stated that no further work had been undertaken in this area since the October 2005 meeting of the Sub-Committee. The Officer suggested that a summary of the outcome could be publicised in 'Harrow People'. It was suggested that this issue should also be publicised in local newspapers.

Members noted that at least two other local authorities had approached the Council for assistance following the work undertaken by the Scrutiny Unit in relation to the review on Fear and Crime, and suggested that any publicity ought to include reference to this.

Members thanked the officer for her work in relation to the reviews.

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

(2) the report on 'Post Offices in Harrow – One Year On' be publicised in 'Harrow People' and the local press.

193. **Crime and Drugs Strategy Reporting Process:**

Members received a report of the Interim Head of the Crime Reduction Unit and Drug Action Team which set out the work carried out by the Safer Harrow Management Group on the requirement for a Crime and Drugs Strategy under the Crime and Disorder Act.

Members were briefed on the historic reporting process, the development of the Crime and Drugs Reduction Strategy 2004-2008, the key priorities developed under the Strategy and how the Crime and Disorder Reduction Partnership had been structured to deliver the priorities. Members noted that the lead person for each of the priorities was listed in the report, and the the Safer Harrow Management Group reported directly to the Harrow Strategic Partnership and not directly to any Council committee other than through the Best Value Performance Indicators (BVPs) as part of the report on performance.

An officer explained the detailed performance data set out in the report and how this could be misleading and misinterpreted unless it was accompanied by substantial supporting information. As a result, he was proposing to work with the Sub-Committee to develop a balanced scorecard approach to performance monitoring to enable Members to focus on key performance issues within a structured framework.

The officer responded to Members' questions on the data provided in the report. He reported that Harrow had the second lowest burglary rate in London and the highest detection and disposal rates. The officer undertook to provide data of the most prolific and persistent offenders. Members noted that the main cause of re-offending (identified on a national level) was the lack of accommodation and that Harrow was acting as one of the Pilot authorities for the London Resettlement Pilot for West London. The following points were raised by Members:

- that it would have been useful to have a narrative against Appendix 1 in the officer's report;

- that a summary of the main indicators ought to be included in future reports;
- that a balanced scorecard approach be developed with the Sub-Committee through their work programme for reporting on the progress on the Crime and Drugs Strategy to future meetings, focusing on key priorities;
- that the Sub-Committee discuss one or two indicators at each meeting together with the information provided on anti-social behaviour in order to develop the scorecard;
- that an 'invest-to-save' approach was necessary in relation to prolific offenders.

In response, the officer stated that:

- a balanced scorecard would be produced, and suggested that the Council's partners, for example the police, be invited to attend a meeting of the Sub-Committee to report on the specific indicators as part of the process;
- public realm and wider environmental detriments ought to be given consideration as these issues were linked to crime and fear of crime;
- it was important to identify the causes of crime and perception within the balanced scorecard.

Members noted that the Scrutiny officer and the author of the report would work together to ensure that the relevant information was provided to the Sub-Committee.

Members were informed that the CCTV Control Room would be refurbished by August 2006 and relocated beneath the Council Chamber. In time the Control Room would have enhanced capacity to provide a 24-hour service.

**RESOLVED:** That (1) officers work with the Sub-Committee to agree a standardised format and content, preferably through a balanced scorecard approach similar to the traffic light system used corporately, to be adopted by the Safer Harrow Management Group and Community Reassurance Services, for the purpose of future reporting on Crime and Drugs Strategy Progress to the Sub-Committee;

(2) a summary, providing information on statistics, be included in future reports to the Sub-Committee until the scorecard was finalised;

(3) the Crime and Drugs Strategy and associated performance reporting be included in the Sub-Committee's work programme for 2006/07;

(4) the data concerning the most prolific and persistent offenders be circulated to Members.

194. **Meeting the Needs of Older People:**

A Member in her capacity as the Older People's Champion provided a verbal report on the provisions for Older People in the Borough. She referred to:

- the range of social care services provided to Older People by the Council and those that were purchased or provided by Service Level Agreements (SLAs);
- Government-led initiatives such as 'Better Government for Older People,' which gave a voice to Older People in formulating policy.

The Older People's Champion described the purpose and the objectives of the groups that had been set up to address the needs of Older People and improve their quality of life; these included Older People's Reference Group (OPRG), Partnership with Older People Panel (POP Panel) and Better Government for Older People (BGOP). The Member stated that in addition to the governance arrangements, there were care services provided to Older People by the Council. She explained that a single assessment was carried out by the Council from which a care package was prepared. She commended the process which provided all services following a single assessment, thereby making it less onerous for the individual. Members were informed that the care package was reviewed annually.

The Older People's Champion referred to the work carried out by the voluntary sector in particular Age Concern which received the largest amount of money from the Council to provide services to older people. She mentioned the work carried out by the Harrow Primary Care Trust (PCT) and the Council on abolishing age discrimination.

Members were disappointed that officers had not submitted a written report to the Sub-Committee. They were informed that a summary of the briefing notes provided to the Older People's Champion would be sent to them by the Scrutiny Officer. On behalf of her colleagues, the Scrutiny Officer apologised to Members for the oversight.

**RESOLVED:** That (1) a summary of the briefing notes be sent to Members of the Sub-Committee;

(2) the Director of People, Performance and Policy and the Executive Director of People First be requested to submit a joint report on meeting the needs of Older People to the next meeting of the Sub-Committee addressing both corporate and service provision issues.

(See also minute 186)

195.

**Income Deprivation:**

Members considered a report of the Interim Director of Business Services which set out the work undertaken to maximise benefit entitlement and reduce income deprivation. Members' attention was drawn to Harrow's ranking in the 2004 Harrow Vitality Profiles. Statistical data providing information of Harrow's performance was circulated at the meeting. The data showed how benefit entitlement in Harrow had increased.

The Interim Director explained how 'joined-up' working had helped to make better use of resources and avoid duplication of work. This, in turn, had helped maximise benefit entitlement and reduce income deprivation. He listed the number of projects undertaken and the communities that had been targeted.

Members commented as follows:-

- that form filling was often off-putting;
- that there was a need to recognise the difficulties faced by people for whom English was their second language;
- that the excellent work undertaken by the Council in reducing income deprivation ought to be publicised;
- that information leaflets on benefits ought to be distributed through surgeries, libraries, supermarkets and debt counselling services.

The Interim Director responded to a number of questions on staffing matters and the take-up on pensions.

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

(2) a report on Income Deprivation and the take-up on the various benefits provided be submitted to the Sub-Committee;

(3) the work on Income Deprivation be publicised in 'Harrow People.'

(Note: The meeting having commenced at 7.32 pm, closed at 9.42 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH  
Chair



## CALL-IN SUB COMMITTEE

26 JANUARY 2006

Chair: \* Councillor Mitzi Green

Councillors: \* Gate \* Jean Lammiman  
\* Ann Groves (2) \* Osborn

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

[Note: Councillors D Ashton, Marilyn Ashton and Mrs Joyce Nickolay also attended this meeting to speak on the item indicated at Minute 67 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**63. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Thammaiah

Councillor Ann Groves

64. **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.

65. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, this meeting be called with less than 5 clear working days' notice by virtue of the special circumstances and grounds for urgency detailed below:-

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

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

66. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 27 October 2005, having been circulated, be taken as read and signed as a correct record.

67. **Call-In of Cabinet Decision: Role of the Wealdstone Regeneration Advisory Panel:**

The Sub-Committee considered a decision of Cabinet made at the meeting held on 12 January 2006, which determined that the Wealdstone Regeneration Advisory Panel (WRAP) be dissolved following its meeting on 19 January 2006.

The decision had been called-in on the grounds of inadequate consultation with stakeholders prior to the decision.

As part of the agenda, Members received the notice invoking the call-in procedure, the tabled report presented to Cabinet on 12 January 2006, the subsequent minute, the report presented to WRAP on 19 January 2006 and a statement from a Member who backbenched at WRAP. In addition, a Member who was a signatory to the call-in of the Cabinet decision tabled a diagram defining the outlined transitional plan and the proposal to subsume WRAP and its work.

The Portfolio Holder for Planning, Development and Housing and the Portfolio Holder for Communications, Partnership and Human Resources had indicated that they were unable to attend the Sub-Committee. However, the Portfolio Holder for Communications, Partnership and Human Resources had provided a statement with

minutes of the relevant Cabinet and WRAP meetings appended to it, which was tabled at the meeting. Members agreed to adjourn the meeting for 10 minutes in order to read all the tabled documents.

The Chair invited a Member representing the signatories to the call-in to speak. The Member expressed her concern at Cabinet's decision to dissolve WRAP as she felt that it had not been formally debated and agreed at WRAP prior to being referred to Cabinet. She was also critical of the way in which the decision had been made in that the report had been tabled at Cabinet without any explanation of its urgency. In addition, she felt that the traders had not been consulted on the immediate dissolution of WRAP. The Member was of the view that as a report to cease the Best Value Advisory Panel (BVAP) was being presented to Cabinet, it appeared to be "convenient" to insert a brief note on the cessation of WRAP as well. She stated that the abolition of BVAP had however been discussed at its Panel meeting prior to coming to Cabinet. The Member also raised concerns that WRAP and its workload had been subsumed into the Wealdstone Neighbourhood Renewal Forum (WNRNF) but the Forum was not yet in existence. The Member felt that the process had been hastily rushed through without the proper consultation of Members and stakeholders and she requested that WRAP continue until the relevant consultation and handover had been completed.

The Director of Strategic Planning advised that a report to Cabinet in July 2005 had implicitly stated that WRAP would be subsumed by the WNRNF, as the ongoing initiatives in the area would be more effective if it was coordinated at neighbourhood level, thereby giving a more holistic approach. He also confirmed that a report presented to Cabinet in November 2005 had clearly indicated steps taken in terms of consultation with WRAP. He did confirm, however, that a report had not been submitted to WRAP for discussion.

Following questions from Members of the Sub-Committee on a number of issues, the Director of Strategic Planning confirmed that he was not the author for the report, which had been tabled at Cabinet and that he had only had sight of it prior to the meeting itself. In response to the quality and contents of the report, the Director acknowledged that it was not presented in the standard format and did not contain the relevant consultations and clearances. A Member challenged the urgency of the report and questioned why it could not have been submitted to the following meeting of Cabinet. Responding, the officer indicated that the request may have arisen in light of the Best Value report, which had been presented to the same meeting of Cabinet, calling for the dissolution of that Panel.

The Sub-Committee, having considered all the evidence, discussed the validity of the grounds for call-in. Some Members felt that the process of consultation and reporting to the relevant Panel had been flawed throughout and that the call in should be upheld. Other Members were of the view, however, that adequate consultation had taken place given that Members had indicated that they accepted that WNRNF would replace WRAP. Whilst the report should have contained more detail, it had provided sufficient evidence on which to base a decision and that the action had been proportionate to the desired outcome.

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

[Note: Councillors Jean Lammiman and Osborn wished to be recorded as not being in agreement with the above resolution].

68. **Timescale for the Arrangement of Call-in Sub-Committee Meeting:**

Further to this having been raised as an item of other business, a Member noted that the Portfolio Holder for Planning, Development and Housing and the Portfolio Holder for Communications, Partnership and Human Resources, were not present at the meeting due to prior commitments. Members stated that it would have assisted the Sub-Committee in reaching a decision if they had been able to question the relevant Portfolio Holders directly. The Chair reminded Members that, in accordance with the Constitution, a meeting of the Call-In Sub Committee had to be arranged within 7 clear working days of receipt of the call-in request, an extremely tight deadline, which may as a result prevent attendance by relevant parties due to their prior commitments.

The Chair suggested that the Constitutional Review Working Group review the requirement with a view to extending the period in which a meeting could be arranged.

**RESOLVED:** That the Constitutional Review Working Group be requested to review the appropriateness of the timescale for the arrangement of Call-In Sub-Committee

meetings, which was currently required to be within 7 clear working days of the receipt of a call-in request.

(Note: The meeting having commenced at 7.30 pm, closed at 8.59 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair



DEVELOPMENT  
CONTROL  
COMMITTEE



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**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


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**MEETING HELD ON 11 JANUARY 2006**


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Chair: \* Councillor Anne Whitehead

Councillors:	<ul style="list-style-type: none"> <li>* Marilyn Ashton</li> <li>* Mrs Bath</li> <li>* Billson</li> <li>* Bluston</li> <li>* Choudhury</li> </ul>	<ul style="list-style-type: none"> <li>* Janet Cowan</li> <li>* Idaikkadar</li> <li>* Miles</li> <li>* Mrs Joyce Nickolay</li> <li>* Thornton</li> </ul>
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\* Denotes Member present

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 1070 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**1069. Attendance by Reserve Members:**

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

**1070. Right of Members to Speak:**

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

Councillor Mrs Kinnear      Planning Application 5/03

**1071. Declarations of Interest:**

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

- (i) Planning Applications 1/05 and 2/04 – Cloisters Wood, Wood Lane, Stanmore  
Councillor Choudhury declared a personal interest in the above related applications arising from the fact that he had been invited to the Hindu temple to attend celebrations. Accordingly, he would remain in the room and take part in the discussion and decision-making on these items.
- (ii) Planning Application 1/06 – Trinity Church Harrow, 89 Hindes Road  
Councillor Bluston declared a personal interest in the above application arising from the fact that he was associated with the YMCA who managed the Welldon Centre and that he knew the Vicar of the Church. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (iii) Planning Application 1/06 – Trinity Church Harrow, 89 Hindes Road  
Councillor Choudhury declared a personal interest in the above application in that he belonged to an organisation which also used the Welldon Centre. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (iv) Planning Application 2/01 – Canons Court, Stonegrove, Edgware  
Councillor Marilyn Ashton declared a prejudicial interest in the above application arising from the fact that she knew the owners of the properties. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (v) Planning Application 2/11 – 20 Little Common, Stanmore  
Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that she was acquainted with the agent. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.

- (vi) Planning Application 2/11 – 20 Little Common, Stanmore  
Councillor Janet Cowan declared a personal interest in the above application arising from the fact that she was acquainted with the agent. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (vii) Planning Application 2/14 – 188 Malvern Avenue  
Councillor Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that the applicant was a neighbour. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (viii) Planning Application 2/16 – The Pavilion at Whitchurch Playing Fields, Wemborough Road, Stanmore  
Councillor Mrs Bath declared a prejudicial interest in the above application arising from the fact that she was Chair of the Governors of an adjoining school. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (ix) Planning Application 2/20 – 373-375 Station Road, Harrow  
Councillor Choudhury declared a prejudicial interest in the above application arising from the fact he had been a Member of the Licensing Panel that had determined the licensing application. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.

[Note: Planning Application 2/20 was subsequently deferred at officers' request to give further consideration to the proposals].

1072. **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 contained information relating to various items on the agenda and was based on information received after the agenda's despatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
5. Minutes	The minutes of the meeting held on 19 December 2005 had not been finalised at the time the agenda was printed and circulated.
14. Cost of Fees for High Hedge Formal Complaints	This report had not been available at the time the agenda was printed and circulated.
19. Urgent Non-Executive Decision – Appeal: 19 & 21 & R/O 11-29 Alexandra Avenue, South Harrow	This report had not been available at the time the agenda was printed and circulated.

and

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

1073. **Minutes:**

**RESOLVED:** That the Chair be given authority to sign the minutes of the meetings held on 7 December 2005 and 19 December 2005, those minutes having been circulated, as a correct record of those meetings, once printed in the Council Bound Volume.

(See also Minute 1072)



1074. **Public Questions:**

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

1075. **Petitions:**

**RESOLVED:** To note receipt of the following petitions, which were referred to the Group Manager (Planning and Development) for consideration:

- (i) Petition expressing concern at the manner in which planning permission was granted with regards Planning Application P/2928/04/DFU – 31 Northumberland Road, North Harrow  
Councillor Marilyn Ashton presented the above petition, which had been signed by 25 residents of Northumberland Road, Suffolk Road, Lancaster Road and Lincoln Road.
- (ii) Petition objecting to Planning Application P/2853/05/CFU – 10.3M telecommunications pole and antennae at junction of Peterborough Road and Kenton Road  
Councillor Mrs Kinnear presented the above petition, which had been signed by approximately 35 people.

1076. **Deputations:**

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

1077. **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.

1078. **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 items 1/05 and 2/12 on the list of planning applications.

[Note: Planning Application 2/12 was subsequently deferred at officers' request to clarify details of proposal].

1079. **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.

[Note: During consideration of the planning applications, Members noted that the wrong ward appeared on some of the officer reports. Officers were requested to ensure that the correct ward was stated on reports].

1080. **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.

1081. **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.

1082. **Cost of Fees for High Hedge Formal Complaints:**

The Committee received a report of the Group Manager (Planning and Development) which sought agreement to introduce a charge to facilitate the processing of complaints under the new High Hedges legislation.

**RESOLVED:** That (1) the introduction of a charging structure, as set out in the officer report, for the processing of complaints about high hedges under Part 8 of the Anti-Social Behaviour Act 2003 legislation be agreed;

(2) such complaints be determined under the Delegated Powers of the Group Manager (Planning and Development), or his nominated deputy.

(See also Minute 1072)

1083. **1 Wildcroft Gardens, Stanmore:**

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

The Committee noted the correction to the location address, as set out on the Addendum.

**RESOLVED:** That the Director of Legal Services be authorised to:

(1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) the demolition and/or reduction of the gates, walls, pillars and railings to a height not exceeding 1 metre above ground level;
- (ii) the permanent removal of the materials arising from compliance with the first requirement (i) from the land.

(i) and (ii) should be complied with within a period of one (1) month from the date on which the Notice takes effect;

(2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control;

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

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1084. **High Barn, Pinner Hill Farm, 160 Pinner Hill Road, Pinner:**

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

**RESOLVED:** That the Director of Legal Services be authorised to:

(1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) cessation of the use of the land as a retail showroom (Class A1);
- (ii) the permanent removal of all kitchen displays from the land.

(i) and (ii) should be complied with within a period of three (3) months from the date on which the Notice takes effect;

(2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control;

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

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1085. **4 Elm Park, Stanmore:**

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

**RESOLVED:** That the Director of Legal Services be authorised to:

(1) issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

- (i) cessation of the use of the detached garden building as a single-family dwellinghouse;
- (ii) the demolition of the front and internal ground floor walls and removal of all internal fixtures and fittings;
- (iii) the return of the use of the building to car parking as shown on plan 2572/10 of planning consent EAST/1213/01/FUL.

(i), (ii) and (iii) should be complied with within a period of six (6) months from the date on which the Notice takes effect;

(2) issue Notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control;

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

- (iii) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or

- (iv) comply with the Enforcement Notice.

1086. **Urgent Non-Executive Action - Appeal: 19 & 21 & R/O 11-29 Alexandra Avenue, South Harrow:**

The Committee received a report of the Director of Legal Services outlining action taken following consultation with the Chair and Nominated Members of the Development Control Committee, under the Urgent Non-Executive Decision Procedure.

**RESOLVED:** To note the following action, taken under the Urgent Non-Executive Decision Procedure:

Subject: Appeal: 19 & 21 & R/O 11-29 Alexandra Avenue, South Harrow

Action Proposed: That (1) the Council formally withdraw Reason 2 of the refusal of application P/1354/05/CFU dated 29 July 2005 in order to avoid the appellant in any additional cost in defending their appeal; (2) officers be instructed to advise the appellant accordingly.

Reason for Urgency: The next meeting of the Development Control Committee had not been until 7 December 2005.

Decision: Officer Recommendation agreed.

[Notes: (1) The Nominated Members consulted had been unable to agree on whether or not to support the proposed action. The Procedure for Urgent Non-Executive Decision states that, in the event of disagreement, the matter will be referred to the Chief Executive, who may take the decision after consultation with the Leaders of all political groups (or their nominees) and, if appropriate, with the statutory officers;

(2) the decision of the Chief Executive had been to support the officer recommendation].

(See also Minute 1072)

1087. **Any Other Urgent Business:**

- (i) Member Site Visits to Deferred Planning Applications

**RESOLVED:** That the following Member site visits be held on Saturday 28 January 2006:

9.30 am - Trinity Church Harrow, 89 Hindes Road

10.00 am - Site adjoining 3 West Drive Gardens, Harrow

(ii) Member Site Visit to St Dominics School

The Chair advised that she had received a request from St Dominic's School for Members of the Committee to visit the site prior to submission by the school of a planning application. Following discussion it was

**RESOLVED:** That (1) a site visit to St Dominic's School would not be appropriate at this stage as no planning application had been submitted;

(2) officers be requested to inform St Dominic's School of the above decision.

1088. **Extension and Termination of the Meeting:**

In accordance with the provisions of Committee Procedure Rule 14.2 (Part 4B of the Constitution) it was

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

(2) at 10.30 pm to continue until 10.40 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.37 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/2457/05/COU  
**LOCATION:** Land west of Cornwall Road, 407-523 Uxbridge Road, Hatch End  
**APPLICANT:** Michael Burroughs Associates for A Surace  
**PROPOSAL:** Outline: Redevelopment, detached 3 storey building with B1 (Business) use on ground floor and 14 flats on the upper floors  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the reasons reported.

**LIST NO:** 1/02                      **APPLICATION NO:** P/985/05/CFU  
**LOCATION:** 56-60 Scanmoor House, Northolt Road  
**APPLICANT:** JPB Architects for Scanmoor Ltd  
**PROPOSAL:** Additional floor within mansard roof to provide 2 flats; conversion of 1<sup>st</sup> – 4<sup>th</sup> floors to provide 12 flats: use of ground floor for Retail (Class A1)  
**DECISION:** WITHDRAWN by the applicant.

**LIST NO:** 1/03                      **APPLICATION NO:** P/2216/05/CFU  
**LOCATION:** 61/63 High Street, Weladstone  
**APPLICANT:** Modlux plc. For Chogley Properties  
**PROPOSAL:** Redevelopment of two upper floors to provide three floors with 12 flats  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported, as amended on the Addendum.

**LIST NO:** 1/04                      **APPLICATION NO:** P/2638/05/CFU  
**LOCATION:** Land at High Mead, Harrow  
**APPLICANT:** DLA Town Planning for Fulmer Developments Ltd.  
**PROPOSAL:** Detached 3 storey block with accommodation in the roof to provide 14 flats, parking and access (Resident Permit Restricted)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 1/05                      **APPLICATION NO:** P/1306/05/CFU  
**LOCATION:** Cloisters Wood (Formerly Cloisters Wood Fitness Club), Wood Lane, Stanmore  
**APPLICANT:** Ask Planning for Shree Swaminarayan Satsang  
**PROPOSAL:** Change of Use: Leisure to religious uses including conversion of garages to caretakers house. Increase height of squash/functions building by 1M, external alterations, additional car park  
**DECISION:** INFORM the applicant that:  
(1) the proposal is acceptable subject to the completion of a legal agreement within one year (or such period as the Council may determine) of the date of the Committee decision on this application relating to:-

- (i) prior approval by the Local Planning Authority's Development Control Committee and implementation by the occupier of the development of a Travel Plan (to include an annual review) prior to commencement of use.
- (ii) the occupier of the development shall fund all costs on public consultation, analysis, reporting and implementation of local on-street waiting restrictions, at any time within 5 years of the commencement of the use, if in the Council's opinion, a monitoring period shows unacceptable local on street parking, up to a maximum amount of £20,000 index linked.
- (iii) parking within the site but outside the defined car parks shown on drawing SP/854c shall not be permitted without the prior approval of the Local Planning Authority's Development Control Committee and on no more than 6 occasions per year.

(2) a formal decision notice, subject to the planning conditions and informatives reported and as amended on the Addendum, will be issued only upon completion by the applicant of the aforementioned legal agreement. For the avoidance of doubt the submission and approval of the Travel Plan must precede the completion of the aforementioned legal agreement.

[Notes: (i) Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted;

(ii) during discussion on the above application, the Committee agreed amendments to the recommendation set out in the officer's report;

(iii) the decision to grant the application subject to completion of the legal agreement was unanimous].

(See also Minutes 1071 and 1078)

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<b>LIST NO:</b>	1/06	<b>APPLICATION NO:</b>	P/2543/05/CFU
<b>LOCATION:</b>	Trinity Church Harrow, 89 Hindes Road		
<b>APPLICANT:</b>	JBKS Architects for Trinity Church Harrow		
<b>PROPOSAL:</b>	Redevelopment of church hall to provide new church hall and ancillary facilities		
<b>DECISION:</b>	DEFERRED at officers request to give further consideration to scale of development, design and impact on trees.		
	[Note: It was also agreed that a Member site visit take place prior to consideration of the application].		
	(See also Minutes 1071 and 1087)		

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

<b>LIST NO:</b>	2/01	<b>APPLICATION NO:</b>	P/2291/05/CFU
<b>LOCATION:</b>	Canons Court, Stonegrove, Edgware		
<b>APPLICANT:</b>	Langley Hall Associates Ltd for Beaver Investments Ltd		
<b>PROPOSAL:</b>	Additional accommodation at 3 <sup>rd</sup> and 4 <sup>th</sup> level for 9 flats with new staircase and revised parking		
<b>DECISION:</b>	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.		
	(See also Minute 1071)		

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**LIST NO:** 2/02                      **APPLICATION NO:** P/2852/05/CFU  
**LOCATION:** 302-306 Uxbridge Road, Hatch End  
**APPLICANT:** Michael Burroughs Associates for A Surace  
**PROPOSAL:** Rear extension at 1<sup>st</sup> and 2<sup>nd</sup> floor levels to provide 2 additional flats, revised pedestrian access at rear and 2 front dormers  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/03                      **APPLICATION NO:** P/1861/05/CFU  
**LOCATION:** The Rookery, Westfield Lane, Harrow  
**APPLICANT:** Dennis Granston for R Edwards / D Brazier  
**PROPOSAL:** 2 storey block to provide 6 flats and car parking  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/04                      **APPLICATION NO:** P/754/05/CFU  
**LOCATION:** Cloisters Wood, Wood Lane, Stanmore  
**APPLICANT:** Gami Associates Ltd for Mr H Halai  
**PROPOSAL:** Provision of new gates across entrance in Wood Lane  
**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 1071)

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**LIST NO:** 2/05                      **APPLICATION NO:** P/2551/05/DFU  
**LOCATION:** 6 Hillview Close, Pinner  
**APPLICANT:** Magan D Solanki for Mr & Mrs K Kung  
**PROPOSAL:** Single storey side to rear extension (revised)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/06                      **APPLICATION NO:** P/2839/05/COU  
**LOCATION:** R/O 26-28 High Street, Harrow  
**APPLICANT:** Mac Engineering Services for Mr Kotak  
**PROPOSAL:** Outline: Details pursuant to P/3104/04/COU: Construction of 3 storey building to provide shop (A1) and workshop at ground floor and 3 flats above (Resident Permit Restricted)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/07                      **APPLICATION NO:** P/2314/05/DFU  
**LOCATION:** 273 Pinner Road, Harrow  
**APPLICANT:** Colin Bargioni for Mr Utup Vitija  
**PROPOSAL:** Single storey rear extension and change of use: Office/residential (Class A2/C3) to restaurant (Class A3)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/08                      **APPLICATION NO:** P/1679/05/DFU  
**LOCATION:** 303-305 Station Road, Harrow  
**APPLICANT:** Lees Lloyd Whitley for Mr Gary Daines  
**PROPOSAL:** Change of Use: First floor from fitness and slimming club (Class D2) and offices (Class B1) to advice and counselling centre (Class D1)  
**DECISION:** DEFERRED for consultation with Social Services and to seek more information from the applicant.  
  
[Notes: (i) During discussion on the above application, Members expressed concern that they had insufficient information regarding the proposed use of the premises upon which to determine the application;  
(ii) the Group Manager (Planning and Development) had recommended that the above application be granted].

**LIST NO:** 2/09                      **APPLICATION NO:** P/2566/05/CFU  
**LOCATION:** Amberley, Pinner Hill, Pinner  
**APPLICANT:** Orchard Associates for Mr & Mrs Lynford Smith  
**PROPOSAL:** Re-alignment of drive/hard surfacing  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/10                      **APPLICATION NO:** P/1556/05/DFU  
**LOCATION:** 25 Hawthorn Drive  
**APPLICANT:** Mel-Pindi for Bison Ltd  
**PROPOSAL:** Single and two storey side, single storey rear extension; conversion to two self-contained flats  
**DECISION:** DEFERRED at officers' request to clarify the application report in respect of revisions to the proposals.

**LIST NO:** 2/11                      **APPLICATION NO:** P/2658/05/CFU  
**LOCATION:** 20 Little Common, Stanmore  
**APPLICANT:** Abe Hayeem for Mr D Bleich  
**PROPOSAL:** Rear conservatory with retractable roof  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.



(See also Minute 1071)

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**LIST NO:** 2/12                      **APPLICATION NO:** P/2337/05/DFU  
**LOCATION:** Site adjoining 3 West Drive Gardens, Harrow  
**APPLICANT:** Fidler Associates for Mr N Nagle  
**PROPOSAL:** Two-storey detached house (revised)  
**DECISION:** DEFERRED at officers request to clarify details of proposal.  
 [Note: It was also agreed that a Member site visit take place prior to consideration of the application].  
 (See also Minutes 1078 and 1087)

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**LIST NO:** 2/13                      **APPLICATION NO:** P/2384/05/DFU  
**LOCATION:** 6 Powell Close, Edgware  
**APPLICANT:** Wide Sky Architects for Wide Sky Architects  
**PROPOSAL:** Replacement house and garage (revised)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

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**LIST NO:** 2/14                      **APPLICATION NO:** P/2185/05/DFU  
**LOCATION:** 188 Malvern Avenue  
**APPLICANT:** Mary Shepherd  
**PROPOSAL:** Two storey side to rear and single storey rear extension, conversion to two self-contained flats and one dwelling, parking at front and rear  
**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 1071)

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**LIST NO:** 2/15                      **APPLICATION NO:** P/2536/05/COU  
**LOCATION:** Builders Yard to rear of 2-24 Walton Road, Harrow  
**APPLICANT:** Mr T Edens for Masterson Holdings  
**PROPOSAL:** Outline: Residential development  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported, as amended on the Addendum.

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**LIST NO:** 2/16                      **APPLICATION NO:** P/2475/05/CVA  
**LOCATION:** The Pavilion at Whitchurch Playing Fields, Wemborough Road, Stanmore  
**APPLICANT:** Potters House Nursery  
**PROPOSAL:** Variation of Conditon 4 of P/1136/05 to allow opening 7am – 7pm 7 days a week; remove Condition 5 (Temporary for 5 years)  
**DECISION:** GRANTED permission in accordance with the development described in the

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application and submitted plans, subject to the conditions and informative reported.

(See also Minute 1071)

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**LIST NO:** 2/17                      **APPLICATION NO:** P/1874/05/DFU  
**LOCATION:** 13 Clewer Crescent  
**APPLICANT:** A J Emmanuel for Mr A Raio  
**PROPOSAL:** Single and two storey side, single storey rear extension; conversion to two self-contained flats  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/18                      **APPLICATION NO:** P/1184/05/DFU  
**LOCATION:** 352 Pinner Road, North Harrow  
**APPLICANT:** Saltor Rex for Saltor Rex  
**PROPOSAL:** 1<sup>st</sup> floor extension and alterations to provide dormer terrace at rear/side and conversion of resulting 1<sup>st</sup> floor to 2 self contained flats  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/19                      **APPLICATION NO:** P/1939/05/DFU  
**LOCATION:** Land adjacent to 56 Uxbridge Road  
**APPLICANT:** Mr K D'Austin for Mr S Smart & Mrs P McMahon  
**PROPOSAL:** Outline: Two storey detached house with attached garage  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

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**LIST NO:** 2/20                      **APPLICATION NO:** P/2567/05/CVA  
**LOCATION:** 373-375 Station Road, Harrow  
**APPLICANT:** Hepher Dixon for J D Wetherspoon  
**PROPOSAL:** Variation of Condition 3 of permission WEST/42514/91/FUL to allow opening Sun-Thurs 0900-0030, Fri & Sat 0900-0100  
**DECISION:** DEFERRED at officers' request to give further consideration to the proposals.  
(See also Minute 1071)

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**LIST NO:** 2/21                      **APPLICATION NO:** P/2663/05/DFU  
**LOCATION:** 127 Arundel Drive, Harrow  
**APPLICANT:** Brown & Co for R S Humphreys  
**PROPOSAL:** Alterations to roof to form end gable and rear dormer; single storey rear extension; alterations and conversion to two self contained flats; parking with extended access at front

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

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**SECTION 5 – PRIOR APPROVAL APPLICATIONS**

**LIST NO:** 5/01                      **APPLICATION NO:** P/2893/05/CFU  
**LOCATION:** Land opposite Wellington House, Stanmore Hill, Stanmore  
**APPLICANT:** PHA Communications Ltd for Orange PCS Ltd  
**PROPOSAL:** 8 metre high telecommunications mast and one equipment cabin  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason and informative reported.

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**LIST NO:** 5/02                      **APPLICATION NO:** P/2939/05/CDT  
**LOCATION:** S/E corner of Kenton Lane and Mountside, Harrow  
**APPLICANT:** LCC Deployment Services UK Ltd for T-Mobile UK Ltd  
**PROPOSAL:** Determination: 10M high telecommunications mast and equipment cabins  
**DECISION:** (1) RESOLVED that prior approval of siting and appearance be required; and  
(2) REFUSED approval of details of siting/appearance for the reason and informative reported.

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**LIST NO:** 5/03                      **APPLICATION NO:** P/2853/05/CFU  
**LOCATION:** Highways land at the junction of Peterborough Road and Kenton Road, Harrow  
**APPLICANT:** PHA Communications Ltd for Orange PCS Ltd  
**PROPOSAL:** 10.3M high telecommunications pole and antennae; equipment cabin  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the following reason:  
  
The proposed development, by reason of its size, appearance and prominent siting would be visually obtrusive and unduly prominent to the detriment of the character and appearance of this part of the Conservation Area, Area Of Special Character and the adjoining Metropolitan Open Land.  
  
[Note: During discussion on the above application the Committee agreed amendments to the reason for refusal given in the officer's report].  
  
(See also Minutes 1070 and 1075)

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**LIST NO:** 5/04                      **APPLICATION NO:** P/2955/05/CFU  
**LOCATION:** Hillingdon House, 386/388 Kenton Road, Kenton  
**APPLICANT:** PHA Communications Ltd for Orange PCS Ltd  
**PROPOSAL:** 3 roof mounted antennae, 2 dishes and ancillary telecommunications equipment  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reasons and informative reported.

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SCHOOL ORGANISATION  
COMMITTEE



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**REPORT OF SCHOOL ORGANISATION COMMITTEE**


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**MEETING HELD ON 17 JANUARY 2006**


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Chair:	* Councillor Gate	
Councillors:	* Miss Bednell * Branch * Jean Lammiman	* Anjana Patel * Ray * Bill Stephenson
Church of England:	Mr G Edwards	* Reverend P Reece
Roman Catholic Church:	* Mr J Coyle † Sister S McNamara	† Mr M Murphy
Learning and Skills Council:	* Mr P Holmes	
Schools (Parent/Secondary):	(Vacancy)	
Schools (Parent/Primary):	(Vacancy)	
Schools (Headteachers):	* Mrs J Howkiss Ms A Lyons	* Mr B A Robertson
Schools (Co-optee and Special)	* Mrs P Langdon	
HCRE:	† Mr P Pawar	
Adviser:	* Mr B Leaver	

\* Denotes Member present  
† Denotes apologies received

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

87. **Appointment of Vice-Chair:**  
The Chair having called for nominations for Vice-Chair from non-Council Members of the Committee, it was  
**RESOLVED:** To appoint Reverend P Reece as Vice-Chair of the School Organisation Committee for the 2005/2006 Municipal Year.
88. **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> |
|------------------------|-----------------------|
| Mr D A Jones           | Mrs J Howkiss         |
89. **Declarations of Interest:**  
**RESOLVED:** To note that the following interests were declared:
- (i) Councillor Bill Stephenson declared an interest in that he was the Local Education Authority representative for Harrow College.
  - (ii) Councillor Miss Bednell declared an interest in that she was a member of the Governing Bodies of Whitmore School and Stanmore College.
  - (iii) Councillor Jean Lammiman declared an interest in that she was a Governor of Nower Hill School.

- (iv) Councillor Gate declared an interest in that he was the Local Education Authority representative for St Dominic's Sixth Form College.
- (v) Councillor Branch declared an interest in that his wife was Chair of Harrow High School.
- (vi) Mrs J Howkiss declared an interest in that she was Headteacher of Bentley Wood School.
- (vii) Mrs P Langdon declared an interest in that she was a temporary teacher at Bentley Wood School.
- (viii) Mr J Coyle declared an interest in that he served on the Board of Governors at Sacred Heart School.

90. **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>
9. Harrow Sixth Form Collegiate	This report had not been available at the time the agenda was printed and circulated as final clearances had not been given. Members were requested to consider the report as a matter of urgency since the deadline for submission of the bid to the Learning and Skills Council for funding of the Sixth Form proposals was earlier than the date of the next scheduled meeting of the School Organisation Committee.

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

91. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 November 2005, having been circulated, be taken as read and signed as a correct record.

92. **Public Questions:**

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

93. **Petitions:**

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

94. **Deputations:**

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

95. **Harrow Sixth Form Collegiate:**

The Committee received a report of the Executive Director (People First), which outlined the invitation from the London West Learning and Skills Council to bid for capital funding for 1000 post-16 places at Harrow High Schools. The officer informed the Committee that the bid would build on existing work undertaken on 14-19 provision, and the development of the Harrow Sixth Form Collegiate. The officer also briefed Members of the Committee on the role of the Post-16 Collegiate Core Group, the definition of the Collegiate, curriculum planning and learning numbers, school site development, revenue and capital funding, Information and communication technology, applications and admissions, and the statutory process and timetable.

In response to questions, a member from the Learning and Skills Council confirmed that College Sixth Form students were funded differently from Sixth Form students attending schools. This meant that if proposals were accepted for schools to change their age-range to 12-18 years, they would be funded under schools regulations, rather than colleges regulations. The same member stated that the Central Consortium



comprised six schools, but that the Collegiate would be made up of all the schools and colleges in Harrow. He also informed the Committee that although the Learning and Skills Council (LSC) had requested an estimate of costs for the Collegiate, the LSC would provide all capital funds for accepted proposals. The funding for 16-18 year olds would be funded under schools regulations.

Noting that the Central Consortium would offer post-16 learners AS level provision at their High Schools from September 2006, but that the Collegiate would not be established until September 2007, a member highlighted the need to ensure the Central Consortium was not disadvantaged in the bid. The officer informed the Committee that the bid was being submitted in line with the long-term needs of the Collegiate, and that, as a result, no school would be disadvantaged. A member stated that although the LSC would consider the bid as a complete package, it would also look closely at each school's proposal to ensure value for money.

Members congratulated all involved on their efforts, and were appreciative of the cross-party nature of work undertaken. Noting that young people had previously left the Borough for Sixth Form education, Members believed the Collegiate to be an exciting prospect. It was also noted, however, that there was still much hard work to be done to make the bid successful. Although Harrow already had one of the highest levels of post-16 participation in the country, Members emphasised the need to strive for constant improvement, which would entail identifying the reasons why some young people did not participate in post-16 education.

A member from the Learning and Skills Council stated that an independent panel would be established and would form part of the LSC's assessment. Noting that the Harrow Sixth Form Collegiate might act as a magnet to students from outside Harrow, a member asked whether this could result in dissatisfaction with the places provided. The officer responded that there was an expectation that students wishing to stay within the Collegiate would be able to do so, and that the Collegiate would have to keep monitoring which schools students wanted to attend in order to meet their needs.

A member noted that Harrow schools had limited vocational provision and welcomed the announcement that part of the bid would be the creation of a further Skills Centre.

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

96. **Any Other Business:**

- (i) Membership  
The Chair reported that Ms M Roe was no longer a member of the Committee but had been listed as a member on the agenda in error.
- (ii) Children and Young People's Plan  
A member of the Committee, who was also a member of the Lifelong Learning Scrutiny Sub-Committee, informed the Committee that the latest version of the Children and Young People's Plan had been tabled at the meeting of the Lifelong Learning Scrutiny Sub-Committee held on 10 January 2006, but that Members had not been given the opportunity to read the document prior to the meeting. Consequently, it had been decided at the meeting to refer the report to the joint meeting of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees that was being held on 18 January 2006.

**RESOLVED:** To request that the joint meeting of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees formally respond to the School Organisation Committee after considering the Children and Young People's Plan on 18 January 2006.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.17 pm).

(Signed) COUNCILLOR B E GATE  
Chair



AUDIT  
COMMITTEE





92. **Internal Audit Half Year Progress 2005/06:**

Members received a report of the Director of Financial and Business Strategy on Internal Audit Half Year Progress for 2005 - 2006. An Officer reported that managers had implemented a relatively low number of the recommendations made during the previous year by Internal Audit. Despite some improvement on the previous year, a significant number of controls were reported to be only partly operating and some not operating at all.

An officer reported a shortage of resources, which could affect managers' implementation of recommended measures, and it was noted that during the last two years, external auditors had criticised the lack of implementation of audit recommendations. Following a discussion in relation to the potential reasons for managers' inadequate implementation of recommendations and measures to improve the situation, the view was expressed that a period of investment in underlying structures was necessary during a transitional period.

Members noted that measures were being put in place to try to encourage managers to implement the recommendations, including the introduction of an earlier follow-up procedure. Members were advised that changes would be made to future reports, in particular, to include the introduction of a section outlining performance against internal audit performance targets.

Regarding Internal Audit's own resources, an officer reported that the level of resources had not affected the follow-up of audit internally, although there had been difficulties with recruitment and an internal auditor post had been left vacant due to budget constraints. The Chair expressed his concern over this and the implications it could have. The Committee was advised that the introduction of an earlier follow-up process would give managers more time to implement measures and that it was estimated that 95% of measures would be put in to practice. It was clarified that whilst there had been no incident of fraud, there had been irregularities due to controls not being robust enough. It was noted that a cost benefit analysis had not been done, and that if controls were implemented, financial resources could be increased. Members indicated that the aim of the Committee was to protect integrity and that attention should be drawn to the risks faced if non-compliance continued.

Further to the discussion relating to resourcing the Audit function and the concerns expressed, it was

**RESOLVED:** That (1) Cabinet be requested to note:

- (i) the past failure of Harrow to implement recommended controls, primarily for resource issues in back office function;
- (ii) the impending system changes to the Business Transformation Partnership;
- (iii) that Harrow had one of the smallest internal audit departments in London; and

(2) Cabinet be requested to consider whether additional resource should be devoted to back office functions during this period of transition.

93. **Audit Strategy 2006/07 - 2008/09:**

The Committee received a report of the Director of Financial and Business Strategy and a presentation on Audit Strategy for 2006/07 to 2008/09. It was reported that consultation with stakeholders and managers had informed the Audit Strategy. Members were informed that there would be an Annual Review of the Strategy.

It was noted that the word 'collaborative' was absent from the Mission Statement and would be included. Members were informed that it was intended that the Annual Reports be risk-based and that the maturity of risk-registers was important in this regard. It was reported that External Audit conducted mini-reviews but that full quality assurance reviews would be required more frequently and at the very least, every five years. The Committee was informed that Internal Audit currently received support from external consultants but that the current contract would end shortly and it would be beneficial to review the situation and evaluate the balance between Internal and External support.

It was noted that Internal Audit could not be fully independent due to its link with the Chief Executive. Members were also informed that a new software application for Internal Audit would be introduced. The Chair indicated that the presentation delivered should receive a greater audience, including senior colleagues.

Members discussed the traffic light reporting system referred to in the report and were advised that the majority of reports were classified amber, although there were a small number of green and red. Members were informed that the coding was influenced by factors including the level of risk involved and the extent of collaboration with the client. It was reported that red reports would be followed up within three months and both green and amber within six months.

The Committee requested that red reports be circulated to Members as soon as they became available and that amber and green reports be included in the Information Circular for the next available meeting. Members also requested that officers provide benchmarking data at the Committee's next meeting.

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

(Note: The meeting, having commenced at 7.32 pm, closed at 8.24 pm).

(Signed) COUNCILLOR JOHN COWAN  
Chair





THE CABINET,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS



CABINET



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**REPORT OF CABINET**

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**MEETING HELD ON 12 JANUARY 2006**

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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****RECOMMENDATION I - Role of Best Value Advisory Panel**

The Executive Director (Business Development) introduced the report, which advised that the Best Value Advisory Panel had considered its potential future role given the changes in the Best Values regime and the development of the scrutiny function since the Panel's inception. She drew Members' attention to the recommendation from the Best Value Advisory Panel meeting held on 24 November 2005.

Having resolved to dissolve the Panel with immediate effect it was

**Resolved to RECOMMEND:**

That (1) the residual duties of the Best Value Advisory Panel be transferred to the Overview and Scrutiny Committee and its Sub-Committees;

(2) the appropriate amendments be made to the Council's Constitution.

**Reason for Recommendation:** To ensure that the residual functions relating to Best Value were dealt with efficiently.

(See also Minute 890).

**PART II - MINUTES**

882. **Statement by the Portfolio Holder for Education and Lifelong Learning:**  
 The Portfolio Holder for Education and Lifelong Learning advised that, following recent reports in the press in relation to the employment of sex offenders in schools, he wished to make a statement on this issue. He praised the integrity and high standards of staff working in Harrow schools. He further advised that all Harrow Local Education Authority schools followed very strict selection procedures that included the required checks with the Criminal Records Bureau (CRB) and the Department for Education and Skills (DfES) list 99. These procedures enabled Harrow schools to avoid employing unsuitable people, including sex offenders. Officers had advised that, as far as they were aware, no one on the sex offenders register was employed in a Harrow school.
883. **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.
884. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 15 December 2005, having been circulated, be taken as read and signed as a correct record.
885. **Arrangement of Agenda:**  
 The Chair drew Members' attention to the urgent item, the recommendation from the Tenants' and Leaseholders' Consultative Forum, held on 5 January 2006, which had only become available after the agenda had been printed and circulated.
- Members noted that there was a further urgent item tabled for their consideration, the role of the Wealdstone Regeneration Advisory Panel. Consideration of this item would enable the dissolution of the Panel and facilitate the handover arrangements to the Wealdstone Neighbourhood Renewal Project and Forum.
- 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>   |
|--------------------------------|---|
| 16. Harrow on the Hill Station | The report contained exempt information by virtue of Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person and any terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property. |
| 17. Potential Land Acquisition | The report contained exempt information by virtue of Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person and any terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition of property.             |
886. **Petitions:**  
**RESOLVED:** To note that no petitions had been received.
887. **Public Questions:**  
**RESOLVED:** To note that no public questions had been received.

888. **Forward Plan 1 January - 30 April 2006:**  
Members noted that the item Shaping Schools for the Future would now be considered in Autumn 2006.
- RESOLVED:** To note the contents of the Forward Plan for the period 1 January – 30 April 2006.
889. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**
- RESOLVED:** To note that no reports had been received.
890. **Role of Best Value Advisory Panel:**  
(See also Recommendation I).
- Members requested that their thanks be conveyed to those Members and officers who had served on the Panel and acknowledged that it had performed a useful function.
- Having recommended that the residual duties of the Panel be transferred to the Overview and Scrutiny Committee and its Sub-Committees it was
- RESOLVED:** That the Best Value Advisory Panel be dissolved with immediate effect.
- Reason for Decision:** There was insufficient business for the Panel to remain viable.
891. **Byron Park Regeneration:**  
The Director of Strategic Planning introduced the report and drew Members' attention to the recommendation from the Wealdstone Regeneration Advisory Panel meeting held on 15 November 2005.
- RESOLVED:** To note that, following discussions with the Harrow and Wealdstone Swimming Club, the Club was considering the potential of other locations as well as the Byron Park site.
- Reason for Decision:** To note the current situation in relation to Byron Park site and the Harrow and Wealdstone Swimming Club.
892. **Key Decision - Calculation of Council Tax Taxbase for 2006 - 2007:**  
The Director of Financial and Business Strategy introduced the report which advised that the Local Government Finance Act 1992, as amended by the Local Government Act 2003, required the Authority to formally calculate its Council Tax Taxbase for 2006 – 2007 to pass this information to precepting authorities by 31 January 2006. She reported that the number of taxable properties detailed in the report was marginally lower than that reported in December 2005.
- In response to Members' questions, the Director of Business Services explained the reason for the small increase in the number of taxable properties, that the percentage rules in relation to vacant properties were still in place and the justification for the expected collection rate. He added that officers were confident that the collection rate would be achieved.
- RESOLVED:** That (1) the Band D equivalent number of taxable properties be calculated as set out in the appendix to the report of the Director of Business Services in accordance with the Government regulations;
- (2) the provision for uncollectable amounts of Council Tax for 2006 – 2007 be agreed at 1.0% producing an expected collection rate of 99.0%;
- (3) subject to (1) and (2) above, the Council Tax Taxbase for 2006 – 2007 of 84,326 Band D equivalent properties (being 85,178 x 99.0%) be approved, allowing for payment in lieu of Ministry of Defence properties.
- Reason for Decision:** To fulfil the Council's statutory obligation to set the Council Tax Taxbase for 2006 – 2007.
893. **Estimated Collection Fund Surplus/Deficit as at 31 March 2006:**  
The Director of Financial and Business Strategy introduced the report which sought approval of an estimated deficit on the Collection Fund.
- RESOLVED:** (1) That an estimated deficit of £452,417 on the Collection Fund as at 31 March 2006 be approved;

(2) to note that an amount of £363,525 would be transferred from the General Fund in 2006 – 2007.

**Reason for Decision:** To fulfil the Council's statutory obligation to make the estimate by 15 January 2006.

894. **Key Decision - Harrow 14-19 Strategy:**

The Director of Learning and Community Development introduced the report which advised that the strategy was being developed by all the key partners in Harrow and would form part of the bid to the 16-19 Capital Fund for post 16 capital development on high school sites. The capital bid required submission by 31 January 2006. Members noted that a summary of the progress of the Post 16 Collegiate Core Group work had been circulated on the fourth supplemental agenda.

Members indicated that the strategy had cross party support and paid tribute to the work of the schools, colleges and officers.

**RESOLVED:** That (1) the Harrow 14-19 Strategy be approved, in principle, subject to the final drafting work of the sub group of the Harrow 14-19 Advisory Group;

(2) approval of a bid for capital funding to enable post 16 capital development on high school sites be delegated to the Leaders of the Groups and submitted to the London West Learning and Skills Council by 31 January 2006;

(3) the Harrow 14-19 Strategy and the action plan, which would be finalised following the result of the bid to the London West Learning and Skills Council, be reviewed bi-annually.

**Reason for Decision:** Harrow needed a strategy agreed by all partners covering 14-19 provision and to enable submission of a bid to the London West Learning and Skills Council by 31 January 2006.

895. **Association of London Government (ALG) TEC 101 Agreement Variation:**

The Executive Director (Urban Living) introduced the report and advised that the Council currently delegated a range of strategic functions to the ALG and ALG Transport and Environment Committee (ALG-TEC). He outlined the current arrangements for enforcement.

Members noted that the ALG-TEC Section 101 was effectively a joint agreement between all London local authorities that delegated powers and responsibilities to a joint committee, ALG-TEC, for specific projects or functions. In agreeing to the ALG-TEC 101 Agreement variation, Harrow would delegate the power to set the level of fixed penalty fines in relation to a range of highway, parking and traffic problems which were essential to complement current day to day enforcement operations to the Association of London Government.

**RESOLVED:** That the ALG-TEC 101 Agreement variation be approved.

**Reason for Decision:** Harrow would be empowered to issue fixed penalty fines in respect of certain offences when the level of fixed penalty fines had been set by the ALG. In setting the level of fines centrally for London, parity between local authorities was ensured and Harrow would be protected from the need to undertake local consultation and from challenge on the grounds that these had been set at variance to other local authorities.

896. **Draft London Plan Alterations - Housing Provision Targets - Public Consultation:**

The Executive Director (Urban Living) introduced the report and drew Members' attention to the recommendation from the Strategic Planning Advisory Panel meeting held on 4 January 2006.

Members questioned the definition of a 'dwelling', and were advised that it was a dwelling of whatever description. The Executive Director (Urban Living) advised that the type of site would give an indication of the type of dwelling.

A Member expressed the view that it was necessary to emphasise to the Mayor for London that whilst over 4,000 additional homes was achievable, Harrow should not be penalised if that target was achieved prior to the deadline.

In response to a Member's question in relation to the target of 4,000 additional homes, the Director of Strategic Planning confirmed that this figure related to actual builds.



**RESOLVED:** That a synopsis of the comments contained within the report of the Group Manager (Planning and Development Services) considered by the Strategic Planning Advisory Panel be submitted to the Mayor for London as Harrow's response to the Draft London Plan Alterations – Housing Provision Targets – Public Consultation by 20 January 2006.

**Reason for Decision:** To provide the Mayor for London with the opportunity to feed the Council's comments into the Examination in Public to be held on the draft alterations. Targets determined through this process would be statutory, and the Council would need to consider these in the preparation of the Local Development Framework.

897. **Draft London Plan Alterations - Waste - Public Consultation:**

The Executive Director (Urban Living) introduced the report and drew Members' attention to the recommendation from the Strategic Planning Advisory Panel meeting held on 4 January 2006.

**RESOLVED:** That the specific issues for Harrow contained within the report of the Group Manager (Planning and Development Services) considered by the Strategic Planning Advisory Panel and amended as appropriate in accordance with the comments of the Panel, together with the joint response prepared on behalf of the West London Boroughs (attached at Appendix 1 to the Panel report), be forwarded to the Mayor for London in reply to the Draft London Alterations – Planning for Waste; Planning for Minerals – Public Consultation.

**Reason for Decision:** To provide the Mayor for London with the opportunity to feed the Council's comments into the Examination in Public to be held on the draft Alterations. Targets determined through this process would be statutory and the Council would need to consider these in the preparation of the Local Development Framework.

898. **Urgent Business - Recommendation from the Tenants' and Leaseholders' Consultative Forum:**

The Executive Director (Urban Living) introduced the report, which had been prepared in response to a recommendation for the Tenants' and Leaseholders' Consultative Forum (TLCF) held on 5 January 2006 in relation to late reports.

The Executive Director (Urban Living) offered his apologies to Cabinet for the situation that had arisen at TLCF and indicated that steps had been taken within Urban Living to ensure that the situation did not arise again.

Members thanked the officer for his reassurance but stated that procedures needed to be put in place across all directorates to ensure that reports were submitted in accordance to deadlines.

**RESOLVED:** That the report and the actions put in place be noted.

**Reason for Decision:** To receive and respond to the recommendation from TLCF.

899. **Urgent Business - Role of the Wealdstone Regeneration Advisory Panel:**

Members received a report proposing the dissolution of the Wealdstone Regeneration Advisory Panel as its work would be subsumed into the intended Wealdstone Neighbourhood Renewal Project and Forum.

**RESOLVED:** That the Wealdstone Regeneration Advisory Panel be dissolved following its meeting on 19 January 2006.

**Reason for Decision:** To enable the Panel to be dissolved in compliance with the Outline Transition Plan timescales previously approved by Cabinet.

900. **Harrow on the Hill Station:**

Members considered a confidential report of the Director of Strategic Planning in relation to Harrow on the Hill Station.

**RESOLVED:** That the recommendations set out in the report of the Director of Strategic Planning be approved.

**Reason for Decision:** As set out in the report of the Director of Strategic Planning.

(See also Minutes 885 and 901).

901. **Potential Land Acquisition:**

Members considered a confidential report of the Director of Strategic Planning in relation to a potential land acquisition.

Members discussed the restricted circulation of both this and the previous report. In response, the Director of Corporate Governance advised that, following discussion with the Director of Strategic Planning, the view had been taken that, given the nature of these reports, circulation should be restricted to Cabinet Members on this occasion.

Members requested that a protocol for the circulation of restricted documents be prepared for Member approval and that, in the interim, the Chair of the relevant body be consulted prior to restricting circulation of particular Part II reports.

**RESOLVED:** That (1) expenditure on exploratory studies and services and an amendment to the Capital Programme for 2005/06 to include the project detailed in the report of the Director of Strategic Planning be approved;

(2) the Council's Contract Procedure rule 3.2, that three tenders be received where the procurement value was between £50,000 and £100,000, be waived and that, on this occasion, only three quotations be received.

**Reason for Decision:** To ensure corporate backing for a range of work and to allow the smooth and timely progress of the work contemplated.

(See also Minute 885).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.34 pm).

(Signed) COUNCILLOR NAVIN SHAH  
Chair

CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**3 JANUARY 2006**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 3 January 2006 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>
H100	10	Harrow High
H101	10	Whitmore

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

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

**504. 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.

**505. 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	The applications detailed in this report had been received after the main agenda was printed and circulated. Members were asked to consider this report, in order to allocate appropriate places to the applicants.

(2) the items 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>Special Circumstances/Grounds for Urgency</u>
8. Admissions to County Schools	These items were 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 they contained information relating to any particular applicant for, or recipient of, any service provided by the Authority.
8.(a) Admissions to County Schools	

506. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 4 October 2005, 1 November 2005, 15 November 2005 and 29 November 2005, having been circulated, be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 13 December 2005 be deferred until printed in the next Council Bound Minute Volume.

507. **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).

508. **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).

509. **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).

510. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.03 pm, closed at 5.06 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**17 JANUARY 2006**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 17 January 2006 there were 3 children for whom the admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

**Resolved to RECOMMEND:**

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

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H103	10	Harrow High
H104	10	Harrow High
H105	10	Whitmore

[Note: Case H102 was withdrawn from the agenda, as an offer of a place had already been made].

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

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

**512. 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.

**513. 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	The applications detailed in this report had been received after the main agenda was printed and circulated. Members were asked to consider this report, in order to allocate appropriate places to the applicants.

(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>Special Circumstances/Grounds for Urgency</u>
8. Admissions to County Schools	These items were 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 they contained information relating to any particular applicant for,
8.(a) Admissions to County Schools	

or recipient of, any service provided by the Authority.

514. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held 13 December 2005, having been circulated, be taken as read and signed as a correct record.

(2) the minutes of the meeting held on 3 January 2006 be deferred until printed in the next Council Bound Minute Volume.

515. **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).

516. **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).

517. **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).

518. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 4.59 pm, closed at 5.10 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair



**STRATEGIC PLANNING ADVISORY PANEL  
(SPECIAL)****4 JANUARY 2006**

Chair: \* Councillor Burchell

Councillors: Mrs Bath \* Mrs Kinnear  
\* Idaikkadar \* N Shah  
\* Kara (1) \* Anne WhiteheadNon-voting Councillor Branch  
Co-opted Member:\* Denotes Member present  
(1) Denotes category of Reserve Member**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Draft London Plan Alterations - Housing Provision Targets - Public Consultation**

The Panel considered a report of the Group Manager (Planning and Development), which outlined the findings of the 2004 London Housing Capacity Study. The Mayor for London had identified a target for Harrow of 4,000 additional homes to be provided in the ten year period 2007/8 to 2016/17. The report reflected upon the levels of housing development that Harrow had achieved in recent years and anticipated future housing development. The report concluded that, on the basis of current and projected performance, Harrow could, in principle, meet the Mayor's target. Officers advised that it was possible that the target could be increased, but recommended that Harrow would not support more than 4,000 additional homes.

In response to a question from a Member, officers advised that the responses to the public consultation would be considered by the Mayor and then an Examination in Public would be held in the summer/autumn of 2006, on a date to be arranged. There would be no automatic entitlement for Harrow to attend the Examination but the Panel's Inspectors could invite Harrow to appear. The Panel agreed that Harrow should reserve its position regarding attendance at the Examination, since no advantage would be gained by indicating at this stage that Harrow would wish to appear at the Examination. Officers confirmed that Members would be advised of the date of the Examination.

Concern was expressed by Members of the Panel that Greater London Authority officers had included an automatic uplift of 25%.

Officers were requested to provide an update on recommendations from the Barker Report to a future meeting of the Panel, and to the Development Control Committee.

**Resolved to RECOMMEND:** (to Cabinet)

That a synopsis of the comments contained within the officer's report, amended as appropriate in accordance with comments made by the Panel, be submitted to the Mayor for London as Harrow's response to the Draft London Plan Alterations – Housing Provision Targets – Public Consultation, by 20 January 2006.

[REASON: To provide the Mayor for London with the opportunity to feed the Council's comments into the Examination in Public to be held on the draft Alterations. Targets determined through this process will be statutory, and the Council will need to consider these in the preparation of the Local Development Framework].

**RECOMMENDATION 2 - Draft London Plan Alterations - Planning for Waste; Planning for Minerals - Public Consultation**

The Panel considered a report of the Group Manager (Planning and Development), which outlined Harrow's response to the draft Alterations to the London Plan policies on Planning for Waste and Planning for Minerals. The report identified issues specific to Harrow, and also included the joint response that had been prepared on behalf of the West London boroughs.

Officers advised that indicators showed that an additional 53.6 hectares of land for recycling and waste treatment facilities would be required for the West London Sub-Region. In view of this, the Panel agreed that the new requirement for councils to

protect existing sites would be important, and emphasised the need for Harrow to submit a joint response with other West London boroughs.

During the discussion on the report, the following issues were raised:

- The Panel agreed that, whilst Harrow did not support incineration, no options for waste treatment should be ruled out at this stage.
- A Member expressed concern that the joint response appeared to contain an assumption that PPS10 (Planning for Sustainable Waste Management) would override PPG2 (Green Belts). In response, officers advised that Green Belt guidance would need to be considered alongside waste issues.
- The Panel expressed concern that Harrow would not have space available to provide new sites for waste treatment facilities, and that the requirement for Harrow to provide an additional 4,000 homes in the ten year period 2007/8 to 2016/17 (discussed in Recommendation 1 of the Panel) meant that there would be competition between land required for housing and waste. Harrow's shortage of employment land was considered by the Panel to be a potential problem when trying to identify sites. Officers advised that it was possible that some existing sites in the Sub-Region could be redeveloped by private developers who would need to apply for planning permission in the usual way.

The Panel thanked the representative from the Association of London Cleansing Officers (ALCO), who was in attendance at the meeting, for the comments from ALCO contained as an appendix to the officers report. It was noted that ALCO's comments had been included to inform the Panel's debate, but would not be included in Harrow's response to the Mayor for London.

**Resolved to RECOMMEND:** (to Cabinet)

That the specific issues for Harrow contained within the officer's report, amended as appropriate in accordance with comments made by the Panel, together with the joint response prepared on behalf of the West London boroughs (attached as Appendix 1 to the report) be forwarded to the Mayor for London in reply to the Draft London Plan Alterations – Planning for Waste; Planning for Minerals – Public Consultation.

[REASON: To provide the Mayor for London with the opportunity to feed the Council's comments into the Examination in Public to be held on the draft Alterations. Targets determined through this process would be statutory, and the Council would need to consider these in the preparation of the Local Development Framework].

**PART II - MINUTES**

78. **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 Marilyn Ashton	Councillor Kara

79. **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.

80. **Arrangement of Agenda:**

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

81. **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).

82. **Draft London Plan Alterations - Housing Provision Targets - Public Consultation:** (See Recommendation 1).

83. **Draft London Plan Alterations - Planning for Waste; Planning for Minerals - Public Consultation:**  
(See Recommendation 2).

(Note: The meeting having commenced at 7.30 pm, closed at 8.35 pm)

(Signed) COUNCILLOR KEITH BURCHELL  
Chair



## SUPPORTING PEOPLE ADVISORY PANEL

18 JANUARY 2006

Chair: \* Councillor Margaret Davine

Councillors: \* Ann Groves \* Myra Michael  
\* Lavingia \* Silver

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**69. **Appointment of Chair:**

**RESOLVED:** To note the appointment of Councillor Margaret Davine as Chair of the Supporting People Advisory Panel for the Municipal Year 2005/2006, as agreed at the meeting of the Cabinet held on 19 May 2005.

70. **Attendance by Reserve Members:**

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

71. **Declarations of Interest:**

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

72. **Arrangement of Agenda:**

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

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

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

74. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 April 2005, having been circulated, be taken as read and signed as a correct record.

75. **Public Questions:**

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

76. **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).

77. **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).

78. **Supporting People Information and Update:**

The Panel received a report from the Director of Community Care on the Supporting People (SP) Grant Conditions and Directions for 2006/07.

The Panel were informed that as an administering Authority for Supporting People, Harrow Council had worked hard to meet the goals set out in the work programme including the review of all services by March 2006 and the development of a 5 year SP Strategy.

An officer updated the Panel on the draft Grant Conditions which would be finalised and announced after the consultation period at the end of February 2006. It was noted

that Harrow's Programme Grant Allocation had been reduced by 1.2% for 2005/06, which represented a reduction of £41,838 for 2006/07. It was anticipated that this would be easily absorbed into the 2005/06 SP Budget as the Office of the Deputy Prime Minister (ODPM) had allowed saving's from previous years to be carried forward. The impact would be minimal in terms of existing contracts but might have an effect on the capacity to meet future needs after 2006/07.

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

79. **Supporting People Information and Update:**

The Panel received a report from the Director of Community Care which detailed changes to the Supporting People (SP) Team, the Commissioning Body membership, Annual Plan and the Older People's Service Review. Members were informed that it was expected that a SP Manager would soon be appointed and that steps would be taken to recruit a Project Officer.

An officer informed the Panel that the Audit Commission's final report had been received and action plans already been put in place. Members were advised that commissioners and providers had been consulted in relation to the SP Annual Plan and feedback noted. Three new service provider representatives had been recruited, one for each client category namely, older people, those with longer term needs and those with homeless/short term needs. They would represent provider views on the Core Strategy Group meetings. In addition, the SP team were working in collaboration with Joint Commissioners, adult service commissioners and housing to ensure that there was full integration and collaboration within those areas.

In response to a question raised in relation to decommissioning a service provider, Members were informed that if the provider were solely SP funded then it would be inevitable that the provider's future continuation would be adversely affected, if, however, the provider worked for other Boroughs as well, it would be possible for them to continue trading. The SP team's overriding priority would be to fulfil its duty of care to service users and therefore any contract termination would be carried out in line with this principle and within guidance issued by the ODPM and the Council's requirements.

It was noted that all the service reviews had been accomplished prior to the OPDM target of March 2006.

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

80. **Supporting People Information and Update:**

The Panel received a report from the Director of Community Care detailing the Audit Commission's Supporting People (SP) Inspection.

Members were advised that as an administering body of SP, the Authority was required to have a 5 year strategy to commission and provide support services that assisted vulnerable people within the Borough. The SP Programme brought together several funding streams such as Transitional Housing Benefit (THB), which paid for associated housing costs and Probation Accommodation Grant Scheme (PAGS), which were pooled together and administered by 150 Administering Local Authorities. The programme was subject to inspection by the Audit Commission.

Members noted that the programme in Harrow had been inspected in 2005, with the final report released in April 2005. Harrow had been awarded a 2 star rating by the Audit Commission which had highlighted some positive feedback and identified room for improvement. Arising from this were several recommendations detailed in the Director's report. Members noted that the SP Team had implemented many of the recommendations and was continuing this work in 2006/07.

The Chair, on behalf of the Panel requested that their thanks be conveyed to the SP team for their contribution towards achieving a good report from the Audit Commission.

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

(Note: The meeting having commenced at 2.00 pm, closed at 3.15 pm)

(Signed) COUNCILLOR MARGARET DAVINE  
Chair

WEALDSTONE REGENERATION ADVISORY  
PANEL

19 JANUARY 2006

Chair:	* Councillor Marie-Louise Nolan	
Councillors:	* Marilyn Ashton * Blann (2) * Kara (1)	* Lavingia * John Nickolay (2)
Co-opted Member:	† Councillor Paddy Lyne	
Advisers:	Mr S Addy	– Harrow Association of Disabled People
	* Mr T Arens	– Heriot Catering
	* Mr E Diamond	– North West London Chamber of Commerce
	* Mrs S Hall	– Wealdstone Traders' Association
	* Mrs B Harvey	– Wealdstone Active Community
	† Sergeant A Jackson	– Metropolitan Police
	* Mr M Rughani	– Wealdstone Traders' Association
	* Mrs J Skidmore	– Wealdstone Active Community
	† Sergeant C Walker	– Metropolitan Police
	Mr A Wood	– Harrow Public Transport Users' Association

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

[Note: Councillor D Ashton also attended this meeting to speak on the item indicated at Minute 282 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**273. **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 Harriss	Councillor John Nickolay
Councillor Vina Mithani	Councillor Kara
Councillor Harrison	Councillor Blann

274. **Declarations of Interest:**

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

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

275. **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>
10.(b) Wealdstone Vitality Study and Regeneration Brief	The report had not been available at the time the agenda had been printed and circulated. Members were asked to consider the item as a matter of urgency, in order that the Panel's priorities for consideration by the Neighbourhood Renewal Forum could be identified.

16. Role of Wealdstone Regeneration Advisory Panel
- The meeting of Cabinet which considered the role of the Wealdstone Regeneration Advisory Panel (WRAP) was held on 12 January 2006, after the main agenda was printed and circulated. Members were asked to consider the report as a matter of urgency, as it contained crucial information regarding the future of WRAP.

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

276. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 November 2005, having been circulated, be taken as read and signed as a correct record, subject to the following amendments:

- (i) Attendees  
That it be noted that Councillor Paddy Lyne had sent her apologies.
- (ii) Minute 261 – Declarations of Interest  
Councillor Marilyn Ashton had declared an interest arising from that fact she was Vice-Chair of the Development Control Committee.

277. **Public Questions:**

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

278. **Deputations:**

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

279. **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).

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

**RESOLVED:** To note that no references had been received from Council or other Committees or Panels.

281. **Matters Arising:**

Key Worker Housing in Wealdstone

Officers advised that, in response to the Recommendation made by the Panel at its last meeting, the Portfolio Holder for Planning, Development and Housing had requested that officers investigate how housing could be made more affordable. This would include an analysis of the subsidy that would be needed to reduce the cost of housing. Officers reported that initial analysis indicated that the average subsidy would need to be increased from £30,000 to £45,000 per one bed unit and from £40,000 to £80,000 for a 2 bed unit to ensure they were affordable for purchase by applicants on incomes of £17 –20,000 per annum. Further work was required to see how this additional subsidy might become available. Officers stated that, as this was the last meeting of the Panel, a report on this matter would be sent to Members of and Advisors to the Panel, for information, following the meeting. A progress report would also be presented to the Neighbourhood Renewal Forum when it became operational.

In response to questions from an Advisor regarding the involvement of financial organisations in the officers' investigations, officers advised that purchasers were required to organise their own mortgage with subsidy from the Housing Authority, and so it would not be necessary for the Council to consult with financial organisations.

A number of Members expressed the view that the shared ownership properties tended to be small without much amenity space. Officers responded that the properties had to meet minimum standards, but, as public subsidy was involved, it would not be prudent to make the properties larger if this made them unaffordable. The Panel was advised



that often the standard of the properties compared favorably with private sector properties.

In response to a question from an Advisor regarding how many units had been sold in Headstone Drive, officers advised that twelve units had been sold, five had been reserved, and four were to be allocated. Officers were requested to provide the Panel with information on the total number of units devoted to social housing in the area

**RESOLVED:** That officers be requested to send a written report to Members of and Advisers to the Panel providing an update on Key Worker Housing in Wealdstone.

282. **Role of Wealdstone Regeneration Advisory Panel:**

The Panel received a report of the Director of Strategic Planning which advised of Cabinet's decision, at its meeting on 12 January 2006, to dissolve the Wealdstone Regeneration Advisory Panel (WRAP) following the Panel's meeting on 19 January 2006, and that the Panel's role would be subsumed into the terms of reference of the Neighbourhood Renewal Forum (NRF).

A Member expressed concern that the Panel had not been given an opportunity to formally vote on the subject of its dissolution prior to Cabinet's decision. The Member stated that the wording of the recommendation agreed by Cabinet on 12 January 2006 had been that "the work currently undertaken by WRAP would be subsumed...", which differed from the sentiment expressed in the minutes of the Panel meeting held on 15 November 2005, which stated that "WRAP would be subsumed...". The Member was of the view that this difference in emphasis could have significant implications for the composition and remit of the Panel's successor body, the NRF, and could result in Members of the Panel being excluded from membership of the NRF. In view of her concerns, the Member stated that she would be pursuing the Call-In procedure in relation to Cabinet's decision.

The Chair responded that the purpose of creating an NRF had been to widen participation to ensure greater representation by stakeholders who had an interest in Wealdstone. The reports on Neighbourhood Renewal that had previously been considered by the Panel and Cabinet had stated that organisations represented on the Panel would be offered places on the new Forum. The creation of an NRF had been discussed during formal Panel meetings and the Chair had spoken individually with organisations outside of meetings. The timescales involved in the transition to the new Forum, which had been outlined in the timetable considered by the Panel at its meeting on 15 November 2005, had stated that consultation with stakeholders for the new body was due to take place in February/March 2006. It had never been envisaged that the Panel would exist alongside the new Forum.

In response to a question from a Member regarding whether the Panel could contribute to the terms of reference of the NRF, the Chair advised that Members of the Panel would have an opportunity to be a part of the group that contributed to the new body's terms of reference, but emphasised that it would ultimately be for the new Forum, and not the Panel, to determine the terms of reference.

An Advisor to the Panel expressed concern that the NRF might not represent a significant advancement on the Panel. The Advisor was of the view that the new Forum's wider membership might focus debate on specific "grass roots" issues and that, in the absence of a direct link to Cabinet, focus on wider issues at a strategic level could be lost. In response, a Member highlighted the potential benefits of a more broadly constituted Forum, with more diversified sources of input than currently was the case with the Panel. The Chair stated that the Forum would be a different body that responded to central Government principles regarding neighbourhood renewal, which welcomed greater input from the community.

In response to a question from an Advisor to the Panel regarding what action would be taken if the NRF were found to be failing, the Chair stated that the Forum would be monitored to ensure that it was meeting the needs of the stakeholders, and that it would adapt and change if necessary.

**RESOLVED:** To note (1) the decision of Cabinet, at its meeting on 12 January 2006, that the Wealdstone Regeneration Advisory Panel be dissolved following its meeting on 19 January 2006, and the Panel's support of Cabinet's decision;

(2) that the membership and terms of reference of the Neighbourhood Renewal Forum would be developed in conjunction with stakeholders in the period up to and including the launch in March 2006.

[Notes: (i) In relation to Resolution (1) above, and during discussion, it was proposed that voting Members of the Panel be asked to indicate whether they supported the decision that had been made by Cabinet in relation to the dissolution of the Panel;

(ii) upon being put to a vote, the Panel's support of Cabinet's decision was carried (the Chair having used her second and casting vote);

(iii) Councillors Blann, Lavingia and Marie-Louise Nolan wished to be recorded as having voted in favour of supporting Cabinet's decision;

(iv) Councillors Marilyn Ashton, Kara and John Nickolay wished to be recorded as having voted against supporting Cabinet's decision;

(v) subsequently, it was proposed that non-voting Advisors to the Panel be asked to indicate whether they supported the decision that had been made by Cabinet in relation to the dissolution of the Panel;

(vi) three Advisors indicated that they did not support Cabinet's decision and three Advisors indicated that they neither supported nor did not support Cabinet's decision.]

283. **Wealdstone Vitality Study**

- (i) Summary Feedback from Workshop following Interim Report from Consultant:  
At its meeting on 15 November 2005 the Panel had received a presentation from Bone Wells Associates, and had then split into groups to discuss the consultants' proposals for Wealdstone and to make further suggestions for improving the town centre. The Panel received a summary of the feedback.

**RESOLVED:** That the summary feedback be noted.

- (ii) Wealdstone Vitality Study and Regeneration Brief:  
Officers introduced a report of the Director of Strategic Planning, which provided initial officer comments on the final recommendations made by Bone Wells Associates, the consultants who had been employed to undertake the Wealdstone Vitality Study and Regeneration Brief. The Panel also received a copy of the Bone Wells Final Draft Report. Officers asked the Panel to identify priority recommendations from the report, so these could be incorporated into the work of the Neighbourhood Renewal Forum (NRF).

A number of Members of and Advisors to the Panel expressed disappointment with the commissioned report, and expressed the view that it lacked innovation and sufficient detail. Advisors stated that the process of consulting with local businesses had not been properly conducted. Information appeared to have been gathered by telephone survey, with little evidence of further research having taken place. An Advisor reported that she had personally conducted surveys and collected information on behalf of the consultant, after being contacted by the consultant two days prior to the Panel's meeting on 15 November 2005, at which the consultants were due to report their initial findings. The Panel agreed that this was unacceptable in view of the consultant's brief.

The Chair reported that she had discussed with the Portfolio Holder for Planning, Development and Housing and the Director of Strategic Planning her own concerns regarding the quality of the report.

The following points were raised during the Panel's discussion on the priorities for the future regeneration of Wealdstone:

- The Panel felt it would be important for a 'big name' supermarket to construct an outlet in the town. Officers advised that a developer with links to a well-known supermarket had submitted a planning application to the Council's Development Control Committee but had subsequently withdrawn it. The Chair requested that officers continue dialogue with the developer to monitor progress in this regard.
- A Member expressed the view that allowing road traffic back into Wealdstone High Street would improve the visibility and accessibility of the businesses in the area. Another Member disagreed with this view, and stated that, in his view, opening the High Street to traffic would create problems with congestion and illegally parked cars.

- The issue of access from Ellen Webb Drive to Headstone Drive was identified to be of importance, as well as the availability of parking for traders and disabled users of the centre.
- The Panel indicated that the development of an Asian wedding centre, which had been suggested in the consultants' report, would not be an appropriate priority for Wealdstone.

An Advisor queried whether the 'Red Brick Café' would be opening all day on Saturdays, as this would attract greater customer numbers and increase awareness of the facility. The Chair responded that it this would be a decision for the management of the Café.

**RESOLVED:** That officers be requested to take forward to the NRF the priorities identified by the Panel.

284. **Byron Park Recreation Ground - Newsletter:**

Officers advised the Panel that a letter summarising the findings of the recent consultation on Byron Park Recreation Ground would be distributed, along with a newsletter, with the next edition of 'Harrow People'. The letter would request feedback, which could then be reported to the NRF.

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

285. **Neighbourhood Renewal:**

The Panel received a presentation from officers on the Wealdstone Neighbourhood Renewal Forum (NRF).

The NRF would be based on principles set out by the Office of the Deputy Prime Minister, which encouraged processes of local consultation. An officer group had been established in preparation, and this had been considering issues such as reporting mechanisms. Information on the establishment of the Forum would be distributed to target attendee groups, and a mailshot on the NRF would be distributed with 'Harrow People.'

Key events leading to the commencement of the Forum had also been arranged, including a 'Love your Local Neighbourhood' day that would be taking place on 14 February 2006. This would invite comments and involvement from the community prior to the official launch of the Forum on 13 March 2006, which would provide a further opportunity for interested parties to comment and contribute.

Officers highlighted some of the achievements of the Panel, which included:

- A reduction in crime, and fear of crime, around Byron Park;
- An improvement in street cleanliness;
- A reduction in dumped cars;
- Introduction of the Safer Neighbourhood Scheme;
- Opening of the Wealdstone Centre;
- Creation of the Wealdstone Active Community;
- An improved partnership of working with neighbourhood teams.
- The introduction of Street Wardens.

Officers emphasised that, whilst the NRF would have the potential to attract specific funding associated with neighbourhood renewal, the Panel had used existing funds to achieve the above, which was to be commended.

A Member queried whether it would be possible for Members who were not Ward Councillors to participate in the Forum. Officers responded that, in the models they had examined, only Ward Councillors normally attended the meetings, but owing to the NRF being locally rather than nationally funded, there could be some latitude in this regard, though this was not an officer decision.

The Chair said that the NRF emphasis on local funding meant that there would be scope for the Forum to decide its own issues of priority. Officers were requested to provide Members of the Panel with information relating to other Neighbourhood Renewal Models.

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

(2) that officers be requested to circulate information relating to Neighbourhood Renewal Models to all Panel Members.

286. **Wealdstone Active Community:**

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

- The WAC Programme for 2006 had not been completed but would be distributed as soon as it was finalised.
- Local memories of the 1940s were being compiled for the 'Living History' event scheduled to take place in January 2006.
- An organisation had approached WAC for assistance in identifying organisations who could employ people with learning difficulties for short periods.

The Chair suggested that an advertisement be placed in 'Harrow People' to assist in the recruitment of volunteer organisations, and that Harrow Association of Voluntary Services might also be able to assist.

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

287. **Update on Policing in Wealdstone:**

Due to apologies having been received from both representatives of the Metropolitan Police, the Panel did not receive a statement.

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

288. **Any Other Business:**(i) **Petition regarding Parking Enforcement in Wealdstone**

The Chair brought to the Panel's attention progress on a petition concerning parking enforcement in Wealdstone High Street, which had recently been submitted to Cabinet. It was added that the Portfolio Holder for Environment and Transport would be attending the next meeting of Wealdstone Traders' Association.

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

(ii) **Wealdstone Police Station**

An Advisor expressed concerns regarding the future of the Police Station building in Wealdstone when new premises for the Police was found. The Advisor referred to a letter she had received from the Metropolitan Police department responsible for property, which stated that the current building would be too expensive to renovate for police purposes.

Members of and Advisors to the Panel agreed that the Police Station building was attractive, and should be preserved if possible. A Member of the Panel added that it was her understanding that the building was Locally Listed.

**RESOLVED:** That officers be requested to (1) investigate whether the Police Station was a Listed Building; and

(2) forward the Panel's concerns to the Neighbourhood Renewal Forum.

289. **Date of Next Meeting:**

The Chair advised that, in light of Cabinet's decision to dissolve the Panel immediately following this meeting, it would not be necessary to arrange any further meetings.

The Chair thanked everybody who had been involved with the Panel for their valuable contributions and stated that she looked forward to commencing work on the new NRF.

The Vice-Chair paid tribute to the responsive and courteous manner in which the Chair had overseen the work of the Panel.

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

(Note: The meeting having commenced at 6.30 pm, closed at 9.02 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair

## GRANTS ADVISORY PANEL

23 JANUARY 2006

- Chair: \* Councillor Mrs R Shah
- Councillors: \* Arnold \* Mrs Joyce Nickolay  
\* Nana Asante \* Omar (1)  
\* Marilyn Ashton \* Anjana Patel  
\* Bluston \* Thammaiah  
\* Paddy Lyne
- Adviser: \* Deven Pillay, Chief Executive, Harrow Mencap

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

[Note: Councillor Anne Whitehead also attended this meeting to speak on the item indicated at Minute 232 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Grant Funding 2006/07 - Deferred Applications**

Your Panel received a report of the Director of Financial and Business Strategy, which set out the applications for funding deferred from the Panel's meeting held on 5 December 2005.

Members stated that it was necessary to consider the manner in which the Panel took decisions in order that all groups felt that the process was fair.

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

**Resolved to RECOMMEND:** (to Cabinet)

That the 'in principle' decisions on grant funding and grants-based service level agreements, as set out in Appendix 1 to the minutes, be agreed, subject to the Council approving its overall Revenue Budget for 2006/07.

[REASON: To enable the allocation of funding to voluntary organisations in 2006/07.]

**RECOMMENDATION 2 - Edward Harvist Trust Charity - Grant Applications**

Your Panel received a report of the Director of Financial and Business Strategy, which presented the applications for funding from the Edward Harvist Trust for 2006/07.

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

**Resolved to RECOMMEND:** (to the Portfolio Holder)

That the 'in principle' decisions on grant funding, as set out in Appendix 2 to the minutes, be agreed, subject to the Council approving its overall Revenue Budget for 2006/07.

[REASON: To enable the allocation of funding to voluntary organisations in 2006/07]

**RECOMMENDATION 3 - Street Collection Applications for 2006**

The Panel received a report of the Director of Financial and Business Strategy which outlined applications received from charities wishing to be sponsored for a street collection permit in Harrow for 2006.

**Resolved to RECOMMEND:** (to the Portfolio Holder)

That the applications received from Michael Sobell House, Hillingdon North Mencap, and the Harrow Multiple Sclerosis Therapy Centre for street collection permits for 2005 be sponsored.

[REASON: To enable the organisations to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date. ]

**PART II - MINUTES**224. **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 Harrison	Councillor Omar

225. **Declarations of Interest:**

**RESOLVED:** To note the declarations of interest made by Members in relation to the business to be transacted at this meeting, as set out in Appendix 3 to these minutes.

226. **Arrangement of Agenda:**

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

227. **Minutes:**

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

228. **Public Questions:**

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

229. **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).

230. **Deputations:**

Prior notice had been received from Changes Nightclub of the wish to make a deputation to the Panel in relation to their grant application. The Chair put this request to the meeting and it was agreed at the discretion of the Panel to hear this application.

Additionally, the Panel considered written representations submitted prior to the meeting from the following organisations:

- Harrow Refugee Forum
- Changes Nightclub.

**RESOLVED:** That the deputation and representations be received and noted, in the context of the consideration of grant funding for 2006/07.

[Note: The Panel's policy in principle is not to receive deputations relating to individual grant applications (Minute 60 of the meeting held on 28 July 2003 refers)].

231. **Grant Funding 2006/07 - Deferred Grants:**

See Recommendation 1.

232. **Grant Appeals 2006/07:**

The Panel received a report of the Director of Financial and Business Strategy which presented the appeals that had been made following the recommendations made by the Panel at the meeting held on 5 December 2005.

It was moved and seconded that applications be invited to meet the Council's Corporate Priorities in the areas of Safer Harrow, Greener Harrow, Children and Young People and Women's Support Services.

A Member stated that the motion would have the effect of deferring all appeals, including those from the Russian Immigrants Association and the Harrow Refugee Forum, who had not originally submitted late applications, until the next meeting of the Grants Advisory Panel. Those applications that had originally been received late and

addressed the corporate priorities listed in the motion would be treated as new applications. It would be possible for other organisations to make applications.

Members discussed the circumstances in which some organisations had submitted late applications and how the gaps in services created by the resulting decision not to approve grants to these organisations could be filled. The Voluntary Sector Advisor stated that a full review of the application process could be considered to avoid the problems that had been experienced recurring in future. An officer stated that all funded groups had received application packs in the second week of July 2005.

Having been put to a vote, it was

**RESOLVED:** (1) That applications be invited to meet the Council's Corporate Priorities in the areas of Safer Harrow, Greener Harrow, Children and Young People and Women's Support Services; and

(2) that:

- the deadline for receiving applications be set at the close on Friday 10 February 2006;
- valid applications be considered for grant funding at the next Grants Panel meeting on 8 March 2006;
- the amount of funding for this new round of Grant Applications be contained within the current Grants Budget.

[Notes: (i) Having been put to a vote, the above decision was carried upon the Chair using her second and casting vote;

(ii) Councillors Marilyn Ashton, Billson, Paddy Lyne, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted against the decision].

233. **Edward Harvist Trust Charity - Grant Applications:**

Further to Recommendation 2, Members expressed their agreement with the recommended order of priority to be used when considering applications and stated that this would be accepted as the standard policy of the Panel. Therefore, it was

**RESOLVED:** That applications be considered in the following priority order:

- (a) new/emerging or unfunded groups;
- (b) groups in receipt of funding under £10,000; and
- (c) groups in receipt of funding in excess of £10,000.

234. **Street Collection Applications for 2006:**

See Recommendation 3.

235. **Zacharias Stavrinis:**

The Panel thanked Zach Stavrinis for his services to the Council and wished him well on his retirement.

236. **Evaluation of Grants Application Process:**

The Voluntary Sector advisor suggested that an evaluation of the application process be held as soon as possible. Members stated that this should be considered at the meeting due to be held in June 2006.

(Note: The meeting having commenced at 7.30 pm, closed at 9.55 pm)

(Signed) COUNCILLOR REKHA SHAH  
Chair

APPENDIX 1**PROPOSED GRANTS TO VOLUNTARY ORGANISATIONS 2006/2007**

Further to Recommendation 1, the following "in principle" decisions were made in relation to the applications for grants in 2006/07.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
<b>Organisations funded under Service Level Agreement in 2005/2006</b>		
It was moved that the applications process for organisations meeting the Councils' corporate priorities in the areas of Safer Harrow, Greener Harrow, Children and Young People and Women's Support Services would be reopened with all late applications having the opportunity to reapply. Upon being put to the vote, this was carried with the Chair's second and casting vote (see also Minute 232). See note (1) below.		
Bentley Priory Nature Reserve	Deferred	Late application (see also Minute 232)
Harrow Crime Prevention Panel	Deferred	Late application (see also Minute 232)
Harrow Pre-School Learning Alliance	Deferred	Late application (see also Minute 232)
Harrow Weald Common Conservators	Deferred	Late application (see also Minute 232)
Harrow Women's Centre	Deferred	Late application (see also Minute 232)
Women's Aid Harrow	Deferred	Late application (see also Minute 232)
<b>Organisations currently funded</b>		
Angolan Civic Communities Alliance	3,000	
Carramea	2,400	
Community Link-Up	5,000	
Harrow Agenda 21 Environmental Forum	Deferred	Late application (see also Minute 232).
Harrow Anti-Racist Alliance (HARA)	3,000 (1,000 from Edward Harvist Trust)	
Harrow Association of Somali Voluntary Organisations (HASVO)	10,000	It was moved that the resolution of internal communication difficulties would be a condition of receiving this grant. This was carried by the general assent of the Panel. It was noted that HASVO's future funding would be organised via a Service Level Agreement.
Harrow Council for Racial Equality (HCRE)	57,585	
Harrow Iranian Community Association	5,000	
Harrow Refugee Forum	Deferred	
Harrow Somali Women's Action Group	5,000	
Hindu Council	2,000	It was moved that the level of funding be increased to £2,000. Upon being put to the vote, this motion was carried. See note (2) below.
Islamic & Cultural Society of Harrow	1,000	It was moved that the level of funding be increased to £1,000. Upon being put to the vote, this motion was carried. See note (2) below.



Kala Anjali Arts Circle	1,500 reserved	It was moved that consideration of this item be deferred until the March 2006 meeting of the Panel in order to allow further information to be submitted by the organisation when the co-ordinator of the organisation returned from vacation. £1,000 would be reserved. The motion was carried. See note (3) below.
Kids Can Achieve	4,524 and 1,500 reserved (1,500 from Edward Harvist Trust)	It was moved that the level of funding be reduced to £4,524 with an additional £1,500 reserved as a contingency in the event that the organisation could not secure funding from Children in Need. Upon being put to the vote, this motion was carried with the Chair's second and casting vote. See note (1) below.
Russian Immigrants Association	Deferred	
The WISH Centre	2,000	
<b>Grants – New Applicants – Not Funded Currently</b>		
ASHIANA	Nil (3,000 from 2005/6 budget) (1,500 from the Edward Harvist Trust)	
East African Welfare and Development Concern	Nil (2,000 was allocated from the Edward Harvist Trust)	
Edo State Women's Association	Nil (1,000 from 2005/6 budget)	
Harrow Mencap	7,455 reserved	It was moved that the level of reserved funding be increased to £10,000. Upon being put to the vote, this was not carried. See note (4) below.  It was then moved that consideration of this item be deferred until the March meeting of the Panel in order to allow further information to be obtained on alternative funding opportunities. This was carried by the general assent of the Panel.

[Note: (1) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay, Anjana Patel and Paddy Lyne wished to be recorded as having voted to increase the allocation.]

[Note: (2) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted against the allocation.]

[Note: (3) Councillor Marilyn Ashton wished to record as having voted against the allocation.]

[Note: (4) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay and Paddy Lyne wished to be recorded as having voted to increase the allocation.]

APPENDIX 2**PROPOSED GRANTS TO VOLUNTARY ORGANISATIONS 2006/2007**

Further to Recommendation 2, the following "in principle" decisions were made in relation to the applications for grants from the Edward Harvist Trust in 2006/07.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
<b>Organisations currently funded</b>		
Angolan Civic Communities Alliance	1,500	
Arts Culture Harrow	Nil	
Carramea	Nil	
Community Link-Up	2,000	
Harrow Anti-Racist Alliance (HARA)	1,000	
Harrow Council for Racial Equality (HCRE)	Nil	
Harrow Heritage Trust	Nil	
Harrow Iranian Community Association	Nil	
Harrow Shopmobility	2,000	
Harrow Somali Women's Action Group	Nil	
Harrow Youth & Community Project	2,000	It was moved that the proposed level of grant be amended to £2,000. This was carried by the general assent of the Panel.
Kids Can Achieve	1,500	It was moved that the proposed level of grant be amended to £1,500. This was carried by the general assent of the Panel.
National Council of Vanik Organisations	1,000	
The WISH Centre	1,000	It was moved that the level of funding be increased from £1,000. Upon being put to the vote, this was not carried, the Chair having exercised her second and casting vote. See note (2) below.
<b>Grants – New Applicants – Not Funded Currently</b>		
9 <sup>th</sup> Kenton Scout Group	2,500	
ASHIANA	1,500	It was moved that the level of funding be increased from £1,500. Upon being put to the vote, this was not carried. See note (2) below.
Canons Park Estate Association	1,000	It was moved that the level of funding be increased from £1,000. Upon being put to the vote, this was not carried. See note (1) below.
East African Welfare and Development Concern	2,000	
Edo State Women's Association	Nil	It was recommended that the organisation seek a B&Q Award.
Harrow Gingerbread	1,000	
Harrow Recreation Ground Users Association	2,000	
Harrow Pensioners' Forum	1,000	

Harrow Visual Arts Forum	500	It was moved that the level of funding be decreased from £500. Upon being put to the vote, this was not carried. See note (3) below.
Harrow Weald Bowling Club	Nil	It was moved that the level of funding be increased from £1,000. Upon being put to the vote, this was not carried with the casting vote of the Chair. See note (2) below.
Humanitarian Action Group	2,000	
IJAPI	Nil	
Kodak Football Club	1,000	
Headstone Manor Ladies Cricket Club	1,500	It was moved that the level of funding be increased from £1,500. Upon being put to the vote, this was not carried. See note (1) below.
Light & Colour Workshop UK Ltd	1,000	
Otakar Kraus Music Trust	1,000	
Refugee Link & Training Agency	2,000	
Tam Tam Tales Trust	600	It was moved that the proposed level of grant be amended to £600. This was carried by the general assent of the Panel.
West London YMCA Winter Shelter	2,500	

[Note: (1) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted to increase this allocation.]

[Note: (2) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay, Anjana Patel and Paddy Lyne wished to be recorded as having voted to increase this allocation.]

[Note: (3) Councillors Marilyn Ashton, Arnold, Mrs Joyce Nickolay and Anjana Patel wished to be recorded as having voted to decrease this allocation.]

APPENDIX 3DECLARATIONS OF INTEREST

1. The following Members declared personal and prejudicial interests in the items indicated below arising from their involvement with the organisations listed. Accordingly they left the room and took no part in the discussion or voting on the applications relating to those organisations:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation and nature of interest</u>
8. Grants Funding 2006/07 – Deferred Grants	Councillor Anjana Patel	* <b>Harrow Mencap</b> , Board Member
	Deven Pillay, Adviser	* <b>Harrow Council for Racial Equality (HCRE)</b> , Executive Member
		* <b>Harrow Mencap</b> , Chief Executive
9. Grants Appeals 2006/07	Councillor Thammiah	* <b>Harrow Crime Prevention Panel</b> , member.

2. The following Members declared interests from the public gallery:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation and nature of interest</u>
9. Grants Appeals 2006/07	Councillor Whitehead	* <b>Harrow Weald Common Conservators</b> – personal interest.

3. The following Members declared an interest in the items indicated below arising from their involvement with the organisations listed. They remained and took part in the discussion and voting on the applications relating to these organisations:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation and nature of interest</u>
8. Grants to voluntary organisations 2006/07 – deferred applications	Councillor Nana Asante	* <b>Angolan Civic Communities Alliance</b> , African-led organisation. Alex Da Costa used to chair the Harrow Refugee Forum. The Member was invited to the organisation's AGM and actively requests support for member organisations.
		* <b>CARRAMEA</b> , was a member of HARA in 1998 and HARA is a founding member of CARRAMEA. The Member has not renewed her membership of HARA.
		* <b>Community Link Up</b> , Invited Mike Coker, the Director to speak at the last meeting of the Community Consultative Forum.
		* <b>HARA</b> , was a member of HARA in 1998 and HARA is a founding member of CARRAMEA. The Member has not renewed her membership of HARA.

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- \* **HASVO**, met many members of HASVO in 1998/99 at community premises. Helped them with funding applications.
  - \* **HCRE**, Chairperson Trevor Chisholm worked with me on Black History Month matters early this year.
  - \* **Harrow Iranian Community Association**, met Pari Nouroozi in 1998 at Community Premises. She is on the Board of HaRF. Attended interview of organisation in October 05 as part of Review of Community Premises.
  - \* **Harrow Somali Women's Action Group**, wrote a successful funding application for the organisation in 1999. Asha Kalib, the coordinator is on the board of HaRF.
  - \* **Islamic Cultural Society of Harrow**, was at Community Premises when the Member organised a fundraiser to buy a microwave for the kitchen.
  - \* **Kala Anjali Arts Circle**, helped Punitha Perinparaja with her constitution in 1998. Also with a lottery funding application to Awards for All.
  - \* **Kids Can Achieve**, received invitation to Open Day but was unable to attend.
  - \* **The WISH Centre**, attended AGM at Civic Centre. Also Julia Smith of HAVS co-chairs Hear/Say Scrutiny Review and the Member chairs one of the Case Study Groups as part of the review.
  - \* **ASHIANA**, met MC member at a Voluntary Sector Forum meeting at Harrow Council in July this year.
  - \* **East African Welfare & Development Concern**, African-led organisation. The coordinator Ms Lulah Salah asked the Member to attend a meeting at Youth & Connexions meeting to advocate on her behalf a few months ago. Board of HaRF.
  - \* **EDO State Women Association**, African-led organisation.
  - \* **Harrow Mencap**, Deven Pillay is a member of the Black History Month Forum.

		Councillor Marilyn Ashton	* <b>Ashiana</b> , knew someone involved in the organisation
		Councillor Bluston	* <b>Kids Can Achieve</b> , attended a meeting involving the organisation
		Councillor Mrs Joyce Nickolay Councillor Omar	* Personal involvement with <b>Ashiana</b> . * <b>Harrow Council for Racial Equality</b> , member of the Executive Committee
		Councillor Rekha Shah	* <b>Ashiana</b> , personal interest * <b>HARA</b> , personal interest
9.	Grants Appeals 2006/07	Councillor Nana Asante	* <b>Harrow Crime Prevention Panel</b> , The Member is a member of a Scrutiny Review Group on Reducing the Fear of Crime. * <b>Harrow Weald Common Conservators</b> , attended presentation of Open Spaces Review Group. * <b>Harrow Women's Centre</b> , attended International Women's Event in 1997. Cllr Margaret Davine who chairs the organisation is my ward councillor. * <b>Harrow Refugee Forum</b> , have known the secretary Alex Da Costa for a number of years. The Member attended their AGM in October at his invitation. * <b>Russian Immigrants Association</b> , was at Community Premises when the Member organised a fundraiser to buy a microwave for the kitchen. Attended interview of organisation in October 05, as part of Review of Community Premises.
		Councillor Paddy Lyne	* <b>Harrow Weald Common Conservators</b> – personal interest * <b>Harrow Crime Prevention Panel</b> – personal interest
10.	Edward Harvist Trust Applications 2006/07	Councillor Nana Asante	* <b>Angolan Civic Communities Alliance</b> , African-led organisation; the Member has known the chairperson Alex Da Costa for a number of years. He is also a member of Harrow Refugee Forum (HaRF) and the Member attended their AGM in October. * <b>ASHIANA</b> , met MC member at a Voluntary Sector Forum meeting at Harrow Council in July this year.

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- \* **CARRAMEA**, was a member of HARA IN 1998 and HARA is a founding member of CARRAMEA. The Member has not renewed her membership of HARA.
  - \* **Community Link Up**, invited Mike Coker, the Director to speak at the last meeting of the Community Consultative Forum.
  - \* **East African Welfare & Development Concern**, African led organisation. The coordinator, Ms Lulah Salah asked the Member to attend a meeting at Youth & Connexions meeting to advocate on her behalf a few months ago. Board of HaRF.
  - \* **Edo State Women's Association**, African-led organisation.
  - \* **Harrow Anti-Racist Alliance (HARA)**, was a member of HARA in 1998. Attended a conference in Manchester on behalf of the organisation and wrote a report in 1998. The Member has not renewed her membership of HARA.
  - \* **Harrow Council for Racial Equality**, attended their conference at the Civic Centre on ?. Chairperson Trevor Chisholm worked with the Member on Black History Month early this year.
  - \* **Harrow Iranian Community Association**, met Pari Nouroozi in 1998 at Community Premises. She is on the Board of HaRF. She was present at the interview of her organisation which the Member attended in October.
  - \* **Harrow Shopmobility**, attended their AGM at HAVS earlier this year.
  - \* **Harrow Somali Women's Action Group**, wrote a successful funding application for the organisation in 1999. Asha Kalib, the coordinator is on the Board of HaRF.
  - \* **Harrow Youth & Community Project**, met Carlton, one of the organisers, at the Open Budget meeting and he sent me a copy of his to the Council about Kenmore Park Community Centre.
  - \* **Kids Can Achieve**, was invited to their AGM but was unable to attend.

- 
- \* **National Council of Vanik Associations**, led carol singing at their Christmas Concert last year. The Member has been asked to do the same this year on 17 December 2005.
- \* **West London YMCA Winter Shelter**, The Member is a member of Stanmore Baptist Church, a Christian faith group. The Member is Vice Chairperson of SACRE.
- \* **The Wish Centre**, attended the AGM of The Wish Centre at the Civic Centre in October 2005.
- Councillor Marilyn Ashton \* **Ashiana**, knew someone involved in the organisation
- Councillor Bluston \* **Kids Can Achieve**, attended a meeting involving the organisation.
- \* **Edward Harvist Trust**, Council appointed representative
- Councillor Mrs Joyce Nickolay \* **Ashiana**, personal interest
- Councillor Omar \* **Harrow Council for Racial Equality**, member of the Executive Committee
- Councillor Rekha Shah \* **Ashiana**, personal interest



CONSULTATIVE  
FORUMS



**TENANTS' AND LEASEHOLDERS' CONSULTATIVE FORUM**

**5 JANUARY 2006 & 18 JANUARY 2006**

- Chair: \* Councillor Currie
- Councillors: \* Billson \* Knowles  
 \* Margaret Davine (present on 5 January 2006 only)

\* Denotes Member present

**Tenant and Leaseholder Representatives**

Representatives from the following Associations were in attendance:-

- Alexandra Avenue Tenants' and Residents' Association\*
- Antoney's Close Tenants' and Residents' Association\*
- Brookside Close Tenants' and Residents' Association\*
- Eastcote Lane Tenants' and Residents' Association
- Harrow Federation of Tenants' and Residents' Associations
- Honeybun Residents' Association
- Miscellaneous Properties Residents' Association
- Pinner Hill Tenants' and Residents' Association
- Woodlands Community Association

(In total 14 Tenants/Representatives attended on 5 January 2006, and 17 Tenants/Representatives attended on 18 January 2006).

[\* Note: Representatives of Alexandra Avenue Tenants' and Residents' Association were present on 5 January only; Brookside Close and Antoney's Close Tenants' and Residents' Associations were represented on 18 January only].

**PART I - RECOMMENDATIONS**

**RECOMMENDATION 1 - Late Reports**

Members and representatives of the Tenants' and Residents' Associations expressed concern that many of the papers to be considered by the Tenants' and Leaseholders' Consultative Forum had been provided shortly prior to the start of the meeting, thereby allowing insufficient time to read and consider the information. Members and representatives of Tenants' and Residents' Associations felt that this was discourteous and did not allow them to make informed decisions.

**Resolved to RECOMMEND:** (to Cabinet)

That officers be advised that late reports are unacceptable and should not be accepted under such circumstances.

[REASON: To ensure reports are received in sufficient time to allow them to be read, considered and informed decisions made.]

**PART II - MINUTES**

246. **Attendance by Reserve Members:**

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

247. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Councillor Currie declared a personal interest by virtue of his membership of the Eastcote Lane Tenants' and Residents' Association. Accordingly, he remained and took part in the discussion and decision making on all items.

248. **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>
5. Matters Arising from the Last Meeting	) These reports had not been available at the time the agenda was printed and circulated. Members were requested to consider these items, as a matter of urgency.
12. Re-tendering the Maintenance Service	
15. Grounds Maintenance	
16. Matters Raised by Alexandra Avenue Tenants' and Residents' Association	
17. Matters Raised by Cottesmore Tenants' and Residents' Association	

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

249. **Late Reports:**

Further to Recommendation 1 above it was

**RESOLVED:** That (1) Recommendation 1 be forwarded to both the Overview and Scrutiny Committee and the Chief Executive for consideration;

(2) in light of a number of the reports being submitted shortly prior to the meeting, the meeting be adjourned following the consideration of agenda items 9 and 13, and all other items be considered upon reconvening the meeting at a later date.

250. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 31 October 2005, having been circulated, be taken as read and signed as a correct record, subject to the following amendment:

“The Forum sent its best wishes to Mrs Currie for a full and speedy recovery.”

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

The Forum considered a report of the Property Services Manager which updated the meeting on issues raised at the Tenants' and Leaseholders' Consultative Forum on 31 October 2005. Several issues were discussed as follows.

Eastcote Lane Estate

A resident from the Eastcote Lane Tenants' and Residents' Association (ELTRA) raised concern about work being undertaken on the estate without ELTRA being informed. Reference was made to garages being demolished and the garage doors not having been recycled. An officer explained that ELTRA representatives should receive the minutes of the Estate Inspection meetings within ten working days of the meeting and that although it was not possible to notify ELTRA of all work carried out on the estate, ELTRA could be notified of work that was raised at the Estate Inspection meetings.

A resident raised concern that although two Members had expressed concern about garages on the estate being insecure, they had not attended the site meeting that had been arranged to investigate the issue. A Member referred to the minutes of the meeting of Tenants' and Leaseholders' Consultative Forum held on 31 October 2005. In them Members had requested that they be invited to the site visit, however this had not been the case.

A Member questioned why cobbles had been removed and replaced by concrete when this had not been raised at the Estate Inspection. Officers stated they would provide the Member and ELTRA representatives with a written response.

A resident questioned why the Highways budget and the Housing budget had become joined and asked that officers investigate the situation regarding cross-overs.

Concern was raised that grass cuttings and leaves were being left on estates and that grass was being damaged by being cut when wet. An officer reported that she would raise these issues with the Public Realm Manager.

#### Council Tenancy Agreements

A resident expressed concern that some tenants were not keeping their gardens tidy. An officer explained that concerns relating to a specific garden should be reported to the appropriate Housing Officer. The officer explained that she could visit the gardens with the concerned resident in order to investigate the problem.

A resident explained that she was disabled and had been on the Garden Scheme for five years, in which time she had had her garden attended to only once. An officer asked the resident to provide further details after the meeting and assured her that her claim would be investigated.

In response to a Member's question about who would be consulted on the revised Tenancy Agreement, an officer reported that tenants, Members and Tenants' and Residents' Associations would be consulted before the Tenancy Agreement was implemented. This consultation process would be likely to start in March 2006.

#### Petitions

Officers who were in receipt of a petition previously handed to them regarding dangerous dogs at Jordan Close, reported that the matter had reached a conclusion and a letter detailing actions had been sent to Members. However many residents viewed the matter as unsatisfactorily resolved. Residents were concerned about the danger the dogs posed. An officer informed the Panel that Harrow Council did not currently have sufficient grounds to take action and was awaiting the outcome of a court case before taking any other action. The Forum suggested that Housing Officers contact the RSPCA. Officers informed the Forum that Harrow Council was working with the police who would have contacted the RSPCA if they were concerned.

#### External Decorations

An officer reported that the Forum would receive a report on External Decoration at its adjourned meeting. In response to a Members question about Internal Decoration officers agreed to provide the Forum with a report at its forthcoming meeting on 2 March 2006.

#### Rental Increase for 2001/02 for Pilot Internal Cleaning Programme in 2001

A resident was concerned that tenants had paid for a service they had thought would be implemented and that the figure of £130,000 had been unaccounted for. An officer referred the Forum to the Committee decisions from 2001 on page 11 of the supplemental agenda.

#### Matters Raised by Eastcote Lane Tenants' and Residents' Association

A representative questioned how many Tenants' and Residents' Associations there were, to which an officer replied the Forum had ten.

#### Matters Raised by the Harrow Federation of Tenants' and Residents' Association

An officer reported that it had not been possible to arrange for an officer from the New Harrow Project Team to attend this meeting.

**RESOLVED:** That officers (1) provide Members and ELTRA representatives with a written response as to why cobbles were removed and replaced by concrete;

(2) investigate how the Highways budget and the Housing budget had become joined and investigate the situation regarding cross-overs;

(3) provide residents that had expressed concern about specific gardens with a list of Housing Officers responsible for each road;

(3) investigate whether action could be taken against the dog owner by contacting the RSPCA;

(4) provide the Forum with a report on Internal Decoration at its meeting on 2 March 2006;

(5) provide a list of the ten constituted Tenants' and Residents' Associations to Members and Tenants' and Residents' Associations;

(6) be requested to invite an officer from the New Harrow Project team to attend the meeting on 2 March 2006 to discuss issues regarding the grass;

(7) ensure that an officer from the New Harrow project team attends the Estate Inspections.

252. **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).

253. **Petitions:**

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

254. **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).

255. **References from Other Committees:**

The Forum received a reference from the meeting of the Cabinet held on 15 December 2005, asking the Forum to consider the draft Housing Revenue Account (HRA) which was set out in the report of the Executive Director (Business Connections) entitled "2006-07 Revenue Budget and Medium Term Budget Strategy 2006-07 to 2008-09". A revised Appendix B to the report, setting out the Budget Summary, was also tabled at that meeting.

An officer explained that the draft HRA was consistent with Harrow Council's aim to achieve the Decent Homes standard by 2010 and was consistent with Options Appraisal. It was reported that the plan for the HRA assumed capital expenditure of £7m per year and revenue repairs expenditure of £5m in 2006-07, reducing to £4m by 2008-09. Funding would come from a number of sources with the balance being financed through prudential borrowing of £2.3m in 2006/07, £1.6m in 2007/08 and £1m in 2008/09.

The officer explained that 2006/07 was the second year there would be a rent increase of nil and that the rent increase would be 4.73% in 2007/08. Harrow Council would also be working towards Rent Convergence with Registered Social Landlord (RSL) level rents by 2012 and was within the parameters set by the Office of the Deputy Prime Minister (ODPM) to achieving this convergence. It was reported that there would be a certain level of right to buy transactions, which would reduce rental income over three years. The officer explained that there would be a detailed report on changes to leaseholder charges for 2006/07 to the Tenants' and Leaseholders' Consultative Forum at its meeting on 2 March 2006.

In response to a question from a Member regarding standing invoices, an officer confirmed that invoices relating to the year ended 31 March 2004 were sent out in September 2005. Payments to the value of over £250,000 had been received and the Council was allowing large amounts to be paid in instalments. An officer confirmed that he would inform the Member concerned, of the up to date figure of payments received. Invoices relating to the year ended 31 March 2005 should have been sent out in September 2005 but implementation of the necessary programme had taken longer than expected and therefore these invoices would be sent out in March 2006.

A resident explained that he was aware of leaseholders who had had windows replaced but not been sent bills. An officer replied that this was being investigated.

A Member raised concern about employee costs being cut between 2006/07 and 2008/09 and officers informed the Panel that costs would be reduced by bringing consultants in-house, and that there was currently a 15% vacancy. Staff had been assimilated in December 2005 and UNISON had been consulted.

In response to a Member's concern about Harrow Council having a negative subsidy, an officer explained that the Council had no power to change the subsidy, but that the Council attempted wherever possible, to negate the affects of this. The Member expressed grave disquiet at the escalating negative subsidy.

**RESOLVED:** That (1) the report be noted;  
(2) the comments made by the Forum be noted.

256. **Minor Environmental Improvements Performance and Programme for Future Years:**

The Forum received a report which provided information on the schemes completed as part of the Minor Estates Improvement Programme for 2005/06 and provided details of the proposed schemes for delivery in 2006/07. An officer explained that the Minor Estate Improvement budget formed part of the budget within the Housing Account.

In response to a resident's question about windows not being double glazed, the officer reported that double glazing would not come out of the Minor Estates Improvement (MEI) budget.

The officer explained that although proposed projects had been listed, the budget did not allow for all of them to be completed. In addition, not all projects could be completed in the year they were requested.

It was reported that a proposal to redevelop the play area in Grange Farm would be undertaken as a commitment had previously been made.

In response to a Member's question about external funding, officers confirmed that this external funding would be investigated.

It was reported that a member of the Enabling Team had been asked to set up project teams to undertake a review of Grange Farm and Mill Farm estates. The Enabling Team would then be able to report back to the Forum. A Member commented that dilapidation would occur whilst residents were waiting for projects to be undertaken and officers agreed that issues that had been identified over three years ago still needed to be addressed.

In response to a Member's concern about non-conformity in the building materials used on each of estates and the lack of consultation with residents, officers reported that wherever possible Tenants' and Residents' Associations (TRAs) were consulted, of which the majority view was taken. However it was noted that different contractors were used on different estates. An officer explained that Member expressed concern that without a tendering process in place a contractor could quote inflated prices for completing work.

In response to a representative's concern about loose paving slabs, the officer explained that these did not fall within the MEI budget and should be reported to the Council who would carry out response repairs.

A resident commented that hedges obstructing the pavement and not leaving enough room for a wheelchair to pass, needed tending to.

**RESOLVED:** That (1) the report be noted;  
(2) any TRAs that wished to submit MEI proposals, contact the Housing Officers;  
(3) officers arrange for any hedges causing obstruction to be cut back.

257. **Access to Committee Rooms:**

Further to this having been raised as an item of any other business, a representative expressed concern that a disabled representative in a wheelchair had been unable to open the doors to the Committee Room.

**RESOLVED:** That the Chair investigate this issue.

258. **Date of Reconvened Meeting:**

**RESOLVED:** That the reconvened meeting of the Forum be held on 18 January 2006.

259. **Extension of the Guillotine:**

**RESOLVED:** That the meeting continue after 10.00 pm for a period of fifteen minutes, in accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution).

260. **Attendance by Reserve Members:**

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

261. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared at the reconvened meeting:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Councillor Currie declared a personal interest by virtue of his membership of the Eastcote Lane Tenants' and Residents' Association. Accordingly, he remained and took part in the discussion and decision making on all items.

262. **Grounds Maintenance:**

The meeting received a report which provided information on the grounds maintenance contract in place with the Public Realm team, further to concerns about the service having been raised by the Harrow Federation of Tenants' and Residents' Associations.

At the meeting, officers from the Public Real team provided information on the work of the Grounds Maintenance Service, and drew attention to a new call centre through which residents could lodge any complaints relating to grounds maintenance, waste or horticultural issues.

A resident expressed concern about contacting and receiving a response from the service. An officer drew the Forum's attention to maps which had been provided, detailing the service's boundaries and areas of responsibility, and which contained contact details. It was also emphasised that a new system had been put into place whereby complaints would be logged and tracked, ensuring a response. Members requested that copies of the maps be provided to all members of the Forum and to each tenants' and residents' association.

A resident drew the Forum's attention to problems of wheelchair access in the Woodlands Drive area, in view of the overgrown condition of the hedges there. An officer responded that the issue would be investigated, and that the resident concerned contacted.

The issue of damage to grass verges by refuse collection vehicles was raised. In response, officers advised that a system was in place whereby different sized vehicles were employed to avoid this. A Member suggested that bollards such as those used in Wandsworth be considered as a more effective means of countering this problem. Officers asked for details of where the problem had occurred, in order that they could investigate it.

It was brought to the Forum's attention that bags of leaves were sometimes left uncollected in the Eastcote Lane area, sometimes for considerable periods, and that this was unpleasant. Officers replied that they were unaware of this, and that a complaint should be lodged with the call centre discussed previously.

A resident queried whether it was true that significant overspend had taken place in the Grounds Maintenance Service budget, and if this was the case, whether tree pruning would be considered on the grounds of health and safety. An officer replied that this assertion was partially correct, as health and safety issues had consumed a large portion of the budget for the preceding municipal year. However, it was added that tree pruning was not considered a health and safety issue, although it would be a priority in the new municipal year. It was also remarked that the service was looking to establish a four to five year maintenance cycle on issues such as these.

A resident expressed concern over the dumping of grass in the Pinner Hill area. An officer requested details, and resolved to investigate.

Officers then outlined the new recycling scheme for flats which had recently been approved, and asked for pilot areas for the scheme. A resident asked that officers consult with locals on the proposed location of the bins, and officers undertook to do so.

A Member raised the issue of whether grass-cuttings were being composted, and if so, whether the resulting compost could raise revenue for Harrow. An officer confirmed



that grass-cuttings were being composted, but that any revenue generated was retained by the composting companies as they assumed all the risk of selling on the final product.

Residents requested that Estate Liaison Officers get to know their tenants and Tenants' and Residents' Association secretaries, as these were valuable sources of information on necessary works. Officers pointed out that Estate Liaison Officers carried out twice yearly inspections and visited estates regularly, but undertook to arrange specific meetings with Estate Liaison Officers and representatives if requested. Further to a report from a representative of Cottesmore Tenants' and Residents' Association of a recent flood on the estate, Housing officers also undertook to look into this and to investigate why they had not been notified.

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

263. **Capital Programme for 2006/7:**

The Forum received a report of the Executive Director (Urban Living), which set out the proposed programme of work for the housing capital improvement programme 2006/7. It was explained that properties failing or most likely to fail the Decent Homes Standard as set out by the Office of the Deputy Prime Minister were being addressed first.

Tenant representatives questioned the order of the proposed works, as they felt that some of the estates included in the plans were newer and in better condition than others, such as Brookside Close, which had been left off. Officers responded that the order had been drawn up on the basis of information held in the Council's database, which itself had been compiled from the results of successive stock condition surveys. In response to tenants' concerns that only a small proportion of properties had been surveyed and that the information in the database was therefore flawed, further information was provided about the method for compiling the information which, it was confirmed, was both statistically valid and in line with Government guidelines. It was also highlighted that properties would be inspected before works were carried out. Officers undertook, however, to carry out a survey of some properties on Brookside Close.

It was noted that many tenants had carried out improvements to their properties, and what would happen to those properties was queried. Officers responded that, providing they met the Decent Homes Standard, those properties would be left as they were.

A resident raised the issue of tenants denying contractors access to their properties for required modernisation works, and what the authority could do in such instances. Officers replied that they were unable to force tenants to allow access for improvement works, and that they may have to wait until the property had changed hands before undertaking such works. A review of the tenancy agreement was being undertaken, however, to ensure stronger powers of access.

A Member expressed concern that properties on the Grange Farm Estate were not included in the programme, as many of them had problems with condensation and cockroaches. Officers advised that the Options Appraisal group had requested that no further work be done to the site, but that certain issues such as infestations remained the Council's responsibility.

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

264. **External Decorations Programme and Policy Issues:**

The meeting considered a report of the Executive Director (Urban Living) which provided an update on the external decorations programme and related issues. It was explained that no further works were scheduled for this financial year beyond those already allocated, owing to budgetary constraints.

In response to a question about funding for internal decorations, it was reported that no budget had been allocated to this in the current and last financial year, due to the general costs of delivering the response maintenance service.

A Member referred to Harrow losing housing subsidy to the Government, which was due to reach the level of £5.5 million in 2008/9 and queried whether it would be possible to reduce the amount being lost by increasing the maintenance budget. Officers responded that these items were not related.

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

265. **Re-tendering the Maintenance Service:**

The forum received a report of the Executive Director (Urban Living) which set out progress in relation to the re-tendering of the maintenance service, and asked the Forum for its comments.

A Member queried whether the Council would incur costs arising from the cancellation of contracts as a result of the re-tendering. Officers responded that there had been discussion with the three partner contractors, and that they had agreed that no such costs would be levied.

The Member also queried the composition of the project team which would agree the brief and develop the timetable for re-tendering process. It was reported that the team would comprise a project manager and two to three project officers, who would also be responsible for ensuring adequate involvement of tenants in the process.

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

266. **Options Appraisal:**

The Forum considered a report of the Executive Director (Urban Living) which set out progress made against the recommendations approved by Cabinet following the Options Appraisals project, particularly regarding the recommendation to explore the establishment of a Tenants' Management Board to ensure greater tenant involvement in decision-making. It was stated that since Cabinet approval in June, work had been directed towards obtaining approval from the Government Office for London (GOL) about specific areas of the project. At the meeting, officers announced that GOL had confirmed that they would be happy to sign off the options appraisal earlier that day, and that written confirmation would follow shortly.

A resident posed a question as to the ultimate costs of the project, and the gap between borrowing and spending. It was reported that total investment to meet the Decent Homes Standard would reach approximately £50 million, but regretted that they could not specify the exact difference between borrowing and spending in this context. Officers offered to report to the next meeting with this information.

It was asked that officers define 'modest costs' in the financial implications section of the report. Officers agreed that they would present this information to the next meeting of the Forum.

**RESOLVED:** That (1) officers report the cost information outlined above to the next meeting of the Forum; and

(2) the report be noted.

267. **Matters Raised by the Alexandra Avenue Tenants' and Residents' Association:**

Officers reported on a specific issue raised by Alexandra Avenue Tenants' and Residents' Association, which had now been resolved.

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

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

The Forum received a report of the Executive Director (Urban Living) which set out a response to matters raised by the Cottesmore Tenants' and Residents' Association.

With regard to the issue of tree management, tenant representatives expressed concern that if trees went unmaintained, leaves would block gutters and this would increase the risk of flooding. They request that the trees be pruned. The Chair asked that residents lodge this complaint with Grounds Maintenance staff through the call centre discussed earlier.

A Member raised the issue of a resident who was had trees on her property protected by tree preservation orders. The trees were damaging a nearby Church, which had threatened legal action as a result. Officers requested further details from the Member. Residents raised similar issues about neighbouring trees causing subsidence to properties, and a representative of Antoney's Close TRA referred to a particular property which was being damaged by a neighbour's tree. The Council had been informed but no action had been taken. Officers advised that reports of subsidence were referred to the Council's engineers, who should act upon them. They undertook to investigate the case in question. The Chair asked to be kept informed of tests on the property, and to be given previous reports. Officers also agreed to give a copy to the tenant and the representative who attended the Forum.

A further issue was raised regarding overgrown trees on Brookside Close which were blocking light, and which had been due to be trimmed for the past two years. Officers agreed to investigate, and to address the problem if it was a health and safety issue. The Chair asked how this complaint had been previously registered, and suggested that Ward Councillors should be approached in such matters.

A resident enquired as to progress on cavity wall insulation at 6 Hanselin Close. Officers replied that the Response Maintenance Service was investigating, and that the resident would be kept informed.

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

269. **Any Other Business:**

Further to the Forum, at the first part of the meeting on 5 January 2006, having made a recommendation to the Cabinet meeting on 12 January 2006 regarding the issue of late reports, the relevant minute of the Cabinet meeting on 12 January 2006 which set out the outcome of Cabinet's consideration of the issue was tabled. The Forum noted the minute, and received apologies from officers for previous delays. The Chair noted these apologies, and thanked officers for their work at the reconvened meeting.

**RESOLVED:** That the minute of the Cabinet meeting on 12 January 2006 regarding late reports be noted.

270. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum was scheduled to take place on 2 March 2006.

(Note: The meeting having commenced at 7.30 pm on 5 January 2006, adjourned at 10.15 pm, reconvened at 7.30 pm on 18 January 2006 and closed at 9.11 pm.)

(Signed) COUNCILLOR BOB CURRIE  
Chair



## EDUCATION CONSULTATIVE FORUM

31 JANUARY 2006

Chair:	* Councillor Bill Stephenson	
Councillors:	* Mrs Bath * Miss Bednell * Gate	* Ismail * Janet Mote * Ray
Teachers' Constituency:	* Mr R Borman * Ms C Gembala * Ms J Lang	* Ms L Money * Ms L Snowdon
Governors' Constituency:	* Ms H Henshaw * Mrs C Millard	† Mr N Rands † Ms H Solanki
Elected Parent Governor Representatives:	* Mr H Epie	* Mr R Sutcliffe
Denominational Representatives:	* Mrs J Rammelt	† Reverend P Reece

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - School Term Dates**

The Forum received a report of the Director of Strategy (People First) in relation to school term dates for 2007/08. An officer reminded the Forum that they had requested the working group to consider and present options to determine the term dates for Harrow schools for the academic year 2007/08, which was particularly difficult due to an early Easter. Members considered dates proposed by the Local Government Association (LGA) and the Association for London Government (ALG), which included proposals to separate the Spring break from the Easter Bank holidays in that period. Members were advised that they could defer a decision until further information was available from neighbouring authorities on their proposals for 2007/08 school terms, adopt the LGA proposals or apply the Harrow principles to them. The officer advised that there appeared to be no consensus view from the LGA.

A Member referred to the difficulty of reaching an arrangement that would satisfy everyone and mentioned that linking Easter to the Spring break as set out in Appendix 1 of the report would enable parents to take a break and use less of their annual leave. She added that the working group had tried to abide by the Harrow agreed principles. The concern was expressed that more parents would take their children out of school if the Easter period were in the middle of the term.

Further points were made about lobbying if the Easter bank holidays were not included in the Easter spring break and being out of step with the wishes of voluntary aided schools; the need for the spring break to be two weeks; and that the school term should not start mid-week although it was noted that there was a possibility of using the mid-week days as training days.

After discussing all the possibilities it was agreed that the Spring break should be two weeks and should incorporate the Easter bank holidays. Regrettably this meant in this exceptional year that the summer term would not begin on a Thursday.

The Forum

**Resolved to RECOMMEND:** (To the Portfolio Holder for Education and Lifelong Learning)

That the following 2007/08 term dates for Harrow schools be approved:

Autumn 2007:	Monday 3 September 2007 – Friday 19 October 2007 Half Term 22 – 26 October 2007(5 days) Monday 29 October 2007 – Thursday 20 December 2007
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Spring 2008:	Thursday 3 January 2008 – Friday 8 February 2008 Half Term 11 – 15 February 2008(5 days) Monday 18 February 2008 – Wednesday 19 March 2008
Summer 2008:	Thursday 3 April 2008 – Friday 23 May 2008 Half Term 26 – 30 May 2008 (Bank Holiday + 4 days) Monday 2 June 2008 – Friday 18 July 2008

**[REASON:** To enable the school term dates for 2007/08 to be published as early as possible to aid future planning for schools, governors, parents and other partners].

### **RECOMMENDATION 2 - Education White Paper**

An Officer introduced the summary of the Education White Paper. The Forum was advised that the Chief Executive and Leader of the Council had received a letter from the Minister for Education, Ruth Kelly, inviting views on the White Paper.

During the discussion on the White Paper summary, the following comments were made:

- More emphasis should be placed on the view that collaboration between providers would lead to increased effectiveness whilst competition between schools could reduce it;
- Concerns about governing bodies that were small in number;
- Concerns about mandatory training for governors, who were, after all, volunteers;
- Most parents merely wanted a good local school for their child;
- Schools should not be forced to take on Foundation status;
- The issue of planning consents and expansion of schools;
- Increased numbers of school places were required to increase parental choice.

In response to a query regarding whether the White Paper could be forwarded to unions, the Chair advised that an amended version, if approved by Cabinet, could be circulated to Heads and Governors. He added that he would suggest to Cabinet that the summary be forwarded to Harrow's MPs.

### **Resolved to RECOMMEND:** (To Cabinet)

That Cabinet be requested to consider the views of the Forum and endorse the summary of the Education White Paper.

**[REASON:** To ensure that central government received a formal response from the London Borough of Harrow].

## **PART II - MINUTES**

### 196. **Attendance by Reserve Members:**

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

### 197. **Declarations of Interest:**

In relation to this item, Council Members re-stated the governorships which they each held, as set out in the minutes of the meeting of the Education Consultative Forum held on 15 July 2004 (Minute 110).

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

- (i) Councillor Mrs Bath declared an interest in that she was a Volunteer Police Cadet for Harrow and Wembley and that her husband was a Member of the Harrow Family Learning Network.

- (ii) Councillor Gate declared an interest arising from the fact that he was an LEA representative for a school and was also a member of the Management Committee of Harrow's Citizens Advice Bureau.
- (iii) Councillor Janet Mote declared an interest in that she was a teacher at Peterborough and St Margaret's School, that her sister-in-law was employed at an LEA School and that her husband was a Member of the Diabetics Association.

198. **Arrangement of Agenda:**

The Chair indicated that he would be rearranging the agenda to consider the appointment of a Vice-Chair of the Forum.

**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>
1.(a) Appointment of Vice-Chair	This procedural matter had been inadvertently omitted from the agenda. Consideration of this item enabled the appointment of a Vice-Chair for the remainder of the municipal year 2005/06.
15. Harrow 14-19 Strategy	This report had not been available at the time the agenda was printed and circulated due to the late inclusion of this item on the Agenda. Members were requested to consider this item, as a matter of urgency.
16. Voluntary Aided Hindu Primary School	This report had not been available at the time the agenda was printed and circulated due to the late inclusion of this item on the Agenda. Members were requested to consider this item, as a matter of urgency.
16.(a) The Realignment of People First Directorate	This report had not been available at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency as it was due to be considered at Cabinet on 16 February 2006.

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

199. **Minutes:**

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

200. **Matters Arising:**

The Chair informed the Forum that he had suggested that the Arts Culture Harrow annual report be submitted to the Lifelong Learning Scrutiny Sub-Committee.

**RESOLVED:** That the following matters arising from the minutes of the last meeting be noted:

- (i) Minute 186 (i) – Matters arising – Contingency Provision within Schools  
The Forum was informed that class figures for January 2006 were available. A report would be submitted to the March 2006 meeting and it would be appropriate to discuss this issue then.
- (ii) Minute 191 – 16-19 Update  
The Chair informed the Forum that at a meeting of the Lifelong Learning Scrutiny Sub-Committee, a link from the sixth form website to the Central Consortium website had been discussed.

201. **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).

202. **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).

203. **Deputations:**

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

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

**RESOLVED:** That Ms Jo Lang, from the Teachers' Constituency, be appointed as Vice-Chair of the Forum for the remainder of the Municipal Year 2005/06.

205. **People First Education Budget:**

The Forum considered a report of the Executive Director (People First) and the Executive Director (Business Development) and was informed that the Government had completed its review of the funding formula and that Harrow, like a lot of other Boroughs, had not come out favourably. An Officer advised that the grant increase for 2006/07 was 2% and that the increase for 2007/08 would be 2.7%.

The officer reported that, for the first time, there would be a two-year settlement and that the Government would then move to three-year settlements. Members were advised that the inflation requirements would be 2.95% for pay awards and 1.7% for superannuation contributions, which were considerably higher than the 2% grant increase received. She added that Cabinet was currently consulting on a 2.97% council tax increase, which given inflation and other base budget changes would effectively mean no other growth could be funded without identification of further savings.

The officer advised that the People First Directorate had been summarised in to three areas, namely Children's Services, Adult Community Care and Learning and Community Development. Members were referred to Appendix C of the officer's report, which set out the funding settlement in relation to the dedicated schools grant and detailed that the allocations for Harrow would be increased by 6.6% in 2006/07 and by 6.4% in 2007/08. She added that the appendices detailed the medium term pressures.

In response to a query, an officer clarified that the Government settlement would mean that Harrow would receive the minimum increase in Formula Grant. Governors expressed their concerns in relation to receiving a smaller grant, particularly as settlements would cover a longer period.

In response to a question in relation to the minimum funding guarantee, the Officer advised that this was set by the Government as a per pupil amount and that there was no stipulation as to how the school allocated the money.

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

206. **Harrow Sixth Form Collegiate (Bid to the 16-19 Capital Fund):**

The Director of Strategy (People First) introduced the report and advised that the London West Learning and Skills Council (LSC) had extended an invitation to bid for capital funding for 1000 post 16 places at Harrow High Schools. He advised that parents and students had expressed a wish to have greater choice for post-16 education. The Forum was advised that the LSC had a statutory responsibility to fund post-16 education and that a new government fund had been created, which set out a relatively modest amount for 2006 to 2007 but an increased amount from 2008.

The Director of Strategy advised that officers had been working with schools and colleges for a considerable time with a view to increasing parental and student choice post 16. The West London Skills Council had also formed part of the group that oversaw the work done and an accelerated bid had been encouraged. He advised that the fifteen institutions in Harrow had worked hard to put the bid together and that Harrow had been given priority to submit the bid as part of the previous work undertaken. However, the view was expressed that it would be important to consider issues including demographics and demand rather than engaging in internal redistribution.



The Director of Strategy reported that the closing date for receipt of the bid had been 31 January 2006 and therefore the deadline had been tight. The bid would be considered by the West London LSC Board on 22 March 2006 and the Director indicated that stakeholders from Harrow would be invited to give their views on it. Following consideration by the local LSC the bid would be forwarded to the national LSC for determination of the £120m allocation. The result of the bid was expected by end April/beginning of May 2006.

In response to questions from the Forum, the following issues were considered:

- Ministers had been appraised of the work carried out in Harrow;
- the national LSC was aware of the interest of the DfES;
- the success of the collegiate was dependent on the support of all of Harrow's IT institutions;
- the cost of the scheme was approximately £27.5m over 2-3 years and the scheme was dependent upon all the funding being received;
- it was necessary to demonstrate value for money and sustainability;
- the number of students was set at the ceiling of 1000, a target of 500 in 2007 and 500 in 2008;
- Harrow was one of the only boroughs to be fast tracked;
- a delay in the distribution of the relevant guidance had given officers more time to incorporate comments made by the Learning and Skills Council.

Certain caveats had been put in place by the LSC including the requirement of 1000 new places across the Borough and that by 2011, there was a national target of 100% of pupils staying in education post 16.

In response to a query regarding the effect of the Education White Paper upon the Consortium and collegiate system, the Forum was advised that that the complexity of the curriculum would have to be considered and that an increase in vocational areas was expected. There would also be the possibility of students having to study some subjects at another school but a mutually beneficial arrangement could be reached if different institutions cooperated with one another.

The Forum noted that the proposals had cross party support and expressed their thanks to all those involved.

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

207.

**Bullying:**

Members received a report of the Director of Learning and Community Development (People First). An officer advised that Harrow schools appeared to be tackling bullying well, that the guidelines had been refreshed this year and that schools would keep the policies under review. An officer explained that the Harrow Local Safeguarding Children Board (LSCB) had lead responsibility on anti-bullying in Harrow. The officer advised that a survey of pupils in relation to bullying had been conducted and that the Forum would receive the results once they had been analysed.

An officer advised Members that with regards to unauthorised absences in schools, Harrow was in ninth position nationally in terms of good attendance, while in relation to secondary schools it was in fourth position, indicating that Harrow took the issue of truancy seriously. The reasons for unauthorised absences were monitored closely.

The Forum was referred to an article in Harrow People, which had publicised the issues surrounding bullying. The work that had been done in some schools where young people had been involved in mentoring schemes to help other students was commended. In response to a query from a Member regarding statistics on bullying in Harrow and whether the geographic location of schools had an influence upon the extent of bullying, an officer advised that the survey could provide a snapshot only and that the results were dependent upon students (unknown at present) who had chosen to complete the survey.

A Member enquired whether children on a school roll who failed to attend were included in figures defined as missing from education. In response the officer advised

that the child may in fact be attending a different school but this issue was addressed by the authorities.

An Officer advised Members that bullying could go beyond the jurisdiction of the Council when it became physical.

The view was expressed that cultural awareness was important and that schools should undertake to provide some form of training to help parents who were refugees and could be reluctant to deal with various authorities.

A Member commended the work done in schools, including that done by lunchtime supervisors. A Member of the Forum drew attention to homophobic bullying and advised that this required challenging. The Forum acknowledged that often the most difficult part of tackling bullying was evidence.

If a child did not attend school for 4 weeks, their name would be removed from the roll. The Forum was advised that different services worked together to collate relevant information, for example, Education Welfare Services and Social Services followed up cases where a child failed to turn up to school without specified reasons.

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

208. **School Term Dates:**  
(See Recommendation 1).

209. **Children and Young People's Plan:**  
An Officer introduced the report of the Director of Children's Services which updated the Forum on the process of drafting the Children and Young People's plan (CYPP). The Forum was advised that the plan would incorporate the 14-19 Strategy and the Local Area Agreement Children's Block priorities. The Forum was informed that many people had been consulted regarding the plan, including voluntary and statutory agencies, schools and colleges, and that an open meeting for members of the public had taken place.

In response to a query regarding whether other Authorities' plans had been considered, the Forum was informed that York's and Cornwall's had been viewed.

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

(2) that the Forum's support for the first edition of the Children and Young People's plan be noted.

210. **Education White Paper:**  
(See Recommendation 2).

211. **Harrow 14-19 Strategy:**  
The Director of Strategy (People First) introduced the report and advised the Forum that the strategy incorporated the strategic framework for 14-19 developments in Harrow and that an Action Plan would be finalised once the outcome of the bid to the 16-19 Capital Fund was known.

The Forum was advised that Cabinet had already approved the Strategy in principle but formal approval by key partners should be obtained in early 2006. The Director of Strategy advised that a cross-party steering group would oversee the development of the Strategy and that a 14-19 Advisory Group consisting of key partners' representatives met regularly to advise the steering group of available options to increase choice at post 16.

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

212. **Voluntary Aided Hindu Primary School:**  
The Director of Strategy (People First) introduced the report and advised that Harrow had the largest percentage of Hindu population in its area of any local authority in the country and that the Council had considered two proposals, the Sai School of Harrow and the I-Foundation. A bid had been made to the Department for Education and skills for allocation from the Targeted Capital Fund following Cabinet's decision in May 2005.

The Forum was advised that officers were considering issues including admissions procedure, governance and the curriculum with the I-Foundation, who were keen to undertake a consultation to explain the school's aims. In response to a query, the Director of Strategy clarified that it was expected that students would be enrolled from

both within and outside of the Borough and from nursery age upwards, although the admissions procedure was still being formulated. The Forum was also advised that DfES funds were dependent upon the I-Foundation submitting plans with site proposals. The Director of Strategy advised that the I-Foundation were keen to be seen as a community resource. He noted the concerns raised that the site of the school might affect primary provision.

A Member queried whether students would be enrolled upon a sibling basis and the Forum was advised that the school would be part of the Harrow system and that further information would be available once the site was secured. A Member also enquired about the effect of the site upon which the school would be on other schools in the area and was advised that it was unclear at the moment due to uncertainty about the location of the site.

The Forum welcomed and supported the proposal for a voluntary aided Hindu primary school in Harrow.

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

213. **The Realignment of People First Directorate:**

The Executive Director (People First) introduced her report and advised the Forum that the establishment of the two Statutory Officer posts of Director of Children's Services and Director of Adult Community Services necessitated the review of the People First Senior structure. She advised that in addition to clarifying lines of accountability and responsibility, streamlining the People First structure would also help ensure joined up working across different departments.

In response to a comment from a Member regarding a shortage of staff in Urban Living, the Executive Director advised that some areas within Urban Living would be incorporated within People First. She informed Members that the structure would be monitored and that there would be a review of the proposals contained within the report in six months time. In response to a comment from a Member in reference to the realignment procedure having started three years ago, the Chair commented that progress had been made since then and that new developments had taken place.

**RESOLVED:** To note:

- (i) the proposals to realign the departments within the People First directorate;
- (ii) the timetable and proposals for populating the structure of the Directorate;
- (iii) the proposals in relation to the statutory and non-statutory Director posts;
- (iv) the transfer of some sectors of Urban Living to People First.

214. **Termination of the Meeting:**

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

**RESOLVED:** At 9.58 pm to continue until 10.15 pm.

215. **Date of the Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum would be held on 22 March 2006.

(Note: The meeting having commenced at 7.39 pm, closed at 10.10 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair





