

2007 – 2008
July 2007 Volume 3



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 3: JULY 2007

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OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 10 JULY 2007

Chairman: * Councillor Stanley Sheinwald

Councillors: * B E Gate * Anthony Seymour
 * Mitzi Green * Mrs Rekha Shah
 * Barry Macleod-Cullinane * Dinesh Solanki
 * Jerry Miles * Yogesh Teli (3)
 * Paul Scott (1) * Mark Versallion

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

[Note: Councillor Jeremy Zeid also attended this meeting to speak on Recommendations I and II and the items indicated at Minutes 157 to 160 below].

PART I - RECOMMENDATIONS

RECOMMENDATION I - Reconfiguring Scrutiny

The Committee considered a report of the Director of People, Performance and Policy, which set out proposals for the reconfiguration of the Council's Overview and Scrutiny function whilst maintaining the existing principles of Scrutiny as an independent Councillor-led function working with local people to improve services.

Members commented on various aspects of the report, including the special responsibility allowance (SRA) for scrutiny Members with additional responsibilities. The Committee was of the view that the Scrutiny Policy Leads and the Scrutiny Performance Leads for Children and Young People, Sustainable Development and Enterprise and Safer and Stronger Communities ought to receive the same SRA. However, the Leads for Adult Health and Social Care should receive a higher SRA to reflect and recognise the demands arising from that area of work.

Some Members gave a guarded welcome to the reconfiguration in the knowledge that there would be an opportunity to carry out a review after 6 and 12 months to identify changes. The following issues were raised:

- the existing advisers, whose specialist advice had been valuable to the work of scrutiny, ought to be retained;
- a non-partisan approach was essential to ensure effective working of scrutiny;
- it was essential that the Scrutiny Review Group on NHS finances continued to meet;
- the proposed Committees might not have adequate capacity to scrutinise the health service and the police effectively;
- the increased size of the Overview and Scrutiny Committee might be unwieldy;
- scrutiny was moving towards informal structures with some meetings being held in private, thereby reducing transparency;
- the reconfiguration and the support received by Members were driven by the budget, which might compromise the effectiveness of scrutiny.

Other Members were of the view that a focus on outputs and key issues would ensure effective scrutiny. The reconfiguration would provide Members with flexibility and an opportunity to work differently rather than through Committees.

Members were assured that the scrutiny officer support would remain the same. Other Directorates and Partners would also provide support. Officers would ensure that issues that required scrutinising were not overlooked, and that the Scrutiny Leads were fully supported. Given the changed nature of Councillors' responsibilities and the absence of a service-specific committee structure, there would be mandatory training for all scrutiny Councillors on health, children's issues and community safety. In addition, there would be a compulsory session on scrutiny in general for all Councillors.

Some of the existing ways of working would continue, and a review of the reconfiguration would be conducted in six months' time.

Having agreed the reconfiguration and the terms of reference of the Overview and Scrutiny Committee and the Performance and Finance Sub-Committee, including the establishment of Scrutiny Policy Leads and Scrutiny Performance Leads to consider the policy and performance issues in relation to Adult Health and Social Care, Children and Young People, Sustainable Development and Enterprise and Safer and Stronger Communities, it was

Resolved to RECOMMEND: (to Council)

That (1) the Overview and Scrutiny function of the Council be reconfigured as set out in the report of the Director of People, Performance and Policy circulated to all Members of the Council;

(2) the reconfigured Overview and Scrutiny Committee be established;

(3) the membership of the Overview and Scrutiny Committee be appointed, including its Chairman;

(4) the terms of reference of the Overview and Scrutiny Committee be agreed;

(5) the views of the Overview and Scrutiny Committee on the SRAs be noted and agreed.

(See also Minute 157).

RECOMMENDATION II - Draft Corporate Plan 2007-2010

The Committee considered a report of the Director of People, Performance and Policy, which set out the values and objectives for the work that would be undertaken by the Council between 2007-2010.

The Council's Corporate Plan also included the Best Value Performance Plan (BVPP), approved by the Cabinet on 21 June 2007, which provided a flavour of the Council's performance across a wide range of services. Attention was drawn to an updated version of the Corporate Plan, which had been circulated to all Members.

Members commented on the Corporate Plan, including the presentation of the BVPP, both of which would inform the Overview and Scrutiny Committee's work programme allowing it to challenge and act as a critical friend.

The Committee also drew attention to the proposal to empower the community to request that items be called-in in future and suggested that this should be included in the draft Corporate Plan in the section about participation.

Resolved to RECOMMEND: (to Council)

That (1) it be noted that the Overview and Scrutiny Committee welcomes the efforts made by the administration in turning its manifesto into specific corporate priorities as practical examples of their vision against which the Council would be judged;

(2) the draft Corporate Plan be amended by the inclusion of the public right to call-in within the participation section.

(See also Minute 159).

PART II - MINUTES149. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Mrs Myra Michael
Councillor Christopher Noyce

Reserve Member

Councillor Yogesh Teli
Councillor Paul Scott

150. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

Councillor Mitzi Green declared an interest in that her relative was in receipt of disability benefit. Her interest was general and did not relate to a specific item on the agenda. She declared the interest in case there was a discussion on benefits during the course of the meeting.

151. **Arrangement of Agenda:**

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

152. **Minutes:**

RESOLVED: That the minutes of the ordinary meeting held on 24 April 2007 and the special meetings held on 14 May 2007 and 12 June 2007 be deferred until printed in the Council Bound Minute Volume.

153. **Public Questions:**

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

154. **Petitions:**

RESOLVED: To note that no petitions had been received.

155. **Deputations:**

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

156. **References from Council/Cabinet:**

RESOLVED: To note that no reports were received.

157. **Reconfiguring Scrutiny:**

Further to Recommendation I, there was some discussion about the availability and release of papers in advance of meetings. A Member made a general comment on the need for better timetabling. It was noted that the Chairman and the Vice-Chairman of the Committee would be meeting with the Chief Executive where this matter would also be discussed. It was clarified that, in relation to paragraph 3.42 of the report, the agreement of both the Chairman and the Vice-Chairman would be required. Some Members expressed reservations on the proposed local government leadership models.

RESOLVED: That (1) the new Overview and Scrutiny Committee and Performance and Finance Sub-Committee be established;

(2) the terms of reference of the Overview and Scrutiny Committee and the Performance and Finance Sub-Committee be agreed;

(3) the Committee size, composition and special responsibilities of the new structure be agreed;

(4) the principles for the payment of Special Responsibility Allowance for Scrutiny Councillors be agreed and referred to the Leader of the Council for consideration;

(5) the proposals regarding the frequency of meetings for each Committee be agreed;

(6) the Chairmen, the Vice-Chairmen and the policy and performance leads review the effectiveness of the reconfigured function after 6 and 12 months and identify and report back appropriate changes as necessary.

158. **Cultural Services Review – Final Report:**

The Committee received a report of the Director of People, Performance and Policy, which introduced the final report of the Scrutiny Review Group on Cultural Services.

The Chairman of the Scrutiny Review Group highlighted some of the key findings, and thanked Members of the Review Group and officers for their work and support. She stated that the Review Group had met with the Portfolio Holder for Community and Cultural Services to discuss the recommendations.

Following a discussion on the governance arrangements for contracts and Service Level Agreements (SLAs), the need to review some of them to identify best principles, and to incorporate this area of work into the Overview and Scrutiny Committee's work programme, it was

RESOLVED: That (1) the report and recommendations of the Scrutiny Review Group on Cultural Services be endorsed;

(2) the report be referred to Cabinet for consideration;

(3) Cabinet be requested to:

- (i) note that the report highlighted the need to strengthen governance structures in the Council's current SLAs, contracts and partnerships around cultural services, and
- (ii) implement a review of the wider principles that should inform the governance structures of all the Council's SLAs, contracts and partnerships.

(4) the Cultural Services Review be placed on the Overview and Scrutiny Committee's work programme in six months' time.

159. **Draft Corporate Plan 2007 -2010:**

Further to Recommendation II, Members commented on the Draft Corporate Plan 2007-2010 and the Best Value Performance Plan (BVPP) with a view to informing the Committee's Work Programme. They identified a number of areas where further scrutiny was essential, additional information was required and listed areas that needed to be included in Scrutiny's Work Programme. They noted that there was an opportunity to add value to the flagship actions identified in the Corporate Plan and the BVPIs.

Members raised questions on the proposed new Sports Centres, education issues such as absence rates in primary schools, Children's Centres, the number of racial incidents in the Borough, homelessness and the traffic schemes. Members identified areas on which the lead scrutiny Members could focus. They noted the need to appreciate the underlying trends when examining performance.

The Director of People, Performance and Policy and an officer welcomed the suggestions made by Members to improve the information provided on the BVPIs, such as providing a fuller narrative in the comments section. They informed Members that templates for the provision of information on BVPIs were set by central government and that some of the requests from Members would have to be included elsewhere. The Director assured Members that the areas suggested for further scrutiny would be incorporated in the draft Work Programme.

RESOLVED: That the suggestions made by Members be included in the draft Scrutiny Work Programme.

160. **Local Area Agreement – Annual Performance Update:**

The Committee considered a report of the Director of People, Performance and Policy, which updated Members on performance against the indicators in the Local Area Agreement (LAA). Particular reference was made to the progress against the stretched indicators, which had the potential to earn reward grant.

In response to questions on stretched targets relating to school exclusions and attendance, an officer explained that:-

- where the stretched targets were in danger of not being met, the Chairmen accountable for those areas had been requested to develop action plans to address the current under-performance. The Harrow Strategic Partnership Executive, at its meeting on 9 August 2007, would be considering these action plans;
- the Corporate Director of Children's Services would be made aware of the Committee's comment regarding the introduction of a physically challenging environment for pupils;
- organisations that delivered on stretched targets, including schools, would earn a proportion of any reward grant earned;
- the Overview and Scrutiny Committee, when dealing with education business at its future meeting, could look into the issue of exclusions;
- research on the reward payment rules would be carried out and sent to Members.

RESOLVED: That the report be noted.

161. **Scrutiny Scorecard:**

An officer introduced the report, which set out proposals for a new method for scrutiny to monitor its own performance. Members welcomed the proposals with some reservations. A Member remarked that this would be a valuable tool for the Performance and Finance Sub-Committee. Another Member was of the view that the subjective nature of some of the measures might make them difficult to assess. The point was also made that, in respect of measure C7 – Raising Scrutiny's Profile, the residents' panel had not yet been established. The scrutiny officer advised that these issues had been taken into account in the development of the scorecard, and that the residents' panel was to be established as a corporate flagship action in 2007/08.

RESOLVED: That the establishment of a performance management system for the scrutiny function, as set out in the annual and quarterly scrutiny scorecards attached at Appendix 1 to the report, be agreed.

162. **Extension and Termination of Meeting:**

In accordance with the provisions of Overview and Scrutiny Committee Procedure Rule 6.7(ii)(b), it was

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

(2) at 10.15 pm to continue until 10.20 pm;

(3) at 10.20 pm to continue until 10.25 pm.

(Note: The meeting, having commenced at 7.36 pm, closed at 10.20 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

(SPECIAL) MEETING HELD ON 12 JULY 2007

Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* Robert Benson (1) * Don Billson * Mrs Janet Cowan * Mrs Margaret Davine * B E Gate * Mitzi Green	* Jerry Miles * Anthony Seymour * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting Co-opted:	(Voluntary Aided) Mrs J Rammelt Reverend P Reece	(Parent Governors) Mr R Chauhan Mrs D Speel

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

[Note: Councillors Ashok Kulkarni and Barry Macleod-Cullinane were also in attendance at this meeting – see Minute 170 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

163. **Appointment of Chairman:**
Further to the re-establishment of this Committee at the Council meeting on 12 July 2007, it was
- RESOLVED:** To note the appointment at the Council meeting on 12 July 2007 of Councillor Stanley Sheinwald as Chairman of the Overview and Scrutiny Committee for the remainder of the Municipal Year 2007/08.
164. **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 Myra Michael | Councillor Robert Benson |
165. **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.
166. **Arrangement of Agenda:**
- RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following 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> |
|---|---|
| 7. Establishment of Sub-Committees and Appointment of Scrutiny Lead Members 2007/2008 | This report was being consulted on at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency, in order that the Sub-Committees could be established. |
| 9. Dates of Future Meetings | The dates were being consulted on at the time the agenda was printed and circulated. The Committee was requested to consider this item as a matter of urgency, in order that all Members had as much notice as possible of the dates of the Committee's meetings for the remainder of the Municipal Year. |

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

167. **Appointment of Vice-Chairman:**

RESOLVED: That Councillor Mitzi Green be appointed Vice-Chairman of the Committee for the remainder of the Municipal Year 2007/2008.

168. **Minutes:**

RESOLVED: That the minutes of the Ordinary meeting held on 24 April 2007, the Special meetings held on 14 May and 12 June 2007, and the Ordinary meeting held on 10 July 2007, be deferred until the next Ordinary meeting.

169. **Establishment of Sub-Committees and Appointment of Scrutiny Lead Members 2007/2008:**

RESOLVED: That (1) the Sub-Committees of the Overview and Scrutiny Committee be established for the remainder of the Municipal Year 2007/08 with the memberships and Chairmen detailed in Appendix 1 to these minutes; and

(2) the Policy Lead Members and the Performance Lead Members for scrutiny be appointed as set out in Appendix 2.

170. **Review of First Year of Partnership with Accord MP:**

The Committee considered a report of the Director of People, Performance and Policy, which outlined a proposal for a review of the first year of the partnership with Accord MP for the delivery of public realm infrastructure services.

The Committee endorsed the proposal, and noted that there was a need to identify Members to undertake this project. Councillors Don Billson, Robert Benson, Mrs Janet Cowan, Barry Macleod-Cullinane, B E Gate, Ashok Kulkarni, Dinesh Solanki, Yogesh Teli and Mark Versallion indicated that they may be interested in serving on the review group.

RESOLVED: That (1) the proposal to undertake a review of the Council's partnership for public realm infrastructure services be agreed; and

(2) the Performance and Finance Sub-Committee, at its first meeting, develop a detailed project plan and scope, with the intention of starting work on the project immediately.

171. **Dates of Future Meetings:**

Members received a tabled paper which set out the dates agreed by the Chairman and Vice-Chairman for meetings of the Committee for the remainder of the 2007/2008 Municipal Year.

Those meetings which would include discussion of health, education or partnership matters had also been identified.

RESOLVED: To note the dates of meetings of the Committee for the remainder of the 2007/2008 Municipal Year, as follows:-

6 September 2007	
25 September 2007	(Health)
9 October 2007	(Education)
30 October 2007	
13 November 2007	(Question and Answer session)
20 November 2007	(Education)
11 December 2007	
28 January 2008	(Education)
12 February 2008	(Health)
31 March 2008	(Health)
22 April 2008	(Partnership matters)

(Note: The meeting, having commenced at 10.30 pm, closed at 10.38 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

APPENDIX 1SCRUTINY SUB-COMMITTEES

(Membership in order of political group nominations)

ConservativeLabourLiberal Democrat**(1) PERFORMANCE AND FINANCE SUB-COMMITTEE (11)****(6)****(4)****(1)**I.
Members

**Robert Benson
Don Billson
Manji Kara
Ashok Kulkarni
Barry Macleod-Cullinane
Mark Versallion (CH)**

**Ms Nana Asante
B E Gate *
Mitzi Green
Mrs Rekha Shah**

Christopher Noyce

II.
Reserve
Members

1. Yogesh Teli
2. Mrs Janet Cowan
3. Jeremy Zeid
4. Mrs Kinnear
5. Dinesh Solanki
6. Stanley Sheinwald

1. Phillip O'Dell
2. Bill Stephenson
3. Thaya Idaikkadar
4. Keeki Thammaiah

1. Paul Scott

(2) CALL-IN SUB-COMMITTEE (5)**(3)****(2)**I.
Members

**Stanley Sheinwald
Anthony Seymour (CH)
Mark Versallion**

**B E Gate
Mitzi Green ***

II.
Reserve
Members

1. Jeremy Zeid
2. Mrs Lurline Champagnie
3. -
† 4. Dinesh Solanki
† 5. Julia Merison

1. Jerry Miles
2. Graham Henson
3. Keeki Thammaiah
† 4. Mrinal Choudhury

CH
*

= Chair
= Denotes Group Members for consultation on Administrative Matters

† **[Note:** The appointed number of Reserves for each Group is in excess of the Committee Procedure Rule 3.2 provision, by virtue of Resolution 17: Overview and Scrutiny Committee (18.7.06).]

(3) CALL-IN SUB-COMMITTEE (Education)**(7)****(2)****I.
Members**

**Mrs Lurline Champagnie
Barry Macleod-Cullinane
Anthony Seymour (CH)
Stanley Sheinwald
Dinesh Solanki
Mark Versallion
Jeremy Zeid**

**B E Gate
Mitzi Green ***

**II.
Reserve
Members**

- | | |
|---------------------|-----------------------|
| 1. Mrs Vina Mithani | 1. Jerry Miles |
| 2. Yogesh Teli | 2. Graham Henson |
| 3. Ashok Kulkarni | 3. Keeki Thammaiah |
| 4. Janet Cowan | † 4. Mrinal Choudhury |
| 5. Robert Benson | |
| 6. Julia Merison | |
| 7. - | |
| † 8. - | |
| † 9. - | |

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
- Mrs J Rammelt/Reverend P Reece
- (2) Two representatives of Parent Governors
- Mrs D Speel (Primary)/Mr R Chauhan (Secondary)

CH

= Chair

*

= Denotes Group Members for consultation on Administrative Matters

†

[Note: The appointed number of Reserves for each Group is in excess of the Committee Procedure Rule 3.2 provision, by virtue of Resolution 17: Overview and Scrutiny Committee (18.7.06).]

APPENDIX 2**APPOINTMENT OF LEAD MEMBERS FOR SCRUTINY**

1. The following persons are appointed as Policy Lead Members for Scrutiny:

Adult Health and Social Care	Councillor Myra Michael
Children and Young People	Councillor Mrs Margaret Davine
Sustainable Development and Enterprise	Councillor Jerry Miles
Safer and Stronger Communities	Councillor Anthony Seymour

NB: The Chairman of the Overview and Scrutiny Committee is also the Policy Lead Member for Corporate Effectiveness and Finance.

2. The following persons are appointed as Performance Lead Members for Scrutiny:

Adult Health and Social Care	Councillor Mrs Rekha Shah
Children and Young People	Councillor Mrs Janet Cowan
Sustainable Development and Enterprise	Councillor Dinesh Solanki
Safer and Stronger Communities	Councillor Ms Nana Asante

NB: The Chairman of the Performance and Finance Sub-Committee is also the Performance Lead Member for Corporate Effectiveness and Finance.

SCRUTINY
SUB-COMMITTEES

PERFORMANCE AND FINANCE SCRUTINY SUB COMMITTEE**23 JULY 2007**

Chairman: * Councillor Mark Versallion

Councillors:	* Ms Nana Asante	* Christopher Noyce
	* Robert Benson	* Phillip O'Dell (1)
	* Mrs Janet Cowan (2)	* Mrs Rekha Shah
	* B E Gate	* Stanley Sheinwald (6)
	* Barry Macleod-Cullinane	* Jeremy Zeid (3)

* Denotes Member present
(1), (2), (3) and (6) Denote category of Reserve Member

1. **Appointment of Chairman:**

RESOLVED: To note the appointment at the Special Meeting of the Overview and Scrutiny Committee Meeting on 12 July 2007 of Councillor Mark Versallion as Chairman of the Sub-Committee for the remainder of the Municipal Year 2007/2008.

2. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Don Billson
Councillor Manji Kara
Councillor Ashok Kulkarni
Councillor Mitzi Green

Reserve Member

Councillor Mrs Janet Cowan
Councillor Jeremy Zeid
Councillor Stanley Sheinwald
Councillor Phillip O'Dell

3. **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.

4. **Arrangement of Agenda:**

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

5. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Councillor B E Gate as Vice-Chairman of the Sub-Committee for the remainder of the Municipal Year 2007/2008.

6. **Terms of Reference of the Performance and Finance Scrutiny Sub-Committee:**

Following a discussion on the merits of including both paragraphs 1 and 2 in the Sub-Committee's Terms of Reference, it was

RESOLVED: That the Terms of Reference of the Sub-Committee be noted.

7. **Public Questions:**

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

8. **Petitions:**

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

9. **Deputations:**

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

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

RESOLVED: To note that no reports were received.

11. **Principles of Performance Management:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which set out the principles of good performance management, details of which had been extracted from reports and publications made available by the Improvement and Development Agency (IDeA).

The Scrutiny officer explained that the report identified training needs for Members and further suggestions would be welcomed.

The Chairman set out the role of the Sub-Committee, and stated that the bulk of training would be delivered by an in-house team. Members commented as follows:

- they should be consulted on dates and times for the training to ensure full participation;
- training sessions should be made available on the intranet and that a 'library' containing material relating to the training would be helpful;
- information should be clear and easy to understand. It was noted that whilst some jargon was unavoidable, a glossary would be provided to Members;
- specific training ought to be provided on scorecards by the Performance team.

A Member queried if project management and the methodologies used should be part of the training. The scrutiny officer stated that certain methodologies used were complex and that he would look into and would report back on this matter. He also undertook to investigate the provision of general glossary on the website.

RESOLVED: That (1) a glossary for, and the content of, the training session be made available to Members prior to the training session(s) to allow Members to familiarise themselves with the information;

(2) training sessions lasting a maximum of 2 hours be held in September 2007 between 6.00 – 8.00 pm and, if necessary, on Saturdays/Sundays.

12. **Protocol for Operation of Performance and Finance Sub-Committee:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which sought approval of the protocol for operation of the Sub-Committee. The scrutiny officer informed the Sub-Committee that it would be receiving information from a variety of sources, as outlined in the report, and that the protocol would be particularly helpful in planning agendas. He stated that monthly briefings would be held with the Chairman and Vice-Chairman and an 'action' sheet would be produced and distributed to Members of the Sub-Committee, for information.

In response to questions, the officer stated that in order to ensure that the processes were transparent, briefings would be open to the public and the usual channels of publicising the briefings would be used. A Chairman's report sheet would be submitted to the Sub-Committee. The Chairman additionally informed the Sub-Committee that Members could raise issues at briefings rather than waiting until the meetings of the Sub-Committee.

RESOLVED: That the report be noted and the protocol endorsed.

13. **New Approach to Business Planning and Performance Management in Harrow Council:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which set out the principles of the new integrated business planning and performance management network. Members were asked to note and comment on the new framework.

The Chairman informed the Sub-Committee that the author of the report was unable to attend the meeting and suggested that Members send any queries initially to the scrutiny officer. The report would be re-submitted to the next meeting for discussion.

Members praised the report and stated that it was a useful information document. A minor amendment in respect of the number of flagship improvement projects was reported.

RESOLVED: That the report be considered at the next meeting of the Sub-Committee.

14. **Review of First Year of Partnership with Accord MP:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which set out a proposal for a review of the first year of partnership with Accord MP in the delivery of public realm infrastructure services. Members were asked to agree to undertake the review and to identify Members of the review group.

The Chairman suggested that a draft scope be developed to guide the review group and give it focus. He proposed that the review group meet twice and carry out desktop research. Thereafter, the review group would form 3 sub-groups each looking at different aspects of the contract with Accord MP. The review group should identify the lessons learnt, which would help move the contract forward. The group should not make too many recommendations. A 'light touch' review was envisaged. He called for volunteers to participate in the review group and stated that an invitation would be sent to all non-Executive Members and key stakeholders. The review group would initially report on progress to the October 2007 meeting of the Sub-Committee and the final report would be submitted to its January 2008 meeting with a view to submitting the recommendations to Cabinet.

Members discussed the remit of the review and the types of documents that they would want to examine as part of the review. Some Members suggested that the parameters of the review ought to be broader to allow it to make comparisons with experiences of other bidders for the contract and Local Authorities.

The Chairman stated that it was important not to dilute the scope of the review, which should focus on the Council's expectations from the contract. He requested that Members forward their requests for documents, including background information, to the scrutiny officer who would keep the Chairman informed about their receipt.

In response, the scrutiny officer advised that the review group might wish to consider focussing on the stages leading up to the contract and performance issues.

Following further discussion on the scope of the review, it was

RESOLVED: That (1) a review of the Council's partnership for public realm infrastructure services be undertaken;

(2) Councillors Robert Benson, Janet Cowan, B E Gate, Barry Macleod-Cullinane, Mark Versallion and Jeremy Zeid be identified as members of the review group and that other Members also be invited to participate;

(3) the scope be agreed virtually, and the outline scope and project plan for the review be submitted to the next meeting of the Overview and Scrutiny Committee.

15. **Dates of Future Meetings:**

An officer informed the Sub-Committee that the dates for future meetings of the Sub-Committee had not yet been finalised.

RESOLVED: That the dates be circulated to Members electronically in due course.

(Note: The meeting having commenced at 7.33 pm, closed at 9.34 pm)

(Signed) COUNCILLOR MARK VERSALLION
Chairman

COUNCIL



**MINUTES
of the
MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 12 JULY 2007**

Present: **The Worshipful the Mayor (Councillor Janet Cowan)
The Deputy Mayor (Councillor Jean Lammiman)**

Councillors:

Nana Asante
David Ashton
Mrs Marilyn Ashton
Mrs Camilla Bath
Miss Christine A. Bednell
Robert Benson
Don Billson
Mrs Lurline Champagnie
Mrinal Choudhury
Golam Sobhan Chowdhury
John Cowan
Bob Currie
Margaret Davine
Anthony Ferrari
Keith Ferry
Archie T. Foulds
Brian E. Gate
David Gawn
Mitzi Green
Susan Hall

Thaya Idaikkadar
Nizam Ismail
Manji. Kara
Mrs E.M. Kinnear
Ashok Kulkarni
Dhirajlal Lavingia
Barry Macleod-Cullinane
Julia Merison
Salim Miah
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
Narinder Singh Mudhar
John Nickolay
Mrs Joyce Nickolay
Christopher D. Noyce
Phillip O'Dell
Asad Omar

Paul Osborn
Anjana Patel
David Perry
Raj Ray
Richard David Romain
Paul Scott
Anthony Seymour
Navin Shah
Mrs Rekha Shah
Stanley Sheinwald
Eric Silver
Dinesh Solanki
Bill Stephenson
Mrs Sasikala Suresh
Yogesh Teli
Keekira Thammaiah
Mark A. Versallion
Thomas Weiss
Jeremy Zeid

PRAYERS

The meeting opened with Prayers offered by the
Reverend Mike Hall

167. COUNCIL MINUTES:**RESOLVED:**

THAT THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 APRIL 2007, AND OF THE ANNUAL COUNCIL MEETING HELD ON 10 MAY 2007, BE TAKEN AS READ AND SIGNED AS CORRECT RECORDS.

168. DECLARATIONS OF INTEREST:

There were no declarations of interests made by Members in relation to the business to be transacted at this meeting.

169. MAYOR'S ANNOUNCEMENTS:**RESOLVED:**

THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THE OCCASIONS ON WHICH SHE HAD BEEN REPRESENTED BY THE DEPUTY MAYOR, THE HONORARY ALDERMAN AND PAST MAYORS, SINCE THE LAST COUNCIL MEETING.

170. QUEEN'S BIRTHDAY HONOURS LIST:

The following Harrow resident had received an award in the Queen's Birthday Honours list:-

Mr Tony Newman

Officer of the British Empire

171. PARACHUTE JUMP BY COUNCILLOR DAVID GAWN:

Having been invited to speak by the Mayor, Councillor David Gawn informed Council that he would be doing a sponsored parachute jump on Friday 21 September 2007 in aid of the Mayor's Special Appeal for 2007/08, the Teenage Cancer Trust. He hoped to raise £10,000.

Councillor Gawn received a round of applause.

172. PROCEDURAL MOTIONS:

There were no procedural motions from Members of Council.

173. PETITIONS:

The following petitions were submitted by Members of Council:

- (1) Submitted by Councillor Mrs Lurline Champagnie, containing 25 signatures of residents, alleging anti-social behaviour by private tenants at an address in Pinner.

[The petition stood referred to the Portfolio Holder for Environment Services].

- (2) Submitted by Councillor Mrs Kinnear, containing 41 signatures of residents of Harrow on the Hill, objecting to Planning Application P/1936/07/DFU for the retention of temporary classrooms for a further 3 years at John Lyon School.

[The petition stood referred to the Development Management Committee].

- (3) Submitted by Councillor Christopher Noyce, containing 37 signatures of local residents, opposing Planning Application P/1281/07 for a detached house between 397 and 399 Torbay Road, Harrow.

[The petition stood referred to the Development Management Committee].

- (4) Submitted by Councillor Raj Ray, containing 22 signatures of members of Roxeth Bowling Club, highlighting the problems faced by bowling clubs in Harrow following the increase in the Council's charges for clubhouses, and requesting assistance to help the Roxeth Bowling Club, and other clubs, remain viable.

[The petition stood referred to the Portfolio Holders for Finance and Portfolio Co-ordination, Environment Services and Community and Cultural Services].

- (5) Submitted by Councillor Yogesh Teli, containing 26 signatures of residents of Prescelly Place, opposing the introduction of any waiting restrictions in Prescelly Place.

[The petition stood referred to the Portfolio Holder for Environment Services].

- (6) Submitted by Councillor Archie Foulds, containing 80 signatures of members of 8th Kenton Scout Group, requesting assistance in preventing the demolition of the Scout Group hut in light of the proposed disposal of the site by Brent Council for development.

[The petition stood referred to the Portfolio Holder for Community and Cultural Services].

174. PUBLIC QUESTIONS:

The following question had been submitted by a member of the public in accordance with Council Procedure Rule 12.3, and was answered orally:-

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Ms Moji Sorunke	Portfolio Holder for Finance and Portfolio Co-ordination (Councillor David Ashton)	"Can you explain why the Black History Month Advisory Group is being told that sponsorship money raised by residents from local businesses and organizations and held in trust by Harrow Council has been absorbed by the Council?"

175. CORPORATE PLAN 2007-2010:

- (i) Further to Item 7 on the Summons, Council received Recommendation I of the Cabinet meeting of 21 June 2007 and, in the tabled documentation, Recommendation II of the Overview and Scrutiny Committee meeting on 10 July 2007. The Recommendations were moved by Councillor Chris Mote, Leader of the Council, and Councillor Stanley Sheinwald, Chairman of the Overview and Scrutiny Committee, respectively.
- (ii) Councillor Navin Shah moved, and Councillor Bill Stephenson seconded, an amendment which sought to amend a number of the flagship actions set out in the Corporate Plan, and add a number of new flagship actions to the Plan.
- (iii) Following a full debate, and upon a vote, the amendment was not carried.
- (iv) The meeting then moved to votes upon the substantive Recommendations; these were both carried and adopted.

RESOLVED:

THAT THE RECOMMENDATIONS BE ADOPTED AS PRINTED.

[Note: Under Council Procedure Rule 13.1 (Questions Without Notice), several questions were asked of Members of Cabinet by Councillors Margaret Davine, Phillip O'Dell, David Perry, Navin Shah and Bill Stephenson, to which oral answers were provided].

176. SUSPENSION OF COUNCIL PROCEDURE RULE 23.1:

During the above item, in light of problems with the microphones in the Council Chamber, it was proposed that Council Procedure Rule 23.1, requiring Members to stand when speaking at a meeting of Council, be suspended for the remainder of the meeting.

This received the general assent of Council.

RESOLVED:

THAT COUNCIL PROCEDURE RULE 23.1 (STANDING TO SPEAK) BE SUSPENDED FOR THE REMAINDER OF THIS COUNCIL MEETING.

177. RECONFIGURING SCRUTINY:

In the tabled documentation for the meeting, the Council received Recommendation 1 of the Overview and Scrutiny Committee meeting on 10 July 2007. The Recommendation was moved by Councillor Stanley Sheinwald, Chairman of the Overview and Scrutiny Committee.

Following debate and upon a vote, it was

RESOLVED:

THAT THE RECOMMENDATION BE ADOPTED AS PRINTED.

178. RECOMMENDED CONSTITUTIONAL CHANGES:

(i) Councillor Paul Osborn, Chairman of the Constitution Review Working Group, moved the Recommendations arising from the meeting of the Working Group held on 2 July 2007.

(ii) Councillor Margaret Davine moved, and Councillor Nana Asante seconded the following amendment, which after debate and upon a vote was not carried:

“Do not replace Rule 22.2 as per the CRWG recommendation but amend existing Rule 22.2(c) as follows:

For “150”, substitute “50”

After “(defined as anyone registered on the electoral roll of the Borough)” add “This procedure will be publicised to local residents”.

Amend Rule 22.3 by replacing 'two' with 'ten', and after “in any municipal year.” add “This situation will be reviewed at the end of the 2007/2008 municipal year.”

(iii) Councillor Bill Stephenson moved and Councillor Navin Shah seconded the following amendment, which after debate and upon a vote, was not carried:

“In the new proposed Appendix 1 to be added to 4f, under “Reasons for refusal” delete the whole of ‘2. Financial Implications...’ and renumber the subsequent points accordingly”.

(iv) The meeting then moved to a vote upon the substantive recommendations; these were carried.

RESOLVED:

THAT THE PROPOSED CHANGES TO THE AUTHORITY’S CONSTITUTION AS ENDORSED BY THE CONSTITUTION REVIEW WORKING GROUP AND DETAILED IN ITS REPORT, BE APPROVED.

179. APPOINTMENT OF THE OVERVIEW AND SCRUTINY COMMITTEE:

(i) Further to the approval of the proposal to re-establish the Overview and Scrutiny Committee with a membership of 12 and revised terms of reference (see Resolution 177 above), Council received notification, in the tabled documentation, of the nominations by the political groups for the membership and Chairman of the Committee.

(ii) The proportional entitlement of the political groups to seats on the Committee having been noted, and the membership agreed, Councillors Stanley Sheinwald and Mitzi Green were each nominated to the chairmanship of the Committee. Upon a vote Councillor Sheinwald was appointed.

RESOLVED:

THAT (1) THE PROPORTIONAL ENTITLEMENT OF THE POLITICAL GROUPS TO SEATS ON THE RECONFIGURED OVERVIEW AND SCRUTINY COMMITTEE (CONSERVATIVE: 8; LABOUR: 4) BE NOTED; AND

(2) THE OVERVIEW AND SCRUTINY COMMITTEE BE RE-ESTABLISHED FOR THE REMAINDER OF THE MUNICIPAL YEAR 2007/2008 WITH THE MEMBERSHIP AND CHAIRMAN NOW AGREED (as set out in Appendix 1 to these Minutes).

180. PORTFOLIO HOLDER ROLE DESCRIPTIONS:

The Council received a report of the Leader of the Council, which set out role descriptions for Portfolio Holders.

RESOLVED:

THAT THE PORTFOLIO HOLDER ROLE DESCRIPTIONS BE NOTED.

181. MEMBERS' ALLOWANCES SCHEME 2007-2008:

- (i) At Item 12 on the Summons, the Council received a proposal from the Leader of the Council for a revised Members' Allowances Scheme from 1 August 2007, the effect of which was to increase the Basic Allowance from £5,526 to £6,526 pa, and to replace Schedule 1 to the Scheme, which set out the Special Responsibility Allowances.
- (ii) A revised Schedule 1 to the Scheme was circulated in the tabled documents. Councillor Chris Mote, the Leader of the Council, formally moved the proposal.
- (iii) Following a full debate, Council undertook a vote on the revised Scheme excluding Schedule 1, which was carried.
- (iv) The posts specified in Schedule 1 as attracting a Special Responsibility Allowances were then each the subject of separate votes, consequent on which the Special Responsibility Allowances for the Leader of the third largest Group, the Deputy Leader of the second largest group and the Chief Whips of the two largest Groups were lost, and the remaining Special Responsibility Allowances in the Schedule were carried.

RESOLVED:

THAT THE MEMBERS' ALLOWANCES SCHEME FOR 2007/2008, AS NOW REVISED, BE ADOPTED WITH EFFECT FROM 1 AUGUST 2007 (as set out in Appendix 2 to these Minutes).

[Note: Under Council Procedure Rule 13.1 (Questions Without Notice), a question was asked of Councillor Chris Mote, Leader of the Council, by Councillor Bill Stephenson, to which an oral answer was provided].

182. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):

The following two questions had been submitted by Members of Council in accordance with Council Procedure Rule 13.2, and were both answered orally:-

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Councillor Jerry Miles	Portfolio Holder for Environment Services (Councillor Susan Hall)	"Does the Portfolio Holder agree that the cancellation of last month's Traffic & Road Safety Advisory Panel is indicative of the administration's total lack of ideas and initiatives to improve traffic and road safety in the Borough?"
(2) Councillor Raj Ray	Portfolio Holder for Schools and Children's Development (Councillor Miss Christine Bednell)	"The recent study conducted by country's leading expert in the field of Autistic Spectrum Disorder at the Autistic Research Centre at Cambridge University shows that as many as one in 58 children may have some form of Autistic condition.

Have the Council's education department or Council as a whole have carried out any study recently at local level to find out how many children and young people have this disorder and made provision for better educational facilities and improve the employment and learning opportunities?"

[Notes: (i) With the consent of Council, the Member submitting question (2) made a minor correction to the question, as set out above;

(ii) under the provisions of Rule 13.5, the Members submitting the above questions each asked a supplementary question, which was also answered orally].

183. OPERATION AND PROVISIONS FOR CALL-IN AND URGENCY:

In accordance with Overview and Scrutiny Procedure Rule 23 which required Members to monitor annually the operation of the provisions for call-in and urgency, the meeting received a report of the Director of Legal and Governance Services on this matter.

RESOLVED:

THAT THE OPERATION OF THE CALL-IN AND URGENCY PROCEDURES, AS NOW REPORTED, BE NOTED.

184. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE AND USE OF THE SPECIAL URGENCY PROCEDURE:

The meeting received a report of the Director of Legal and Governance Services which provided a summary of the urgent decisions taken, and the use of the special urgency procedure, since the meeting of Council on 26 April 2007.

RESOLVED:

THAT (1) THE URGENT DECISIONS TAKEN BY THE LEADER AND CABINET SINCE THE COUNCIL MEETING ON 26 APRIL 2007, AS NOW REPORTED, BE NOTED;

(2) THE ONE OCCASION ON WHICH THE SPECIAL URGENCY PROCEDURE HAD BEEN USED SINCE THE LAST ORDINARY COUNCIL MEETING BE NOTED.

185. URGENT DECISION ON A MATTER RESERVED TO COUNCIL:

In accordance with the delegations to Chief Officers, the Leaders of each of the political groups on the Council had been consulted on and agreed an urgent decision on behalf of the Council, being a matter reserved to Council.

RESOLVED:

THAT THE DECISION TAKEN UNDER DELEGATION TO CHIEF OFFICERS ON BEHALF OF COUNCIL, AS NOW REPORTED, BE NOTED.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.23 pm).

APPENDIX 1OVERVIEW AND SCRUTINY COMMITTEE (12)

(Membership in order of political group nominations)

	<u>Conservative</u>	<u>Labour</u>
	(8)	(4)
<u>I.</u> <u>Members</u>	Don Billson Mrs Janet Cowan Myra Michael Anthony Seymour Stanley Sheinwald* (CH) Dinesh Solanki Yogesh Teli Mark Versallion	Mrs Margaret Davine B E Gate Mitzi Green*(VC) Jerry Miles
<u>Reserve</u> <u>Members</u>	1. Robert Benson 2. Ashok Kulkarni 3. Manji Kara 4. Mrs Kinnear 5. Barry Macleod-Cullinane 6. Mrs Lurline Champagnie 7. Mrs Vina Mithani 8. Jeremy Zeid	1. Bill Stephenson 2. Phillip O'Dell 3. Navin Shah 4. Mrs Rekha Shah

Voting Co-opted Members:

- (1) Two representatives of Voluntary Aided Sector
 - Mrs J Rammelt/Reverend P Reece
- (2) Two representatives of Parent Governors
 - Mrs D Speel (Primary)/Mr R Chauhan (Secondary)

(CH)

= Chair

(VC)

= Vice-Chair

*

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

APPENDIX 2LONDON BOROUGH OF HARROWMEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2008. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £6,526 per annum shall be paid to each Councillor.

Special Responsibility Allowance

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. No Member may receive special responsibility allowances in respect of more than one post.
(2) The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Up-rating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances will be up-rated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
(2) The maximum basic rate of pay is £2.77 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
(4) Actual costs will be paid **on production of an invoice or receipt**.
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in

cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.

- (7) The allowance is not to be paid where the carer is a member of the Member's household.
- (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £423 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
 - (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
 - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Withholding Allowances

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
 - (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Appendix A**Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

There are 7 bands of SRAs:-

Band	Post	SRA - £/annum
1	Chairman of the Audit Committee Performance Lead Member for Scrutiny Policy Lead Member for Scrutiny	1,233
2	Chairman of Licensing and General Purpose Committee Chairman of the Standards Committee Performance Lead Member for Scrutiny with statutory responsibility Policy Lead Member for Scrutiny with statutory responsibility Support Members for Cabinet Deputy Mayor	2,466
3	Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel Nominated Member of the largest party not holding the Chair of the Development Management Committee	4,932
4	Chairman of the Development Management Committee Chairman of the Overview and Scrutiny Committee Chairman of the Performance and Finance Scrutiny Sub-Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub-Committee Leader of the Second Largest Group	6,936
5	The Mayor	10,050
6	Cabinet Members x 8 Deputy Leader	13,233
7	Leader	19,848

NOTE

In the Council for 2006 to 2010, the Groups are as follows:-

Largest Group = Conservative Group

Second Largest Group = Labour Group

Third Largest Group = Liberal Democrat Group

SCHEDULE 2

CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;
 - subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
 - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
 - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-
 - (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.

LICENSING AND
GENERAL PURPOSES
PANELS

EARLY RETIREMENT SUB-COMMITTEE

17 JULY 2007

Chairman: * Councillor Richard Romain

Councillors: * Miss Christine Bednell * Keith Ferry (1)

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

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**22. **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 Mano Dharmarajah	Councillor Keith Ferry

23. **Declarations of Interest:**

RESOLVED: To note that Councillor Richard Romain declared an interest by virtue of his membership of the Pension Fund Investments Panel.

24. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
9. Redundancy / Early Retirement Cases for Organisational Review and Budget Saving	This item was considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 in that it contained information relating to individuals.

25. **Minutes:**

RESOLVED: That the minutes of the meeting held on 13 June 2007 be deferred until printed in the Council Bound Minute Volume.

26. **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 19, 16 and 17 (Part 4B of the Constitution) respectively.

27. **Redundancy / Early Retirement Cases for Organisational Review and Budget Saving:**

The Sub-Committee received a report of the Director of People, Performance and Policy, which detailed two individual business cases for voluntary redundancy. In response to a number of questions from Members, officers provided the following information:

- the authority was unlikely to be recruiting any new personal assistants in the next twelve months unless current/existing personal assistants left the authority's employment;
- there was no further information available as to whether the Secretary of State had agreed to capitalisation of the costs associated with voluntary redundancy;
- if Members were not minded to grant voluntary redundancy for individuals, it was likely that individuals would face compulsory redundancy. Compulsory redundancy was a less attractive financial package for individuals, and there was some legal risks associated with adopting this course of action.

In relation to Paragraph 2.29 of the report, Members sought clarification of what was meant by alternative measures in respect of the savings required.

Members asked that future reports clearly identify the sources of savings with respect to funding gaps. Members were reassured that the Corporate Director of Finance had considered the report and had drafted Paragraph 2.29 accordingly.

RESOLVED: That (1) it be noted that in the cases detailed in the report of the Director of People, Performance and Policy, Regulation 4 of the Local Government (Early Termination of Employments) (Discretionary Compensation) (England and Wales) Regulations applied; and

(2) in the cases detailed in the report of the Director of People, Performance and Policy, discretion be exercised under Regulation 5 (Power to Increase the Statutory Redundancy Payments) and Regulation 6 (Discretionary Compensation).

(Note: The meeting having commenced at 6.05 pm, closed at 6.40 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN
Chairman

LICENSING PANEL

18 JULY 2007

Chairman: * Councillor Robert Benson

Councillors: * Mrinal Choudhury * Jeremy Zeid

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**138. **Appointment of Chairman:**

RESOLVED: That Councillor Robert Benson be appointed Chairman of the Panel for the purposes of this meeting.

139. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

Agenda item 7 – Application to vary a Premises Licence for Crazy Horse, 43 Church Road, Stanmore, HA7 2RG

Councillor Camilla Bath, who was not a Member of the Panel, declared a personal interest in that she was the Ward Councillor. Accordingly, she would remain in the room whilst this item was considered.

140. **Arrangement of Agenda:**

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

141. **Minutes:**

(See Note at conclusion of these minutes).

142. **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 19, 16 and 17 (Part 4B of the Constitution) respectively.

143. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

144. **Application to vary a Premises Licence for Crazy Horse, 43 Church Road, Stanmore, HA7 2RG:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application to vary a premises licence for Crazy Horse, 43 Church Road, Stanmore, HA7 2RG. The applicant sought permission to extend the terminal hours of licensable activities until 01:00 hours on Sunday - Thursday, and until 03:00 hours on Friday and Saturday and a number of special occasions. The deletion of Condition 1 at annex 2 of the premises licence that read 'no entry or re-entry of patrons after midnight' was also sought.

The application had been made by Mr Daniel O'Wide on behalf of Rock and Chill Limited and had been referred to the Panel, as there were unresolved representations from local residents. The applicant and his solicitor, Mr Thomas O'Maoileoin, were in attendance. Several residents, including those who had made representations, were also present. An objector's request to submit an addition to a petition was denied.

Mr O'Maoileoin highlighted that no representations had been received from responsible authorities, including the Metropolitan Police and Environmental Health. He explained that the applicant had liaised with the Police to ensure that they were satisfied with the application. He further stated that there were 48 letters in support of the application and that the majority of Crazy Horse's patrons were residents or local businesses.

Mr O'Maoileoin pointed out that Crazy Horse had recently been granted temporary event notices extending the terminal hours until 02:00 or 03:00 hours, and had not received any complaints. He submitted 14 draft conditions to the Panel, which Crazy

Horse would adhere to in order to prevent public nuisance, and stated that there were inaccuracies in the representations made against the application. Responding to each representation he stated that:

- Crazy Horse had not received complaints from the Police regarding intoxicated patrons congregating outside the premises.
- The premises had been fitted with a 'noise limiter' and no complaints had been received from the Council with regards to noise.
- Management had taken action to resolve two complaints about noise.
- Sympathising with the car park issue, Crazy Horse had been actively discouraging patrons from parking their cars in Pynnales Close.
- In relation to the Sainsbury's car park issue, the Police had confirmed that the problem originated from youths and not patrons of licensed premises.
- Mr O'Wide had hired a consultant to resolve the car park problem.
- There was no evidence to suggest that Crazy Horse patrons were driving whilst over the prescribed alcohol limit.
- There was no record of violence at the premises.
- The Government welcomed flexible closing times. The new Licensing Act 2003 would benefit the public, as patrons of licensed premises would gradually leave the premises, rather than all at the same time.
- Binge drinking was a nationwide problem and not something specific to Crazy Horse.
- There was no connection between Crazy Horse and a recent stabbing incident in the local area.
- Crazy Horse complied with the licensing regulations and this could be verified with the Council's Licensing Officers who regularly visited the premises.
- Crazy Horse would accept a condition on the Premises Licence that prohibited food being served outside the premises after 23:00 hours.
- Crazy Horse had not received any complaints about litter, but would agree to a condition on the licence requiring the establishment to collect litter and refuse from outside the premises.
- Ms Raynaud, one of the objectors, had visited the public house to complain about noise, but had acknowledged that the source of the problem was not Crazy Horse, as the music had already been switched off.
- Crazy Horse's application was separate from that of Subway and hence should be treated as such.
- Mr O'Wide had invested a large sum of money transforming the public house.
- Bikers had frequented the public house and onerous conditions on the Premises Licence had been inherited from the previous owner. Since the acquisition, Mr O'Wide had managed the Premises well and these conditions were no longer attached to the licence.
- There was no condition on the licence that required Crazy Horse to close its doors and windows, but it would agree to such a condition after 23:00 hours.
- Crazy Horse was not required to have security guards on main doors, and no complaints had been received from the Police regarding the use of drugs or possession of knives.
- A patron would be able to buy a drink and consume it outside the premises or take it away, provided that the licence allowed for alcohol to be sold for consumption off the premises.

- The number of security staff required would change to reflect the occasion and this would be continually discussed with the Metropolitan Police.
- Crazy Horse was not required to have a security guard for every fifty patrons.
- A numerical counter was used to count patrons.
- Crazy Horse did not use a 'magic wand', but did employ a female security guard on Fridays and Saturdays.
- Crazy Horse would not make any provisions for smokers.
- Church Road was generally a busy road with late night premises in the vicinity, and the police sirens which objectors had referred to were not associated to Crazy Horse.
- Crazy Horse had not received any complaints from residents of Pynacles Close regarding patrons of Crazy Horse vomiting and urinating outside their homes.

In response to questions from the objectors, Mr O'Maoileion confirmed that Crazy Horse had not yet sold takeaway bottles, but mentioned that if problems would arise from patrons taking alcohol away, the applicant would be prepared to review the licence and accept conditions in this regard. He further stated that Crazy Horse was not required to make an application to put seating in the forecourt of the premises. He also mentioned that the main licence holder was not required to be on the premises at all times, provided that a designated premises supervisor was present.

The applicant stated that the security guards escorted drunken patrons out of the premises and called a taxi for them. Mr O'Maoileion added that it would be outside the remit of the security guards to ensure patrons actually entered the taxi and went home. The applicant also confirmed that this application had been submitted in response to demand from patrons rather than the threat from competitors.

When questioned by the Panel Members, Mr O'Maoileion confirmed that Crazy Horse would be open to public thirty minutes after the terminal hours of licensable activities. He further stated that the applicant sought flexible terminal hours on various special occasions, without being required to apply for a special event notice on those particular days.

Responding to further questions, Mr O'Maoileion clarified that part H of the application - 'anything of a similar description to that falling within (e), (f), or (g)' denoted any form of entertainment, for example a juggler. He continued to say that live jazz and soul singers often performed at Crazy Horse, whose patrons were mainly professional.

Two objectors, Ms Gordon and Mr Courts emphasised that Stanmore was a suburb and not a town. They felt that it was unacceptable for Crazy Horse to extend its opening hours beyond that of its competition. The objectors explained that they were unable to sleep well at night as patrons of the licensed premises nearby parked their cars outside their homes and behaved anti-socially. Mr Courts was concerned that patrons who were escorted out of the premises would cause trouble in the streets.

Ms Gordon explained that residents were unable to contact the Police to complain about public nuisance. She was of the opinion that the police would have objected to the application, if residents had been able to report past disturbances. Ms Gordon stated that only 24 of the letters in support were from residents of Stanmore. She pointed out that the 250 names in the petition against the Licence were all residents of Stanmore.

In response to questions from Members of the Panel, it was clarified by the objectors, that Mrs Lis regularly contacted the Police to inform them about public nuisance in the local area. The objectors mentioned that late night patrol cars had not been available at times of disturbances in the area. After further questions, Ms Gordon mentioned that Harrow Council did not show an interest in resolving the parking problem in their local area. In response, an officer confirmed that, to date, the Council had not received any complaints about Crazy Horse.

In their closing statement, the objectors explained that Mr O'Wide ran the public house like a nightclub. They were worried that if this application was successful, it would exacerbate the community's suffering. They highlighted that the Police were already

stretched and that if there was trouble later at night, there would be even fewer Police Officers to help.

Mr O'Maoileion, in his closing statement, highlighted that there were many letters in support of the application. He pointed out that Crazy Horse had no history of noise, crime or disorder. Mr O'Maoileion reminded the Panel that Crazy Horse had recently hosted late night special events, which had run smoothly. He referred to the series of conditions that Crazy Horse had drafted, which addressed the concerns of the objectors.

The Panel considered all the facts and evidence presented before them and

RESOLVED: That the variation to the premises licence for Crazy Horse, 43 Church Road, Stanmore, HA7 2RG, be granted subject to the amendment of terminal hours of licensable activities, one amended condition and a number of additional conditions, as follows:

(1) Amended Hours:

Sunday to Thursday - 10:00 to 00.30 hours the day following

Friday and Saturday – 10:00 to 01:30 hours the day following

10:00 – 01:30 hours the day following on the following special occasions:

- Burns Night
- St. Valentine's Day
- St. David's Day
- St. Patrick's Day
- St. George's Day
- Diwali
- St. Andrew's Day
- Christmas Eve
- Boxing Day
- New Year's Eve

(2) Amended Condition:

No entry or re-entry of patrons after the terminal hours of licensable activities (00:30 hours from Monday to Friday or after 01:30 hours on Saturday and Sunday).

(3) Additional Conditions:

1. No consumption of alcohol after 23:00 hours immediately outside the premises, including the forecourt.
2. After 23:00 hours no food shall be served to or consumed by patrons immediately outside the premises, including the forecourt.
3. No speakers shall be located in the entrance area.
4. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
5. After 23:00 hours, apart from for access, egress and in case of emergency, all doors and windows will be kept closed.
6. No amplified sound/music shall be generated on the premises unless it is relayed through a sound limiting device, which must be linked to a graphic equaliser and set at a level that has been previously approved by the chief Environmental Health Officer.
7. The premises licence holder shall ensure that no independent sound system shall be brought on to the premises and used for entertainment so as to give rise to nuisance to occupiers in neighbouring dwellings.
8. The premises licence holder shall ensure that no music shall be played within the premises so as to give rise to nuisance within neighbouring dwellings.

9. The premises licence holder shall ensure that clearly legible notices shall be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
10. The premises licence holder shall provide and maintain a dedicated telephone number of the designated premises supervisor for use by any person who may wish to make a complaint during the operation of the licence, which shall be provided to the licensing authority and local residents' associations. Any change to the number shall be notified to the licensing authority and to local residents' associations within seven days of the change. The premises licence holder shall ensure that the details of the complaints are recorded.
11. A dedicated taxi service for members and their guests is to be maintained, details of which are to be notified to the proper officer of the licensing authority.
12. No rubbish, including bottles, will be moved, removed or placed in outside areas between 23:00 and 08:00 hours.
13. The premises licence holder shall ensure that the pavement shall be cleaned after the collection of rubbish each day.
14. All customers or staff waiting for a taxi or other lift are to be encouraged to wait within the premises.
15. 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: The prevention of crime and disorder and the prevention of public nuisance.

145. **Extension and Termination of the Meeting:**
In accordance with the Committee Procedure Rule 15.2 (ii)(b), it was

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

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

(Note: The meeting having commenced at 7.40 pm, closed at 10.44 pm)

(Signed) COUNCILLOR ROBERT BENSON
Chairman

[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 Chairman 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 Chairman 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

31 JULY 2007

Chairman: * Councillor G Chowdhury

Councillors: * Nizam Ismail * Tom Weiss

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**146. **Appointment of Chairman:**

RESOLVED: That Councillor G Chowdhury be appointed Chairman of the Panel for the purposes of this meeting.

147. **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.

148. **Arrangement of Agenda:**

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

149. **Minutes:**

(See Note at conclusion of these minutes).

150. **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 19, 16 and 17 (Part 4B of the Constitution) respectively.

151. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authority representatives and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

152. **Application to Vary a Premises Licence for Forde's Free House, 108 High Street, Wealdstone, Middlesex HA3 7AH:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application to vary a premises licence for Forde's Free House, 108 High Street, Wealdstone, Middlesex, HA3 7AH. The application sought permission to extend the sale of alcohol until midnight on Sunday – Thursday, and until 01:00 hours on Friday and Saturday. It also sought to add to the Premises Licence recorded music until 00:30 hours on Sunday – Thursday, 01:30 hours on Friday and Saturday, and live music until 23:00 on Friday and Saturday and 22:30 on Sunday.

The application was made by Mr Valentine Forde and Mr Gerard Forde, and had been referred to the Panel, as there was an unresolved representation by the Planning Authority. The applicants and Mr Nicholas Ray, representing the Planning Authority, were in attendance.

The applicants explained that they had acquired the premises in July 2004 as a Private Members' Club and had changed its use to a public house by obtaining a relevant licence from the magistrate's court. Since then, the premises had been operating as a public house.

In response to questions from Panel members, the applicants highlighted that their business had been affected adversely by 20% since the smoking ban had come into force, and they were seeking to recoup some of their losses by extending the opening hours of the premises. They explained that they planned to have live music performed by a 'one-man band' and, in addition to themselves, there were two full time staff working at the premises. The applicants confirmed that food was not served at the premises.

Mr Ray informed the Panel that the premises did not have planning permission to be used by the general public, as records showed that it should only be used as a Private Members' Club. He explained that all planning matters should be resolved prior to the licence being granted. Mr Ray confirmed that the Planning Authority had recently received a planning application from Forde's Free House relating to change of use of the premises.

In response to questions from the Panel, Mr Ray explained that the applicants had held a justices licence under the old Licensing Act and had had 'grandfather' rights at the time of conversion. The Planning Authority had not been consulted when the licence was issued for Forde's Free House. Mr Ray stated that the Planning Authority had only become aware of this issue when the variation application was received.

In their closing statement, the applicants explained that not many residents lived nearby and that an accountancy firm was located above the premises. They stated that a device was used to reduce noise and that CCTV had been installed in the interior and at the exterior of the premises.

RESOLVED: That the variation application be granted, as sought.

[NOTE: The Panel was satisfied that the applicant had considered the promotion of the licensing objectives.

When planning requirements are not met, the licensing policy requires special circumstances to justify the granting of a license. In this case, these were:

1. That the applicant held a licence.
2. That they were working with the Planning Authority to resolve the planning permission and had already submitted an application].

(Note: The meeting having commenced at 10.00 am, closed at 10.35 am)

(Signed) COUNCILLOR GOLAM SOBHAN CHOWDHURY
Chairman

[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 Chairman 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 Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

PERSONNEL APPEALS PANEL

30 JULY 2007

Chairman: * Councillor Mrs Camilla Bath

Councillors: * Mrs Anjana Patel * Bill Stephenson

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**67. **Appointment of Chairman:**

RESOLVED: That Councillor Mrs Camilla Bath be appointed Chairman of the Panel for the purposes of the meeting.

68. **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.

69. **Arrangement of Agenda:**

RESOLVED: That the appeal be considered with the press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that there would be disclosure of information relating to an individual.

70. **Minutes:**

(See Note at conclusion of these minutes).

71. **Grievance Appeal:**

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

RESOLVED: That (1) the appeal be upheld;

(2) the relevant Corporate Director, the Chief Executive and the Leader of the Council be made aware of a number of concerns expressed by the Panel in relation to the case.

(Note: The meeting having commenced at 9.45 am, closed at 5.00 pm)

(Signed) COUNCILLOR CAMILLA BATH
Chairman

[Note: Personnel 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 Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

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

DEVELOPMENT
MANAGEMENT
COMMITTEE

REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE

MEETING HELD ON 17 JULY 2007

Chairman: * Councillor Marilyn Ashton

Councillors: * Don Billson * Julia Merison
 * Mrinal Choudhury * Narinder Singh Mudhar
 * David Gawn (1) * Dinesh Solanki (4)
 * Thaya Idaikkadar

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

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 114 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
113. 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 Keith Ferry	Councillor David Gawn

114. 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:

<u>Councillor</u>	<u>Agenda item</u>
Councillor Mrs Kinnear	Planning application 2/05

115. Declarations of Interest:

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

- (i) Planning application 2/05 – 17 Elmsleigh Avenue, Harrow
 Councillor Marilyn Ashton declared that all Conservative members of the Committee had a personal interest in the above application, arising from the fact that a Conservative Councillor, who was not a member of the Committee, lived in Elmsleigh Avenue, but not close to the proposed development site. Accordingly, they would remain in the room and take part in the discussion and decision-making on the items.

116. Arrangement of Agenda:

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following 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>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

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

<u>Agenda item</u>	<u>Reason</u>
16. Reporting of Urgent Non-Executive Decision: Watling Farm Close, Stanmore	This report was considered to contain exempt information under paragraph 6 of Schedule 12A to the Local Government Act 1972, in that it contained information which revealed that the authority proposed (a) to give under any enactment a notice under of by virtue of which requirements are imposed on a person, or (b) to make an order or direction under any enactment.

117. **Minutes:**

RESOLVED: That the Chairman be given authority to sign the minutes of the meeting held on 6 June 2007 as a correct record once they have been printed in the Council Bound Minute Volume.

118. **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 19, 16 and 17 (Part 4B of the Constitution) respectively.

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

RESOLVED: To note that no references were received.

120. **Representations on Planning Applications:**

RESOLVED: To note that no requests for representations had been received.

121. **Planning Applications Received:**

RESOLVED: That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

122. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.

RESOLVED: That the report be noted.

123. **Reporting of Urgent Non-Executive Decision: Planning Application P/2315/06/CFU: Former Government Offices, Honeypot Lane, Stanmore:**

The Committee received a report of the Director of Legal and Governance Services which reported action taken under the urgent non-executive decision procedure, in relation to the above.

RESOLVED: That the report be noted.

124. **Reporting of Urgent Non-Executive Decision: Watling Farm Close, Stanmore:**

The Committee received a confidential report of the Director of Legal and Governance Services which reported action taken under the urgent non-executive decision procedure, in relation to the above.

RESOLVED: That the report be noted.

125. **Member Site Visits:**

RESOLVED: That Member visits to the following sites take place on Tuesday 28 August 2007 from 6.30 pm:

2/05 – 17 Elmsleigh Avenue, Harrow
2/07 – 224 High Road, Harrow

126. **Any Other Urgent Business:**(i) **3 West Drive Gardens Planning Appeal**

The Chairman reported that the Council had lost an appeal in relation to the above site, and expressed concern regarding some of the observations made during the appeal. Noting that the next Development Management Committee meeting was not until 6 September 2007, which was past the deadline for any potential challenge of the appeal decision, the Committee

RESOLVED: That officers be requested to report to the Strategic Planning Committee meeting on 25 July 2007 on whether there were grounds for challenging the inspector's decision.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.32 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO:	2/01	APPLICATION NO:	P/0822/07/DFU
LOCATION:	The Grange, Orley Farm Road, Harrow on the Hill		
APPLICANT:	Kenneth W Reed & Associates for Mr & Mrs P Harrison		
PROPOSAL:	External alterations; single storey and first floor side extensions; storey rear extension; and replacement dormer window to rear roofslope; alterations to roof of garage to form two side dormer windows.		
DECISION:	REFUSED permission for the development described in the application and submitted plans, for the following reason:		
	(i) The proposal, by reason of its scale, mass and bulk, would be out of character and would not respect the spaces between the properties in the locality and therefore will not preserve or enhance the South Hill Avenue Conservation Area, Area of Special Character and MOL which abuts the rear of the property, contrary to Policies SD1, SD2, SEP6, EP31, EP43, D4, D14 and D15 of the Harrow Unitary Development Plan.		
	[Note: The Head of Planning had recommended that the above application be granted].		

LIST NO:	2/02	APPLICATION NO:	P/0943/07/DFU
LOCATION:	9 Wakemans Hill, Pinner, HA5 3AQ		
APPLICANT:	Oktiv Architecture Design for Mr John Shokti		
PROPOSAL:	Single storey front and side extension; pitched roof over garage; single and two storey rear extension; alterations to roof to raise ridge height; front roof lights and rear dormer.		
DECISION:	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.		
	[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].		

LIST NO:	2/03	APPLICATION NO:	P/1078/07/DFU
LOCATION:	129 Waverley Road, Harrow, HA2 9RQ		
APPLICANT:	Clive Powell for Dejo Abolade		
PROPOSAL:	External alterations and conversion of dwellinghouse to two flats.		
DECISION:	GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.		
	[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].		

LIST NO:	2/04	APPLICATION NO:	P/0738/07/DFU
LOCATION:	75 Hindes Road, Harrow, HA1 1SQ		
APPLICANT:	David R Yeaman & Associates for NVSM		
PROPOSAL:	Conversion of first floor flat into two flats (Resident Permit restricted).		
DECISION:	REFUSED permission for the development described in the application and submitted plans, for the following reasons:		

- (i) The introduction of a fifth flat to an existing conversion of 4 flats would represent an over-intensification of the property to the detriment of the amenities of the existing occupiers and future occupiers of the property, and would result in unacceptable living conditions for both flats on the first floor, contrary to Policy D4 of the Harrow Unitary Development Plan.
- (ii) The introduction of an additional unit would necessitate an excessively large bin area to accommodate 15 bins to the detriment of the amenities of the existing and future occupiers of the property, contrary to Policy D4 of the Harrow Unitary Development Plan.

[Note: The Head of Planning had recommended that the above application be granted].

LIST NO: 2/05 **APPLICATION NO:** P/0973/07/DFU
LOCATION: 17 Elmsleigh Avenue, Harrow, HA3 8HX
APPLICANT: Mr A Modhwadia for Mr Pankaj Papat
PROPOSAL: Single & two storey side to rear extension, rear dormer conversion to dwellinghouse to two flats.
DECISION: DEFERRED for a Member site visit.
(See also Minutes 115 and 125).

LIST NO: 2/06 **APPLICATION NO:** P/1294/07/CFU
LOCATION: Land r/o 47-51 Gayton Road, Harrow, HA1 2LT
APPLICANT: Daniel Smith for SLLB Architects
PROPOSAL: Construction of block of nine flats with basement car parking and garden for hotel (Resident Permit restricted).
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.
[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/07 **APPLICATION NO:** P/1570/07/CFU
LOCATION: 224 High Road, Harrow, HA3 7BA
APPLICANT: Dalton Warner Davies LLP for Frution Properties Ltd
PROPOSAL: Demolition of existing house and erection of part 2 and part 3 storey building comprising of 7 flats; with associated car parking, landscaping and widening of vehicle access to High Road.
DECISION: DEFERRED for a Member site visit.
(See also Minute 125).

LIST NO: 2/08 **APPLICATION NO:** P/1065/07/DFU
LOCATION: The Powerhouse, 87 West Street, Harrow, HA1 3EL
APPLICANT: Orchard Associates for Sidney Newton Plc
PROPOSAL: Second floor extension to form additional office suite.

DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported, and an additional condition urging the applicant to take particular care to match materials to those of the existing building.

LIST NO: 2/09 **APPLICATION NO:** P/1187/07/DFU
LOCATION: 143 Greenford Road, Harrow, HA1 3QN
APPLICANT: De Wood Group for Ali Musani
PROPOSAL: Change of use of estate agents (Class A2) to take away (Class A5); external alterations bin store and ventilation flue at rear.
DECISION: (1) GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported;
(2) RESOLVED that the Council's Environmental Health Department be made aware of concerns expressed in a petition from residents of Jem Paterson Court in relation to litter and vermin.

LIST NO: 2/10 **APPLICATION NO:** P/0011/07/CVA
LOCATION: 1-11 A Rossllyn Crescent, Harrow, HA1 2RB
APPLICANT: Living Architects for Dominion Housing Group
PROPOSAL: Removal of Condition 19 (occupation and maintenance of houses as affordable housing) attached to Permission on EAST/964/98/FUL dated 25/02/2000 for two/three storey terrace of seven houses with parking (revised) (Resident Permit restricted).
DECISION: INFORM the applicant that:
(a) 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) The retention and occupation of the seven houses as affordable housing in accordance with Policies SH1, H5 and H6 of the Harrow Unitary Development Plan 2004.
(b) A formal decision notice granting permission for the development described in the application and submitted plans, subject to the informatives reported, will be issued only upon the completion, by the applicant, of the aforementioned legal agreement.

LIST NO: 2/11 **APPLICATION NO:** P/0260/07/DFU
LOCATION: Grimsdyke School, Sylvia Avenue, Pinner, HA5 4QE
APPLICANT: Headteacher, Grimsdyke School
PROPOSAL: Installation of two open sided canopies on the playgrounds (8m x 16m and 8m x 8m).
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the condition and informatives reported.
[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].

LIST NO: 2/12 **APPLICATION NO:** P/1734/07/CFU
LOCATION: Sherbourne House, 23-25 Northolt Road, Harrow, HA2 0LH
APPLICANT: Orange PCS Ltd
PROPOSAL: Installation of additional 2 x 0.6m microwave dishes on roof of building.
DECISION: GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

STRATEGIC
PLANNING
COMMITTEE

REPORT OF STRATEGIC PLANNING COMMITTEE

MEETING HELD ON 25 JULY 2007

Chairman: * Councillor Marilyn Ashton

Councillors: * Don Billson * Julia Merison
 * Keith Ferry * Narinder Singh Mudhar
 * Graham Henson (2) * Joyce Nickolay
 * Thaya Idaikkadar

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

[Note: Councillors Ms Nana Asante, Mrs Margaret Davine, Mrs Kinnear, Mrs Anjana Patel and Navin Shah also attended this meeting to speak on the items indicated at Minute 110 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 109. **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 Mrinal Choudhury	Councillor Graham Henson

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

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

<u>Councillor</u>	<u>Agenda item</u>
Councillor Mrs Kinnear	Planning application 1/01 – St Dominics 6 th Form College, Mount Park Avenue, Harrow
Councillors Ms Nana Asante, Mrs Margaret Davine, Mrs Anjana Patel and Navin Shah	Planning application 1/02 – William Ellis Sports Ground, Camrose Avenue, Edgware

[Note: Subsequently, planning applications 1/01 and 1/02 were deferred, and so the above Members did not speak].

 111. **Declarations of Interest:**

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

- (i) Agenda Item 16 – Variations to Section 106 Agreement relating to 29-33 Pinner Road, Harrow
 Councillor Graham Henson declared a personal interest in the above application arising from the fact that he was a delegate from the Council to Home Group on the Rayners Lane Estate. Accordingly, he would remain in the room and take part in the discussion and decision-making on the item.
- (ii) Agenda Item 17 – 4 Aylwards Rise, Stanmore
 Councillor Marilyn Ashton declared a prejudicial interest in the above application. Accordingly, she would leave the room and take no part in the discussion or decision-making on the item.

[Note: Subsequently, the Committee had reason to refer to agenda item 17 – 4 Aylwards Rise, Stanmore during the discussion on agenda item 8 –

Deputations. Accordingly, Councillor Marilyn Ashton also left the room and took no part in the discussion or decision-making on that item].

112. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances / Reasons for Urgency</u>
Addendum	This contains information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
16. Variations to Section 106 Agreement relating to 29-33 Pinner Road, Harrow	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency.
17. 4 Aylwards Rise, Stanmore	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency.

and;

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

113. **Minutes:**

RESOLVED: That the Chairman be given the authority to sign the minutes of the meeting held on 27 June 2007 as a correct record of that meeting, once printed in the Council Bound Minute Volume.

114. **Public Questions:**

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

115. **Petitions:**

The following petitions were received:

- (i) Petition objecting to the proposed redevelopment of Edgware Town Football Club into 189 residential dwellings – P/1941/07/UN
Councillor Ms Nana Asante presented the above petition, which had been signed by 35 people.

RESOLVED: That the above petition be referred to the Head of Planning for consideration.

- (ii) Petition calling for Harrow Council not to proceed with any development on the William Ellis Playing Fields
A member of the public presented the above petition, which had been signed by 1304 people.

RESOLVED: That the above petition, which related to planning application 1/02, be noted.

- (iii) Petition objecting to the conversion to flats of 27 Elmsleigh Avenue
Councillor Jeremy Zeid presented the above petition, which had been signed by 128 people.

RESOLVED: That the above petition be referred to the Head of Planning for consideration.

116. **Deputations:**

Two deputation requests were received in relation to agenda item 17 – 4 Aylwards Rise, Stanmore.

RESOLVED: That, in accordance with Committee Procedure Rule 27.1 (Part 4B of the Constitution), Committee Procedure Rule 17 be suspended to allow deputations from Mr Granger and Nishma Shah.

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in agenda item 17 – 4 Aylwards Rise, Stanmore, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair for discussions in relation to this item. Upon conclusion of the discussions, Councillor Marilyn Ashton resumed the chair].

(See also Minutes 111 and 123).

117. **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.

118. **Representations on Planning Applications:**

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of item 1/02 on the list of planning applications.

[Note: Subsequently, item 1/02 was deferred, and so the representation was not received].

119. **Planning Applications Received:**

RESOLVED: That authority be given to the Chief Planning Officer to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

120. **Planning Appeals Update:**

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

RESOLVED: That the report be noted.

121. **Development Management and Building Regulation Service Workload And Performance 2006/07:**

The Director of Planning, Development and Enterprise introduced the report, which outlined the work undertaken by the Council's Development Management and Building Regulation staff during the 2006/07 financial year, and how performance had measured up to the key performance indicators.

The Director highlighted the fact that, whilst the number of planning applications continued to rise, performance in all Best Value Performance Indicator (BVPI) categories had improved.

The Chairman and Members of the Committee joined in congratulating planning officers on their impressive performance, particularly in view of the increase in workload and the financial situation facing the Council.

RESOLVED: To note the report and the potential implications should the workload continue to increase.

122. **Variations to Section 106 Agreement relating to 29-33 Pinner Road, Harrow:**

The Committee received a report of the Head of Planning in relation to the above.

RESOLVED: To agree a variation of the Principal Agreement to (1) amend clause 3 of the Second Schedule of the Principal Agreement by increasing the maximum price to be paid by the RSL purchasing the affordable housing units from £1,319,000 to £1,384,950; and

(2) amend the total floor areas allocated to the affordable housing units from 597.42 sq metres to 606 sq metres, as shown at Appendix 3 to the report of the Head of Planning.

(See also Minute 111).

123. **4 Aylwards Rise, Stanmore:**

The Committee received a report of the Director of Planning, Development and Enterprise, which related to unauthorised development at 4 Aylwards Rise, Stanmore.

Members' attention was also drawn to the additional information circulated on the Addendum.

Officers advised that, following thorough consideration, they had concluded that the development as constructed did not have the benefit of planning permission and was in breach of conditions precedent, and it was considered expedient to take enforcement action.

The Committee also received two deputations in relation to this matter:

- Mr Granger, representing the residents of 5 Aylwards Rise, outlined a number of complaints in relation to the development at 4 Aylwards Rise, and requested that an immediate stop notice be issued.
- Nishma Shah, the owner of 4 Aylwards Rise, stated that the Ordinance Survey map had been wrong and that she wished to achieve an amicable resolution to the matter.

Having considered the officer's report and the two deputations, an amendment to the recommendation was moved and seconded and it was

RESOLVED: That, having regard to the provisions of the Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Director of Legal and Governance Services be authorised to:

- (1) issue notices (if considered appropriate) under Section 330 of the Town and Country Planning Act 1990 in respect of the alleged breaches of planning control at Aylwards Drive, Stanmore;
- (2) take all necessary steps for the preparation, issue and service of Enforcement Notice(s) requiring within six (6) calendar months to comply with the following steps:
 - (i) the demolition of the house;
 - (ii) the demolition of the detached garage;
 - (iii) the removal from the land of the materials arising from compliance with the requirements in (i) and (ii) above.
- (3) in the event of non-compliance with the above enforcement notice(s):
 - (i) institute legal proceedings, should it be considered in the public interest to do so, pursuant to Section 179 of the Town and Country Planning Act 1990;
 - (ii) carry out works in default, should it be considered financially viable to do so, under the provisions of Section 178 of the Town and Country Planning Act 1990.

[Notes: (1) During the discussion on the above, it was moved and seconded that the item be deferred to enable Members further time to consider the officer's report. Upon being put to a vote, this was lost;

(2) the Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in the above item, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair for the duration of the item].

(See also Minutes 111 and 116).

124. **Member Site Visits:**

RESOLVED: That a Member visit to the following site take place on Tuesday 28 August 2007, at a time to be confirmed:

1/01 – St Dominics 6th Form College, Mount Park Avenue

125. **Any Other Urgent Business:**

- (i) Planning White Paper
A Member enquired whether it would be possible for members of the Committee to consider the above before the submission deadline of 10 August 2007.

RESOLVED: That the Chairman give consideration to the matter outside of the meeting.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.28 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

SECTION 1 – MAJOR APPLICATIONS

LIST NO:	1/01	APPLICATION NO:	P/0124/07/CFU
LOCATION:	St Dominics 6 th Form College, Mount Park Avenue, Harrow, HA1 3HX		
APPLICANT:	Kenneth W Reed & Associates for St Dominics 6 th Form College		
PROPOSAL:	New sports hall and three additional classrooms and staff room		
DECISION:	DEFERRED for a Member site visit. (See also Minute 124).		
LIST NO:	1/02	APPLICATION NO:	P/1282/07/CFU
LOCATION:	William Ellis Sports Ground, Camrose Avenue, Edgware		
APPLICANT:	DP9 Planning Consultants for The I-Foundation		
PROPOSAL:	Construction of primary school, external works and car parking		
DECISION:	DEFERRED at officers' request to enable consideration of an objection received from the Greater London Authority on 23 July 2007.		
LIST NO:	1/03	APPLICATION NO:	P/1376/07/CFU
LOCATION:	152-154 High Street, Wealdstone, HA3 7AT		
APPLICANT:	MPS Architects for G & F Phelps Ltd.		
PROPOSAL:	Redevelopment to provide 3-storey block of 14 flats with parking (resident permit restricted)		
DECISION:	GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported. [Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].		
LIST NO:	1/04	APPLICATION NO:	P/1811/07/CVA
LOCATION:	74 Uxbridge Road, Harrow Weald, HA3 6DL		
APPLICANT:	ASEP Ltd. for London and Regional Properties Ltd.		
PROPOSAL:	Variation and discharge of conditions: 3 (residual contamination); 4 (water contamination); 6 (lifetime homes); 8 (landscaping); 10 (levels); pursuant to P/2874/06/CFU		
DECISION:	GRANTED (1) variation of conditions 4 (water contamination); 6 (lifetime homes); 8 (landscaping); 10 (levels); pursuant to P/2874/06/CFU; and (2) variation and discharge of condition 3 (residual contamination); pursuant to P/2874/06/CFU.		

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/1510/07/CFU

LOCATION: Bentley Wood High School, Binyon Crescent, Stanmore, HA7 3NA

APPLICANT: Tony Welch Associates for The School Governors

PROPOSAL: Single storey double classroom teaching unit for temporary two year period

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

[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 19 JULY 2007

Chairman: † Councillor Chris Mote

Councillors: * David Ashton (Vice-Chairman) * Susan Hall
(in the Chair) * Janet Mote
† Marilyn Ashton * Paul Osborn
* Mrs Camilla Bath * Mrs Anjana Patel
* Miss Christine Bednell * Eric Silver

* Denotes Member present

† Denotes apologies received

[Note: Councillors Ms Nana Asante and Mitzi Green also attended this meeting to speak on the item indicated at Minute 272 below. Councillor Bill Stephenson also attended this meeting to speak on the item indicated at Minute 270 below].

PART I - RECOMMENDATIONS**RECOMMENDATION I - Key Decision - Comprehensive Equalities Scheme**

The Portfolio Holder for Strategy and Business Support introduced the report, which contained the draft Comprehensive Equalities Scheme and the results of public consultation on the scheme. The report recognised the importance of equalities issues and of ensuring that they were taken into consideration in the Borough.

Cabinet noted that, at present, the Constitution did not require Council approval for Equality Schemes. The delay that would be occasioned by delaying consideration of the Comprehensive Equalities Scheme until the next Council meeting in October 2007 would not be conducive to promoting equality. However, an amendment to the Constitution to include Equality Schemes within the list of issues reserved to Council would recognise the importance and the impact of equalities issues for the future.

Having approved the Comprehensive Equalities Scheme, including the changes made to the consultation draft in response to the comments received, Cabinet

Resolved to RECOMMEND:

That Article 4.01 of the Constitution, which specifies issues reserved to Council to determine, be amended to include Equality Schemes.

(See also Minute 277).

PART II - MINUTES265. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

Agenda item 12 – Site at Andrews Close

Councillor Mrs Margaret Davine, who was not a member of Cabinet, declared a personal interest in the above item arising from the fact that Andrews Close was next to the Harrow Women's Centre. Accordingly, she would remain in the room during the discussion and decision-making on the item.

266. **Minutes:**

RESOLVED: That the minutes of the meeting held on 21 June 2007 be taken as read and signed as a correct record.

267. **Arrangement of Agenda:**

RESOLVED: (1) 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>
19. Big Lottery Fund Family Learning Bid) These reports were considered exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, in that they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).
20. Stanmore and Pinner Hill Golf Courses	
21. Home Care Contracts	

(2) to note that agenda items 9 – Outcome of Spring 2007 Statutory Consultations on Community Care Services – Eligibility Criteria (Fair Access to Care Services) and 10 – Outcome of Spring 2007 Statutory Consultations on Community Care Services – Day Centre Charges had been withdrawn and would be considered at a special meeting of Cabinet on 25 July 2007;

(3) to note that agenda item 13 – 69 West End Lane had been withdrawn for consultation and would be considered by Cabinet in October 2007.

268. **Petitions:**

(1) On behalf of the Harrow User Group, a petition was presented containing 145 signatures, in the following terms:

“The Harrow User Group oppose the review of FACS eligibility criteria as currently proposed by Harrow Council. The review means less services available for vulnerable people with a mental health problem and as a consequence less chance for full recovery and integration within society”.

RESOLVED: That the petition be received and referred to the Portfolio Holder for Adult Services for consideration.

(2) On behalf of the Harrow User Group, a petition was presented containing 197 signatures, in the following terms:

“The Harrow User Group oppose the introduction of charges to access day care services as currently proposed by Harrow Council. These charges would penalize vulnerable and deprived mental health service users from accessing services identified in their own care plan”.

RESOLVED: That the petition be received and referred to the Portfolio Holder for Adult Services for consideration.

(3) Councillor David Ashton presented a petition containing 402 signatures. He read the terms of the petition to the meeting, which were as follows:

“We, the undersigned, are alarmed at the decision of the London Borough of Harrow to sell 69 West End Lane (formerly part of the dairy site).

We understand that the Friends of West Lodge Schools was set up to raise funds to enable the London Borough of Harrow to purchase the dairy site. We believe that West Lodge First and Middle Schools have a beneficial interest in 69 West End Lane by virtue of having funded improvement work at the property. We understood that after being let on a temporary purposes, the house would revert back to the school. We, the parents and pupils, at the school are disappointed that the Council has not honoured that promise.

West Lodge First and Middle School are very successful schools and this is reflected in the fact that both schools are oversubscribed. At a time when the Government is promoting its 'Every Child Matters' agenda and in light of the London Borough of Harrow's objectives in its Children and Young People's Plan, we believe that it is extremely short-sighted for the Council to dispose of the property and land which should be used to enhance the facilities (to provide a nursery, for example, and a breakfast and after school club) for all the pupils at these successful schools".

RESOLVED: That the petition be received and referred to the Portfolio Holder for Strategic Overview, HSP and External Affairs for consideration.

269. **Public Questions:**

RESOLVED: To note that the following public questions had been received:

1.

Questioner: Mrs. Kay Craig

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: What are your plans for meeting the needs of those deemed substantial to prevent their needs from becoming critical?

2.

Questioner: Alex Manek

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: Why have I had a FACS assessment already, and my support been cut?

3.

Questioner: Harrow Mencap

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: Harrow Mencap accepts you have financial difficulties, but why do you have to target the most vulnerable in our community?

4.

Questioner: Mrs H. Thakerar

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: How much money will be saved - and has the impact on carers' and families' lives been considered?

5.

Questioner: John Williams / Narabda Shah

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: Why have I had a FACS assessment already, and my support been cut?

6.

Questioner: Pamela Fitzpatrick**Asked of:** Councillor Chris Mote, Leader and Strategic Overview, HSP, External Affairs and Property Portfolio Holder**Question:** The Local Authority has in the past accepted that they are under a duty to consult with West Lodge Schools. This has been expressly stated in a letter to us dated 17th June 1999.

West Lodge Schools have not been consulted on the proposed sale of this property. The schools were notified in June of the sale but consultation is a legal term of art and informing does not constitute consulting.

I understand that the parents of West Lodge have paid for some restoration to this property and have previously used the property as a nursery.

The report to Cabinet implies that the schools have not had contact with the Local Authority in respect of establishing a nursery, this is inaccurate as the Head teachers of both schools have been in discussion with officers of the LA on the possibility of establishing a nursery or other educational provision under the extended schools policy.

In the light of the schools interest in this property and of the failure to consult I ask that the decision to sell the property be deferred until a proper consultation has been carried out with the Schools.

[Notes: (i) An oral answer was provided to each of the above questions;

(ii) under the provisions of Executive Procedure Rule 16.4, questioners 1 to 4 each asked a supplementary question which was additionally answered;

(iii) in addition, the Portfolio Holder for Adult Services undertook to provide a written answer to the supplementary question asked by questioner 2].

270. **Councillor Question Time:****RESOLVED:** To note that the following Councillor Question had been received:

1.

Questioner: Councillor Bill Stephenson**Asked of:** Councillor Chris Mote, Leader and Strategic Overview, HSP, External Affairs and Property**Question:** The Cabinet Forward Plan indicates seven items which are due to be decided by this Cabinet but which do not appear on the Cabinet agenda (Monday July 16) including, in particular, the disposal of 7 Kenton Road and the Year Ahead Statement.

Could Cllr Mote explain why the Forward Plan seems to be so out of step with actuality?

[Note: An oral answer was provided to the question. Under the provisions of Rule 17.4, the questioner asked a supplementary question which was also answered].

271. **Forward Plan 1 July 2007 - 31 October 2007:****RESOLVED:** To note the contents of the Forward Plan for the period 1 July – 31 October 2007.272. **Scrutiny Review of Cultural Services:**

The Chairman of the Cultural Services Review Group introduced the report, which detailed a review of cultural services that had been carried out over the period December 2006 to June 2007. The Review Group had focused on arts provision, with some sport and heritage elements, using three case studies of Bernays Gardens, The Beacon Centre and Gayton Library.

Members of Cabinet thanked the Review Group and officers for the report and

RESOLVED: That (1) the content and recommendations of the report be noted;

(2) the report be referred to the Portfolio Holder for Community and Cultural Services to inform future cultural services provision.

Reason for Decision: In accordance with Overview and Scrutiny rules, Cabinet must consider reports produced by the Committee or one of its Sub-Committees.

273. **Key Decision - Housing Strategy 2007-2012 and Housing Revenue Account Business Plan:**

The Head of Housing introduced the report, which set out the main principles contained within the Housing Strategy and Housing Revenue Account (HRA) Business Plan. She reported that positive feedback had been received from the Government Office for London (GOL), which had been sent draft versions of the Strategy and Business Plan.

Members of Cabinet commended officers on an outstanding report which focused on Harrow's corporate priorities and provided a Fit for Purpose Housing Strategy.

RESOLVED: That (1) the Housing Strategy and HRA Business Plan be approved for submission to the Government Office for London by the 23 July 2007;

(2) any minor changes, following submission to GOL, be approved by the Portfolio Holder for Housing.

Reason for Decision: All Councils are required to have a Fit for Purpose (FFP) Housing Strategy and HRA Business Plan. The deadline for FFP approval by GOL is the end of August 2007.

274. **Key Decision - Site at Andrews Close:**

The Corporate Director (Community and Environment) introduced the report, which set out the proposal for the disposal of land at Andrews Close.

RESOLVED: That (1) the site edged in red shown at Appendix 1 to the report of the Corporate Director (Community and Environment) was surplus to Council requirements and its disposal be approved;

(2) the Corporate Director (Community and Environment) be authorised to negotiate and conclude the disposal on the most favourable terms.

Reason for Decision: To generate a capital receipt for the Council, giving value for money in line with the Council's Corporate Objectives.

275. **Integrated Planning 2008-09 to 2010-11:**

The Corporate Director (Finance) introduced the report, which set out the framework for the development of the new Corporate Plan and the Medium Term Financial Strategy for 2008-09 to 2010-11. She advised that the proposed framework and timetable would enable consultation on priorities in advance of publishing budget proposals.

The Portfolio Holder for Finance and Portfolio Coordination welcomed the 'joined up thinking' which would ensure that by February 2008 the Council would have a budget that was contemporaneous with the Corporate Plan.

An amendment to the recommendation was moved and it was

RESOLVED: That (1) the integrated planning framework shown at Appendix 1 to the report of the Corporate Director (Finance) be approved;

(2) the timetable shown at Appendix 2 to the report of the Corporate Director (Finance) be noted;

(3) the vision and priorities and work planned over the summer to develop the Year Ahead Statement be noted;

(4) the financial context be noted;

(5) the approach to developing a strategy for closing the funding gaps be approved;

(6) authority be delegated to the Leader or Deputy Leader of the Council to sign off the Year Ahead Statement and approve the plans for consultation on the vision and corporate priorities for 2008-09 to 2010-11;

(7) authority be delegated to the Leader or Deputy Leader of the Council, in consultation with the relevant Portfolio Holder(s), to initiate any service specific or statutory consultation that may be required.

Reason for Decision: To promote effective medium term planning.

[Note: The above decision was not a Key Decision as indicated on the front of the report].

276. **Improvement Programme:**

The Portfolio Holder for Strategy and Business Support introduced the report on the development and implementation of the Council's Improvement Programme. The Portfolio Holder reported that the Improvement Programme was a supporting document for the Corporate Plan, containing more detail on the Council's programme of work and targets. It would enable Portfolio Holders and Corporate Directors to monitor projects on a monthly basis and provide regular progress reports to Cabinet.

The Portfolio Holder for Finance and Portfolio Coordination commented that the report was a substantial piece of work that would be pivotal to the role of the Portfolio Holders.

RESOLVED: That (1) the Council's Improvement Programme be agreed;

(2) it be agreed that the programme be monitored through the quarterly Strategic Performance Report at Cabinet;

(3) it be agreed that the programme be reviewed regularly to ensure that it delivers in accordance with the Council's vision, priorities and Medium Term Financial Strategy (MTFS);

(4) authority be delegated to the Portfolio Holder for Finance and Portfolio Coordination and the Portfolio Holder for Strategy and Business Support to update the Council Improvement Programme (CIP) during 2007-08 as required.

Reason for Decision: To enable the Council to focus resource and effort into key priorities.

277. **Key Decision - Comprehensive Equalities Scheme:**

Further to Recommendation I, it was

RESOLVED: That the Comprehensive Equalities Scheme be approved, including the changes made to the consultation draft in response to the comments received.

Reason for Decision: To comply with the Council's obligations under Equalities legislation.

278. **Improving the Council's Communication:**

The Portfolio Holder for Strategy and Business Support introduced the report, which provided a response to the communications review presented to Cabinet in May 2007 and contained proposals for the future of the communications function within the Council.

RESOLVED: That (1) the service specification for the communications function shown at Appendix 1 to the report of the Director of People, Performance and Policy be agreed;

(2) it be agreed to vire the value of budgets identified in paragraph 2.8 of the report of the Director of People, Performance and Policy into the corporate communications service;

(3) the Corporate Director (Strategy and Business Support) award a one year contract for communications, in consultation with the Portfolio Holder for Strategy and Business Support, within the identified budget;

(4) the Portfolio Holder for Strategy and Business Support make any appropriate changes to the specification before the contract is let;

(5) the Publications Panel be disbanded with immediate effect;

(6) an informal Communications Working Group be set up with the same membership as the Publications Panel

Reason for Decision: To take urgent action to improve service capacity and performance.

279. **Key Decision - Bid to Big Lottery Fund for Family Learning Funding:**
Cabinet received a confidential report of the Director of Community and Cultural Services in this regard.

RESOLVED: That the submission of a bid to the Big Lottery Fund for Family Learning funding be approved.

Reason for Decision: To enable the Council to proceed to Stage 2 of the application for funding.

280. **Key Decision - Stanmore and Pinner Hill Golf Courses:**
The Corporate Director (Community and Environment) introduced a confidential report in this matter.

An amendment to the recommendation was moved and it was

RESOLVED: That the Corporate Director (Community and Environment) be authorised, in consultation with the Leader of the Council, to negotiate the disposal on either a freehold or leasehold basis of one or both golf courses upon financially beneficial terms to the Council over the long term and refer back to Cabinet.

Reason for Decision: To generate a capital receipt or long term revenue stream for the Council, giving value for money in line with the Corporate Objectives.

281. **Key Decision - Home Care Contracts:**
Cabinet received a report of the Corporate Director (Adults and Housing) in this regard.

RESOLVED: That (1) Cost and Volume Contracts be awarded to Care UK and Supporta Care with effect from 1 December 2007 for a term of 5 years;

(2) it be noted that further negotiations would take place with the two contractors to identify and agree the additional costs of TUPE (Transfer of Undertakings [Protection of Employment] Regulations 2006), which would be carried out on an open book basis;

(3) officers be authorised to agree the final negotiated prices;

(4) officers be authorised to deal with the transitional arrangements between these two contractors and the existing block and spot contractors to ensure a seamless transition at the most advantageous price.

(5) officers be authorised to progress appropriate pension arrangements with the two contractors for the former Harrow staff who were transferred to Harrow Care at Home in 2003.

Reason for Decision: The Council currently has 4 block contracts for the provision of home care services. These contracts would come to an end in February 2008. However, because the volumes of service in these blocks were likely to reduce during 2007 coupled with the need to market-test the services they were terminated early and would end on 30 November 2007.

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

(Signed) COUNCILLOR DAVID ASHTON
Vice-Chairman (in the Chair)

REPORT OF CABINET

(SPECIAL) MEETING HELD ON 25 JULY 2007

Chairman: † Councillor Chris Mote

Councillors:	* David Ashton (Vice-Chairman)	* Susan Hall
	(in the Chair)	† Janet Mote
	* Marilyn Ashton	* Paul Osborn
	* Mrs Camilla Bath	* Mrs Anjana Patel
	* Miss Christine Bednell	* Eric Silver

* Denotes Member present
 † Denotes apologies received

[Note: Councillor Margaret Davine also attended this meeting to speak on the items indicated at Minutes 292 and 293 below].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

282. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

Agenda Items 7 and 8 – Outcome of Spring 2007 Statutory Consultations on Community Care Services – Fair Access to Care Services/Day Centre Charging

- (i) Councillor David Ashton declared a personal interest in the above items arising from the fact that he served as a member on Harrow Mencap's Fundraising Committee.
- (ii) Councillor Mrs Anjana Patel declared a personal interest in the above items arising from the fact that she was a Board member on Harrow Mencap.
- (iii) Councillor Mrs Margaret Davine, who was not a Member of Cabinet, declared a personal interest in the above items arising from the fact that a family member received meals on wheels, a service provided by the Council.

Accordingly, they would remain in the room during the discussion and decision-making on the items.

283. **Minutes:**

RESOLVED: That the minutes of the meeting held on 19 July 2007 be deferred to the next ordinary meeting of Cabinet.

284. **Arrangement of Agenda:**

The Chairman stated that Cabinet would be considering important issues that evening on the future provision of community care in Harrow. As a result and, exceptionally, he would allow representatives of User Groups/Voluntary Sector to address the meeting for up to 5 minutes each, after consideration of agenda item 5 – Public Questions. Similarly, he would allow the Councillor Questioner to address the meeting after consideration of agenda item 6 - Councillor Questions. A total of 30 minutes would be allowed for representations.

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

285. **Petitions:**

RESOLVED: To note that no petitions were received.

286. **Public Questions:**

RESOLVED: To note that the following public questions had been received:

1.

Questioner: John Williams / Narabda Shah

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: Do you think it's essential that families, and advocates are involved in these life changing assessments?

2.

Questioner: Roger Hammond, Harrow Branch Multiple Sclerosis Society

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: In addition to the Disability Discrimination Act Legislation, since December 2006, all Public Sector Agencies and Organisations including Local Authorities now have a disability equality duty and have to demonstrate that any decisions they make will not have an adverse effect on disabled people.

In view of the Council's decision since September 2006 to reduce the number of care visits by People First or to increase the amounts payable by our members to retain such care, how can the Council demonstrate that this decision will not have an adverse effect on the lives and wellbeing of our disabled members?

3.

Questioner: Mr V Manak

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: Are the reviews that are currently taking place normal cycle of reviews or a cost cutting exercise?

4.

Questioner: Mr Amin

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: What is the Council's definition of "at risk from abuse"?

5.

Questioner: Jack Pievsky

Asked of: Councillor David Ashton, Finance and Portfolio Co-ordination Portfolio Holder

Question: In relation to the Council's financial difficulties, when was Orme Lodge (the Harrow Learning Disability Clinic) in Gordon Avenue Stanmore sold, how much did the Council get for selling it and does this affect the shortfall mentioned in the consultation paper?

6.

Questioner: Marie-Louise Nolan

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: At last week's Cabinet meeting you indicated that £250,000 would be used to support users who were assessed as being in substantial need to prevent them from becoming in critical need. Can you explain how this figure was arrived at - is it using new money or is it from existing budgets and can you explain what criteria the Council will use to determine the level of support individuals will receive from this funding?

7.

Questioner: Peter Schwarz

Asked of: Councillor Chris Mote, Strategic Overview, HSP, External Affairs and Property Portfolio Holder

Question: Will the Chairman read out my letter, and if not, provide a written answer as to why not?

8.

Questioner: Ann Freeman

Asked of: Councillor Chris Mote, Strategic Overview, HSP, External Affairs and Property Portfolio Holder

Question: A question remains unanswered from discussion at public questions at Cabinet Meetings on the Wiseworks' Consultation. When were members of The Bridge Day Centre consulted on anticipated changes, please?

[Notes: (i) An oral answer was provided to each of these questions;

(ii) under the provisions of Executive Procedure Rule 16.4, questioners 1 and 3 each asked a supplementary question and were informed that they would be sent written replies;

(iii) under the provisions of Executive Procedure Rule 16.4, questioners 2, 4 and 6 each asked a supplementary question, which was additionally answered;

(iv) questioner 7 was not present at the meeting. In accordance with Executive Procedure Rule 16.7, the Chairman asked the question on the questioner's behalf and read out the statement submitted by the questioner. The Chairman indicated that a written reply would be sent to the questioner;

(v) questioner 8 was not present at the meeting. With the permission of the Chairman, another member of the public asked the question on the questioner's behalf. He also asked a supplementary question and was informed that a written reply would be sent to him and the questioner].

287. **Representations from User Groups/Voluntary Sector:**

The Chairman invited representatives of User Groups/Voluntary Sector to address the meeting in relation to the proposals on the future provision of community care in Harrow.

The Chief Executive of Harrow Mencap addressed the meeting and voiced concerns on the proposals on behalf of service users and carers of Harrow. He stated that Harrow Mencap had arranged three meetings with service users and carers to discuss the proposals and that their concerns had been documented and submitted to the Council. He also sought clarity as the implementation date(s) of the proposals and the engagement with the Voluntary Sector in the monitoring process proposed.

A speaker, on behalf of Mental Health Service users, addressed the meeting and expressed concerns. He stated that these users would be adversely affected by the proposals with serious consequences.

The Chairman invited both speakers to submit their concerns, expressed at the meeting, to him, in writing, for a detailed response.

RESOLVED: That the representations be received and noted.

288. **Councillor Question Time:**

RESOLVED: To note that the following Councillor Questions had been received:

1.

Questioner: Councillor Mrs Margaret Davine Portfolio Holder

Asked of: Councillor Eric Silver, Adult Services

Question: How will the needs of service users who are currently assessed as having 'substantial' needs only, estimated as 492 in the report, be monitored to make sure that their needs are not escalating?

2.

Questioner: Councillor Mrs Margaret Davine

Asked of: Councillor Eric Silver, Adult Services Portfolio Holder

Question: The report refers to 4,135 current and recent service users (page 3), whereas the age profile in the Equality Impact Assessment (page 7) gives a figure of 3,669. Can you please explain the difference, that is a reduction of 466 service users over a period of 3 months?

[Note: An oral answer was provided to each of these questions. Under the provisions of Rule 17.4, the questioner asked a supplementary to each question, which was also answered].

289. **Representations from Councillor Questioner:**

The Chairman invited the Councillor Questioner to address the meeting.

The Councillor Questioner stated that Harrow would be the first London borough to meet only 'critical' assessed needs if the proposal was agreed that evening. The London Borough of Lambeth had decided not to proceed with this change. She urged Cabinet to reject the proposals on Fair Access to Care Services (FACS).

RESOLVED: That the representations be received and noted.

290. **Key Decision - Outcome of Spring 2007 Statutory Consultations on Community Care Services – Fair Access to Care Services:**

Cabinet received the report of the Corporate Director of Adults and Housing Services, which set out the public response to the statutory consultation on the proposed changes to the eligibility criteria under Fair Access to Care Services (FACS). It also set out options for Cabinet to consider in response to the consultation exercise.

The Portfolio Holder for Adult Services set the report into context and highlighted the challenging financial position of the Council, which had led to the consultation process on altering the provision of care services for people whose needs currently fell into the 'critical' and 'substantial' criteria. Cabinet received an outline of the various financial pressures facing the Council, including the cost pressures from Harrow and Brent Primary Care Trusts (PCTs) and Northwick Park Hospital.

The Portfolio Holder stated that if the Council stayed within the existing eligibility criteria, a deficit of £1.5m - £2.0m was likely on the care budget for 2007/08.

The Portfolio Holder:

- outlined the extensive consultation process undertaken by the Council which had lasted 13 weeks, a week longer than the statutory period, and thanked Harrow Mencap for holding three additional public meetings;
- set out the options available to the Council and spoke in favour of concentrating the Council's resources on the vulnerable people of Harrow who were most in need of care;
- read out the actions that would be put in place to address the concerns expressed in the consultation about increased risk, as set out in paragraph 2.4 of the officer report;
- stated that the Council appreciated that the proposed measures might create difficulties for some people and that the Council would do all it could to alleviate these difficulties.

The Portfolio Holder responded, in detail, to questions from Members of Cabinet on eligibility, safety, preventative work and the impact the proposed change in criteria would have on people with Alzheimer's disease and dementia.

In summary, the Chairman referred to the deliberation that had taken place on this matter and assured those present that areas of concern would be addressed. He drew attention to the guidelines available when dealing with victims of abuse and the help that would be available from the Council to those with personal care needs.

RESOLVED: (1) To proceed with the proposal to meet only needs that fell within the 'Critical' FACS band;

(2) that the proposed actions to mitigate this, as set out in section 2.4 of the officer report, be agreed.

Reason for Decision: To consider the consultation results undertaken on the criteria the Council would apply, to determine who qualified for social care services under FACS. To set the level eligibility criteria for Harrow.

(See also Minute 282).

291. **Key Decision - Outcome of Spring 2007 Statutory Consultations on Community Care Services - Day Centre Charging:**

The Portfolio Holder for Adult Services introduced the report, which set out the public response to the statutory consultations on the proposal to start charging for attendance at Day Centres. It also set out options for Cabinet to consider in response to the consultation exercise.

The Portfolio Holder stated that the proposal for Day Care Charges had been brought forward from the February 2006 budget to allow for consultations to be undertaken. He reiterated the severity of the financial position of the Council and the pressures on the Council to address this position. In addition, the demand for and complexity of the services provided by the Council was increasing, the population of Harrow was ageing, and the grants received by Harrow from the government were £30m less than its nearest neighbours and £120m less than the London average. These pressures, together with those from the PCTs, had culminated in the proposal to charge for Day Centre care.

Cabinet was briefed on the consultation process, the key messages from that process and the options available to the Council. The Portfolio Holder stated that, in the event that Cabinet agreed to introduce a charge, it would continue to provide a large subsidy (in excess of 50%), details of which were set out in the officer report.

Members of Cabinet were invited to question the Portfolio Holder who responded to questions on how other Councils were dealing with Day Care Charges, the levels of subsidy the Council would provide if a charge was introduced and how the ability to pay the charge would be assessed.

The Portfolio Holder proposed that a charge of £12 be introduced with a notice of one month. If agreed, the decision would put Harrow Council below or in line with 12 other London boroughs that also charged for the service. Harrow would continue to provide a large subsidy as well.

The Portfolio Holder stated that it was important to note that all Day Centre Users would receive a full financial assessment and any person assessed as having means to pay would receive a month's notice.

RESOLVED: That (1) a charge for attendance at Day Centres be introduced from September 2007;

(2) the level of charge be set at £12 (£6 per half day);

(3) the charges be reviewed as part of the annual review of the Council's fees and charges.

Reason for Decision: To consider the consultation results undertaken. To introduce a charge for attendance at Day Centres, and set a level. A budget saving of £200,000, for 2007/08, was contained in the budget passed at Council on 22 February 2007.

(See also Minute 282).

(Note: The meeting, having commenced at 8.30 pm, closed at 9.38 pm).

(Signed) COUNCILLOR DAVID ASHTON
Vice-Chairman (in the Chair)

CONSULTATIVE
FORUMS

EDUCATION CONSULTATIVE FORUM

2 JULY 2007

Chairman:	* Councillor Miss Christine Bednell	
Councillors:	* Mrs Camilla Bath * B E Gate * Manji Kara	* Janet Mote * Raj Ray * Bill Stephenson
Teachers' Constituency:	* Mrs D Cawthorne * Ms C Gembala † Mr A Jones	* 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 R Chauhan	* Mrs D Speel
Denominational Representatives:	* Mrs J Rammelt	Reverend P Reece

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Performance Management Policy for Unattached Teachers**

The Forum considered a report of the Corporate Director of Children's Services, which set out a performance management policy for teachers employed by the Council but with no attachment to a specific school. The report recommended the adoption of the policy subject to amendments made by the Education Consultative Forum.

A member stated that when setting objectives, the interests and aspirations of teachers ought to be reflected. She explained that two objectives were sufficient for a reviewee and was concerned that too many objectives would not be productive when assessing performance. An officer responded that an amendment would not be necessary as the policy stated that the maximum number of objectives would be three.

The same member suggested that under normal circumstances, a line manager would be expected to undertake a maximum of three reviews. An officer responded that a level of flexibility would be required to ensure that every teacher was appointed a fully trained reviewer. The member suggested that the policy should state precisely how many days' notice a teacher would receive before a classroom observation. An officer explained that there were two types of observations - the first, being three hour slots that would be arranged at the beginning of the cycle, as well as the statutory deadline for drop-ins.

Following a minor amendment, it was

Resolved to RECOMMEND: (to the Portfolio Holder for Children's Services)

That the draft Performance Management Policy for Unattached Teachers be adopted as the Local Authority's policy, subject to the following additional text to section 5.2 of the policy - 'Objective setting': "Performance management works if the reviewee feels empowered and supported. Attempts at enforcing objectives seldom work and are more likely to lead to the needs of the reviewee not being met".

PART II - MINUTES39. **Appointment of Chairman:**

RESOLVED: To note the appointment at the Cabinet meeting on 15 May 2007 of Councillor Miss Christine Bednell as Chairman of the Forum for the Municipal Year 2007/2008.

40. **Attendance by Reserve Members:**

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

41. **Apologies for Absence:**

RESOLVED: To note that apologies for absence had been received from Ms H Henshaw and Mr A Jones.

42. **Declarations of Interest:**

RESOLVED: To note (1) the personal interests previously declared by members of the Forum, in relation to their governorships of schools, as set out in the minutes of the Education Consultative Forum held on 15 July 2004 (Minute 110);

(2) that the following additional personal interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor B E Gate	Governor of Hill View Centre
Mr H Chauhan	Governor of Hatch End High School
Mrs D Speel	Governor of Cannon Lane Middle School

(3) that Councillor B E Gate also declared a personal interest in relation to item 15 – JAR Action Planning Update - in that his wife worked for a Primary Care Trust. He would remain in the room whilst the matter was considered and voted upon.

43. **Arrangement of Agenda:**

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

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

RESOLVED: To appoint Ms Christine Millard as Vice-Chairman of the Forum for the Municipal Year 2007/2008.

45. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 January 2007 be taken as read and signed as a correct record.

46. **Matters Arising:**

With regard to the Draft Budget for Consultation (Minute 37), it was

RESOLVED: That a budget update be presented to the next meeting, to inform members about the progress made with regard to children's services and its impact on schools.

47. **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 16 (Part 4E of the Constitution).

48. **Petitions:**

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

49. **Deputations:**

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

50. **Park High School, Thistlecroft Gardens, Stanmore: Reference from the Development Management Committee Meeting held on 29 March 2007:**

The Forum received a reference from the Development Management Committee meeting held on 29 March 2007, which drew its attention to a petition that had been received in relation to a planning application expressing concerns about pupil behaviour outside Park High School. Although the members appreciated the nature of the petition, they agreed that it would be beyond the remit of the Forum to raise this issue with the school's governing body.

RESOLVED: That the reference be noted.

51. **Performance Management Policy for Unattached Teachers:**
(See Recommendation 1)

52. **Learning Difficulty and Disability (LDD) Strategy:**

The Forum received a report of the Corporate Director of Children's Services regarding the purpose and remit of the newly formed Learning Difficulty and Disability Strategy. An officer advised that the Strategy would be continuously refreshed.

Members of the Forum expressed their appreciation of the new Strategy and emphasised that many children would benefit from support and funding. Members were also grateful that there was co-operation between Partners, including the Primary Care Trust. In addition members welcomed the North West London Partnership. An officer stated that the Strategy would ensure best value for money, which would in return allow for further resources to be used within Harrow.

In response to questions from a Member, an officer stated that the Council held up to date records of children who had a statement of special educational needs. However, it did not have annual census data for children with low-level Autistic Spectrum Disorders.

Some members expressed concern that abbreviations had not been clarified in the report. An officer suggested that a glossary be attached with the minutes for the meeting.

RESOLVED: That (1) the report be noted;

(2) the glossary be circulated with the agenda for the next meeting.

53. **JAR Action Planning Update:**

The Forum received a report of the Corporate Director of Children's Services, which evaluated progress made within the Children and Young People's Plan and the actions in response to the Joint Area Review. Members of the Forum pointed out misprints in the report and the officer was asked to make the necessary amendments.

A member expressed concern about the potential harm of sex education to young children. In response, another member stated that parents and governors were regularly consulted on the content of sex education, and that it was important to listen to young people's views on how sex education ought to be delivered.

RESOLVED: That the report be noted.

54. **Date of Next Meeting:**

RESOLVED: To note that the next meeting of the Forum would be held on 13 September 2007.

(Note: The meeting having commenced at 7.40 pm, closed at 8.54 pm)

(Signed) COUNCILLOR CHRISTINE BEDNELL
Chairman

EMPLOYEES' CONSULTATIVE FORUM**3 JULY 2007**

Chairman:	* Councillor Mrs Camilla Bath	
Councillors:	* Bob Currie * Tony Ferrari (4) * Graham Henson	* Joyce Nickolay (1) * Paul Osborn * Mrs Sasi Suresh (3)
Representatives of HTCC:	(Currently no appointees)	
Representatives of UNISON:	Ms L Ahmad * Ms K Bubbenzer * Ms M Cawley	* Mr S Compton * Mr G Martin * Mr R Thomas
Representative of GMB:	* Mr S Karia	

* Denotes Member present/Employee Representative present
(1), (3) and (4) Denote category of Reserve Members

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**51. **Appointment of Chairman:**

RESOLVED: To note the appointment at the meeting of Cabinet on 15 May 2007 of Councillor Mrs Camilla Bath as Chairman of the Employees' Consultative Forum.

52. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor David Ashton
Councillor Chris Mote
Councillor Navin Shah

Reserve Member

Councillor Tony Ferrari
Councillor Joyce Nickolay
Councillor Mrs Sasi Suresh

53. **Declarations of Interest:**

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

- (i) Councillor Graham Henson declared a personal interest in that he was a member of the Communication Workers' Union and his cousin was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.
- (ii) Councillor Bob Currie declared a personal interest in that he was a retired member of UNISON and his son was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.

54. **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:-

Agenda item

- 14. Essential User Car Allowance
- 15. Customer complaint process
- 16. Organisational review

Special Circumstances / Grounds for Urgency

These reports were not available at the time the agenda was printed and circulated. Members were requested to consider these items, as a matter of urgency.

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

55. **Minutes:**

RESOLVED: That the minutes of the meeting held on 24 April 2007 be deferred until printed in the Council Bound Minute Volume.

56. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Mr Bob Thomas as Vice-Chairman of the Employees' Consultative Forum for the 2007/2008 Municipal Year.

57. **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 16 (Part 4E of the Constitution).

58. **Petitions:**

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

59. **Deputations:**

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

60. **Health and Safety Annual Report 2006/2007:**

The Forum considered a report of the Corporate Director (Finance) setting out details of the Council's health and safety performance, information about work done and a summary of data on accidents and incidents. Officers answered questions on various issues arising from the report, including the following:

- Evidence for the statement in the report that the Group Plan process was embedding well – an officer reported that a survey had been conducted, and UNISON members requested a copy of the evidence.
- The unions' concern at how stress-related illness was recorded – the officer reported that the new SAP system would record this more thoroughly.
- The availability of statistics on stress-related illness linked to the introduction of Access Harrow – officers reported that these statistics went to the Health and Safety Partnership Board and in this way were available to the unions.
- Information gained as a result of employing a consultant on stress, and the fact that the Council was still owed several days' work by the consultant – the officer agreed to supply this information.
- The lack of health-related activities available for employees – the officer reported that a health fair would be taking place later in July to demonstrate a range of health-related activities and establish the level of employees' interest.
- The need to publicise events such as the health fair to employees outside the Civic Centre, in view of the fact that many staff worked in schools and some staff did not have access to the internet – a Member reported that the issue of communications would be addressed in a report to the next Cabinet meeting.
- The issue of low levels of attendance by employees at the Education Health and Safety Forum – the officer reported that this problem had been noted and he agreed to supply a copy of a letter to schools about allowing employees time off to attend such meetings.
- The fact that an annual report on the work of the Occupational Health Service had not been provided for 2006/2007 – officers agreed to investigate obtaining this for the Forum, but pointed out that this information would be reported to the Health at Work Group.
- The imminent review of the Post-Health and Safety Executive (HSE) Action Plan, which was due to come to the next meeting of the Forum.

- The delay in recruiting a Fire Safety Adviser – the officer reported that a third attempt was being made to recruit to this post. If this proved unsuccessful, current members of staff could be invited to be trained to carry out this role.
- The number of prosecutions as a result of violent attacks on Council staff – officers agreed to obtain the information from Legal Services.
- A suggestion that the Council liaise with other local authorities on the issue of violent or potentially violent individuals moving between boroughs – the officer agreed to ensure that this was done.
- The recording of 'near-misses' in accident statistics – officers agreed that these should be recorded separately.
- The number of days lost as a result of accidents – officers reported that data from the SAP system would be analysed and reported on a six-monthly basis, but was available earlier. The unions would request updates on a regular basis.

Members discussed related issues to be covered in a report to the Corporate Management Team on well-being, noting that the report included an action plan, but not costings.

It was agreed that further questions from UNISON on the Health and Safety Annual Report could be submitted to the Chairman in writing.

RESOLVED: That the report and the above comments be noted.

61. **HR Policy Review:**

Officers provided a verbal update on the progress of the HR Policy Review, which included new policies and procedures for employees. Responses from the unions had not been provided by agreed deadlines and the officer was concerned at the delays. After discussion it was agreed that the officer would provide a presentation to both unions, and that the unions would respond by the end of July. Failing this, a special meeting of the Forum would be convened.

RESOLVED: That the above be noted.

62. **Asbestos:**

The Forum received a report of UNISON, expressing concerns and seeking information about the removal of asbestos in the Access Harrow area in 2006. A representative of UNISON expressed the concern that a written response to the union's concerns had not been prepared in time for distribution before this meeting. It was agreed that the officer's written response be circulated to all members of the Forum and that, failing satisfactory resolution of the issues, a special meeting of the Forum be convened.

RESOLVED: That the above be noted.

63. **Front Desk Reception Area:**

The Forum considered a report of UNISON, expressing concerns about health and safety issues relating to the front desk in the main reception area. An officer informed members that it was already accepted that changes needed to be made, and new desks and chairs would be in place by the end of July. The officer agreed to circulate copies of the relevant risk assessment to the unions. The representative of GMB also raised the issue of the number and frequency of breaks allowed for staff working at the front desk.

RESOLVED: That the above be noted.

64. **Essential User Car Allowance:**

The Forum received an officer report, setting out the current position regarding the introduction of criteria for eligibility to the Essential User Car Allowance (EUCA). The officer informed members of the Forum that agreement had originally been reached with the unions in April 2007, but that since then the unions had sought to renegotiate the terms of the agreement. UNISON was currently conducting a ballot on the issue, but formal response to the revised proposals had been received from the GMB. The representative of the GMB reported that the union was still consulting its members. It was also seeking assurances that car parking charges would not be introduced. A representative of UNISON informed members of the Forum that the union had agreed to the original proposals on the understanding that they were aimed at making savings of £200,000 and not £400,000, as currently projected. After discussion it was agreed that the unions would aim to respond formally by the end of the week.

The officer confirmed that the proposals had been subjected to an Equality Impact Assessment.

RESOLVED: That the above be noted.

65. **Customer Complaint Process:**

Owing to the lack of time, it was

RESOLVED: That this matter be discussed at the next meeting.

66. **Organisational Review:**

The Forum received a report of the Director of People, Performance and Policy, which provided background information and confirmed the current position with regard to the organisational review.

RESOLVED: That the report of the Director of People, Performance and Policy be noted.

67. **Any Other Business:**

(i) **Toilet facilities at the Central Depot**

A representative of UNISON informed the Forum that the Union had received no explanation as to why toilet facilities had been closed and keys issued only to certain members of staff.

RESOLVED: That the above be noted.

(ii) **The type of issues raised at this meeting**

Members agreed that in future more effort should be made to deal with issues raised by the Unions at an earlier stage.

RESOLVED: That the above be noted.

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

In accordance with the Advisory and Consultative Procedure Rule 13 (Part 4E of the Constitution) it was:

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

(2) 10.15 pm to continue until 10.30 pm;

(3) 10.30 pm to continue until 10.32 pm.

(Note: The meeting having commenced at 7.50 pm, closed at 10.32 pm)

(Signed) COUNCILLOR CAMILLA BATH
Chairman

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****24 JULY 2007**

Chairman: * Councillor Mrs Camilla Bath

Councillors: * Don Billson * David Gawn (1)
* Bob Currie

* Denotes Member present

(1) Denotes category of Reserve Member

Tenants' and Leaseholders' Representatives

Representatives from the following Associations were in attendance:

Antoney's Close Tenants' and Residents' Association
 Berridge Estate Tenants' and Residents' Association
 Brookside Close Tenants' and Residents' Association
 Cottesmore Tenants' and Residents' Association
 Eastcote Lane Tenants' and Residents' Association
 Harrow Federation of Tenants' and Residents' Associations (HFTRA)
 Weald Village Community Association
 Woodlands Community Association

In total 16 Tenants/Representatives attended.

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**72. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary Member

Councillor Phillip O'Dell

Reserve Member

Councillor David Gawn

73. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

- (i) Councillor Bob Currie declared a personal interest in that he regularly attended meetings of Brookside Close Tenants' and Residents' Association and Eastcote Lane Tenants' and Residents' Association. Accordingly, he would remain in the room during the discussion and decision-making for all items.

74. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-Agenda item16. Housing Strategy and
Housing Revenue Account
(HRA) Business PlanSpecial Circumstances / Grounds for Urgency

This verbal report of the Head of Housing gave the Forum an update on the Housing Strategy and Housing Revenue Account (HRA) Business Plan, which was submitted to Cabinet on 19 July 2007. The verbal report was accepted as it was considered a matter arising from the Special Meeting of the Forum held on the 31 May 2007. The Forum agreed by a majority vote to consider the verbal report.

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

(3) the late item Housing Strategy and Housing Revenue Account (HRA) Business Plan be considered before agenda item 8 – Housing Revenue Account (HRA) Outturn 2006-07;

(4) agenda item 12 – Tenants' Satisfaction Survey be considered before agenda item 11 – Housing Performance 2006/07 and Plans for 2007/08.

75. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 24 January 2007 and 26 March 2007 be taken as read and signed as correct records;

(2) the minutes of the Special meeting held on the 31 May 2007 be deferred until printed in the Council Bound Minute Volume.

76. **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 16 (Part 4E of the Constitution).

77. **Petitions:**

In accordance with Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution), the Forum received a petition from Eastcote Lane and Brookside Close Tenants' and Residents' Association relating to alleged anti-social behaviour on Eastcote Lane. The petition contained 16 signatures.

RESOLVED: That the petition be noted and referred to the Head of Housing.

78. **Deputations:**

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

79. **Housing Strategy and Housing Revenue Account (HRA) Business Plan:**

The Head of Housing provided a verbal update on the Housing Strategy, which was submitted to Cabinet on 19 July 2007. The Head of Housing explained that the Government Office for London (GOL) had been sent draft versions of the Strategy and had given positive feedback. Residents were thanked for their input into the Strategy.

An officer gave a presentation on the Housing Revenue Account (HRA) Business Plan and distributed copies of the HRA Business Plan Action Plan at the meeting. The officer asked residents for their feedback on the action plan before it was submitted to the GOL.

One Member commented that he was concerned that the deadline for achieving Value for Money in Environmental Services was April 2009.

RESOLVED: That the above be noted.

80. **Housing Revenue Account (HRA) Outturn 2006-07:**

An officer presented a report of the Corporate Director (Finance), which set out the provisional 2006-2007 Housing Revenue Account (HRA) Outturn. It was advised that the cost to maintain estates had been just over £16 million and that this was close to what had been allocated in the original budget for 2006-07. It was also advised that by the end of the financial year 2006/07, the HRA had been left with a total balance of over £5.7 million. This money would be prioritised to maintain housing estates in Harrow to a high standard.

The Forum was informed that the report was intended to give residents an insight into how their rent was spent. A member of the Forum thanked the officer for the clarity of the presentation of the report.

RESOLVED: That the report be noted.

81. **Kier:**

The Forum received a presentation from the Interim Head of Property about Kier, the company responsible for the repairs and maintenance of Harrow Council properties. The Forum was also introduced to representatives from Kier who were present at the meeting.

A representative from Kier explained that:

- there were 26 directly employed craft operatives qualified in trades such as plumbing;
- all operatives were required to carry ID cards;
- residents could book repairs via a freephone number and emergency visits were available;
- Health and Safety was an important aspect when delivering their services as robust procedures were in place;
- there were two resident liaison officers: one officer for the Decent Homes Programme and one officer for repairs and maintenance;
- details of the resident liaison officers would be sent to secretaries of all Tenants' and Residents' Associations;
- customer satisfaction with Kier services would be monitored closely.

One Member queried whether he could be assured that work would continue to be done through the summer months, at the time when schools were usually maintained. An officer confirmed that an external painting programme would be procured with other contracts in order to ensure this. Another Member of the Forum asked officers to ensure that Kier literature was accessible to those with learning disabilities.

RESOLVED: That the above be noted.

82. **Garages:**

An officer presented an information report of the Corporate Director (Adults and Housing), which set out the position on garages following changes to the repairs service and rent increases as at June 2007.

A resident queried whether the Housing Service planned to build housing in areas where garages were to be knocked down. One resident commented that she had had to give up her garage as she could not afford the cost and she had had to pay VAT. The Head of Housing explained that this was due to the fact that legislatively, the Housing Service were required to charge VAT to those who were not Council tenants.

RESOLVED: That the report be noted.

83. **Tenants' Satisfaction Survey:**

An officer introduced a report of the Corporate Director (Adults and Housing) which provided information on the findings from the Tenants' Satisfaction Survey conducted by Ipsos MORI in 2006.

The officer explained that the survey provided useful information on tenants' priorities. It had been discovered through the survey that the main priorities were the repairs service and the overall quality of the home. The quality of the caretaking service had also been assessed by the survey.

In response to a question from a resident, it was confirmed that the Government required the Housing Service to send the survey out to 1,500 tenants, and that the Housing Service had in fact sent it to 2,100 tenants.

RESOLVED: That the report be noted.

84. **Housing Performance 2006-07 and Plans for 2007-08:**

The Forum received a report of the Corporate Director (Adults and Housing), which provided information on how key housing services were delivered in 2006/07 in the form of a newsletter. The report also highlighted initiatives and targets which the Housing Service proposed to deliver in 2007/08.

The Head of Housing explained that during 2006/07, the Housing Service had collected 97% of rent due to it, making Harrow one of the highest performing councils in London for rent collection. Residents were encouraged to talk to the Housing Service to resolve any problems they had regarding the payment of rent. During the year 2006/07, the Housing Service had received a positive response from residents regarding the Housing Service's publication 'Homing in'.

In response to a question by a resident, an officer confirmed that no more alterations to the tenancy agreement were planned.

RESOLVED: That the report be noted.

85. **Housing Capital Programme 2007-2010:**

The Forum considered a report of the Corporate Director (Adults and Housing), which provided an update on the Housing Capital Programme 2007-2010 in response to comments made at the Tenants' and Leaseholders' Forum on 26 March 2007.

In response to concerns raised by a Member, it was agreed that officers meet Members outside of the Forum to discuss further amendments to the Housing Capital Programme 2007-2010.

RESOLVED: That the report be noted.

86. **Date of Next Meeting:**

RESOLVED: To note that the next meeting of the Forum would be held on 29 October 2007.

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

In accordance with the Advisory and Consultative Procedure Rule 13 (Part 4E of the Constitution) it was:

RESOLVED: At (1) 10:00 pm to continue until 10.20 pm

(2) 10:18 pm to continue until 10.33 pm.

(Note: The meeting having commenced at 7.31 pm, closed at 10.28 pm)

(Signed) COUNCILLOR CAMILLA BATH
Chairman

CABINET
ADVISORY
PANELS

SUPPORTING PEOPLE ADVISORY PANEL

9 JULY 2007

Chairman: * Councillor Eric Silver

Councillors: * Mrs Margaret Davine * Narinder Singh Mudhar (1)
* Nizam Ismail (2) * Stanley Sheinwald (3)* Denotes Member present
(1), (2) and (3) Denote category of Reserve Members**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**37. **Appointment of Chairman:****RESOLVED:** To note the appointment at the meeting of Cabinet on 15 May 2007 of Councillor Eric Silver as Chairman of the Supporting People Advisory Panel for the Municipal Year 2007/08.38. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor David Gawn
Councillor Mrs Myra Michael
Councillor Mrs Vina MithaniReserve MemberCouncillor Nizam Ismail
Councillor Narinder Singh Mudhar
Councillor Stanley Sheinwald39. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:Agenda Item 10: The Supporting People Programme Update
Councillor Stanley Sheinwald declared a personal interest in that he was a Member of the Carers Partnership Group. He would remain in the room whilst this matter was considered.40. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.41. **Appointment of Vice-Chairman:****RESOLVED:** To appoint Councillor Mrs Margaret Davine as Vice-Chairman of the Supporting People Advisory Panel for the 2007/2008 Municipal Year.42. **Minutes:****RESOLVED:** That (1) the minutes of the meeting held on 9 October 2006 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 25 April 2007 be deferred until printed in the Council Bound Minute Volume.

43. **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 16 (Part 4E of the Constitution).44. **Petitions:****RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

45. **Deputations:**

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

46. **The Supporting People Programme Update:**

The Panel received a report of the Corporate Director (Adults and Housing) which updated Members on key developments within the Supporting People (SP) Programme since the last meeting of the Panel.

With regards to visits to SP funded schemes, an officer suggested that 16 August 2007 would be a suitable date, between 10.00 am to 1.00 pm. The Chairman noted that all Members including Reserve Members were welcome to attend.

It was advised that the commissioning of a Learning Disability Floating Support and Independent Living Provision, which would provide support for 15 people, had been put out to tender. The scheme would provide support for people of a number of different ages with a number of different learning disabilities by providing accommodation, which had the necessary links to the local community.

With regards to Elderly Mental Health provision, this was a key need in Harrow and the SP team were working with health and social care colleagues to find a suitable provider. There was currently provision for young people suffering from mental health problems but elderly people with mental health problems had a lack of support. The service for the elderly who had mental health problems was for those who were 65 and over.

In response to further questions by Members, it was reported that:

- the SP team were required to go to accredited SP organisations when seeking service providers;
- the Harrow SP team worked with SP teams in other local authorities. This meant that the Harrow SP team could benchmark information;
- it was the SP team's policy to avoid sub-contracting, and contracts lasted approximately 3 years;
- it was understood that the SP team were looking to work more with organisations in the Voluntary Sector.

The officer stated that a telecare pilot programme was running for people who were 65 years of age or over: It was noted that it was possible that telecare could replace the floating support worker. It was also stated that the SP team were currently developing a supported lodging scheme in association with the YMCA. The YMCA could provide support while the host received a financial incentive: this could provide a 'stepping stone' to those not ready to move into the private sector.

The officer informed Members that the SP team were scoping the possibility of one route of referral to the SP team. It was noted that local authorities such as Brent and Hammersmith and Fulham operated such a system.

Members were informed that the Service User Fayre would be held on 11 July 2007 and that all Members and Reserve Members of the Panel were welcome to attend between 10.30 am and 1.00 pm.

RESOLVED: That (1) the report be noted;

(2) officers e-mail all Members and Reserve Members of the Panel to confirm details of the visit to Supporting People (SP) funded schemes on 16 August 2007;

(3) officers e-mail all Members and Reserve Members of the Panel when the service provider for the Learning Disability Floating Support and Independent Living provision was decided;

(4) officers e-mail all Members and Reserve Members of the Panel details of the current accommodation provision available for people with learning disabilities;

(5) officers confirm whether the West London Fair Money Service is under protection by Safe Home Income Plans;

(6) officers circulate details of the SP strategy which had recently been released by the Government to all Members of the Panel.

(Note: The meeting having commenced at 10.04 am, closed at 11.56 am)

(Signed) COUNCILLOR ERIC SILVER
Chairman

