

2003 - 2004

HARROW COUNCIL  
COUNCIL SUMMONS

COUNCIL TAX MEETING  
Thursday 26 February 2004





## COUNCIL SUMMONS

Law and Administration Division

Civic Centre

Harrow

19 February 2004

Dear Member

I hereby request and summon you to attend a **COUNCIL TAX MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF HARROW** to be held in the **COUNCIL CHAMBER** at the **CIVIC CENTRE, STATION ROAD, HARROW, on Thursday, 26th** day of **February 2004 at 7.30 pm** to take into consideration the following numbered matters and to pass such resolutions and to make such orders thereon as may then be determined.

### PRAYERS

The Mayor's Chaplain, Deacon Tony Martin, will open the meeting with Prayers.

1. **COUNCIL MINUTES:** (Pages 1 - 16)

That the minutes of the Special Meeting held on 22 January 2004 and of the Ordinary Meeting held on 22 January 2004, having been circulated, be taken as read and signed as a correct records.

(Notes: (i) The minutes of the above Meetings have been circulated previously within Volume 8 of the Cabinet and Council Minutes (2003/04);

(ii) those minutes are also now enclosed with this Summons for ease of reference).

2. **DECLARATIONS OF INTEREST BY MEMBERS OF THE COUNCIL:**

To receive declarations of interest (if any) from Members of Council arising from business to be transacted at this meeting.

3. **MAYOR'S ANNOUNCEMENTS:**

To receive any announcements from the Mayor.

(Note: Information as to recent Mayoral engagements will be tabled).

4. **PROCEDURAL MOTIONS:**

To receive and consider any procedural motions by Members of the Council, under relevant Council Procedure Rules, in relation to the conduct of the business for this Council Meeting.

(Note: Notice of such procedural motions, received after the issuing of this Summons, will be tabled).

5. **PETITIONS:**

To receive petitions (if any) submitted in accordance with Council Procedure Rule 11 and presented :-

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners; or
- (iii) by the Borough Solicitor, on behalf of petitioners.

6. **PUBLIC QUESTIONS:**

A period of up to 15 minutes is allowed under Council Procedure Rule 12 for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairs of Committees, of which notice has been received no later than 5.00 pm two clear working days prior to the day of this Meeting.

(Note: Confirmation of any questions received by the deadline will be tabled).

7. **REVENUE BUDGET 2004 - 2005 AND INITIAL MEDIUM TERM REVENUE BUDGET STRATEGY 2004 - 2005 TO 2006 - 2007 (COUNCIL TAX RESOLUTION):** (Pages 17 - 34)

RECOMMENDATION I: (CABINET – 17 February 2004).

8. **MEDIUM TERM CAPITAL BUDGET STRATEGY AND CAPITAL INVESTMENT PLAN:** (Pages 35 - 38)

RECOMMENDATION II: (CABINET – 17 February 2004).

9. **SPECIAL URGENCY DECISIONS TAKEN BY THE EXECUTIVE:** (Pages 39 - 44)

In accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Constitution, the Borough Solicitor is required to report to the Council any decisions taken as a matter of urgency on behalf of the Executive (that is as individually authorised by the Portfolio Holders).

These requirements are met in the attached paper from the Borough Solicitor.

**FOR CONSIDERATION**

10. **QUESTIONS WITH NOTICE (Council Procedure Rule 13):**

A period of up to 15 minutes is allowed (Council Procedure Rule 13.2) for the asking of written questions by Members of Council of a member of the Executive or the Chair of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting;
- (ii) or which relate to urgent matters, the consent of the Executive member or Committee Chair to whom the question is to be put has been obtained and the content has been advised to the Borough Solicitor by 12.00 noon on the day of the Council Meeting.

**(A) The following three questions have been notified.**

**(1) Question of the Education and Lifelong Learning Portfolio Holder:**

Councillor Knowles has given notice of the following question to be asked of Councillor Stephenson:-

“Would the Portfolio Holder please comment on the quality of post-16 Education in Harrow “.

**(2) Question of the Environment and Transport Portfolio Holder:**

Councillor Knowles has given notice of the following question to be

asked of Councillor O'Dell:-

“Are our Parking attendants and Charges, both on Sundays, used merely to raise revenue for the Council ?”

**(3) Question of the Leader of the Council and Strategy and External Affairs Portfolio Holder:**

Councillor Knowles has given notice of the following question to be asked of Councillor Foulds:-

“How many calls has the “free” Council Tax 2004/05 Hotline received and what has been the cost of this “phoneline” ?”

**(B) Any Other Questions of which Notice may be given.**

(Note: Confirmation of any such further Questions will be tabled).

**11. MOTIONS (Council Procedure Rule 15):**

The following Motion will be moved by Councillor Knowles and seconded by Councillor C. Mote:-

“This Council notes the chaos that ensued from the awarding of contracts to install double glazing and doors on the Eastcote Lane Estate, as was evidenced at the Tenants' and Leaseholders' Consultative Forum (Special) held on Wednesday, 21 January, 2004.

This Council also notes the lack of consultation with affected Tenants and Leaseholders.

This Council further notes the lack of on-site monitoring of both Contractors and the work carried out.

This Council deplores the Portfolio Holder's lack of courtesy in not attending the TLCF (Special) meeting on Wednesday, 21 January, 2004, his lack of apology for not attending the meeting and for his gross rudeness to both the Tenants and Leaseholders and to the Council in not sending a reserve in his place.

Accordingly, this Council resolves to express its lack of confidence in the Portfolio Holder for Planning, Development and Housing and demands his resignation from this Portfolio forthwith.”

**FOR CONSIDERATION**

Yours sincerely



Borough Solicitor

To: His Worship the Mayor and all Members of the Council of the London Borough of Harrow

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ITEM 1

COUNCIL  
26 February 2004

COUNCIL MINUTES

- (a) 22 January 2004 (Special)
- (b) 22 January 2004 (Ordinary)

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**MINUTES**  
**of the**  
**SPECIAL MEETING**  
**of the**  
**COUNCIL**  
**of the**  
**LONDON BOROUGH OF HARROW**  
**held on**  
**THURSDAY 22 JANUARY 2004**

**Present:**       **The Worshipful the Mayor (Councillor Mano Dharmarajah)**  
                   **The Deputy Mayor (Councillor Lurline Champagne)**

**Councillors:**

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

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

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

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**PRAYERS**

The meeting opened with Prayers offered by the  
 Mayor's Chaplain, Deacon Tony Martin

**A**      **GENERAL****147.**    **DECLARATIONS OF INTEREST:****RESOLVED:**

**TO NOTE THAT WERE NO DECLARATIONS OF INTEREST MADE BY MEMBERS IN RELATION TO THE BUSINESS TO BE TRANSACTED AT THIS SPECIAL MEETING.**

**148.**    **COUNCIL MINUTES:****RESOLVED:**

**TO DEFER THE MINUTES OF THE MEETING HELD ON 23 OCTOBER 2003 UNTIL THE NEXT ORDINARY MEETING OF COUNCIL, WHICH WAS TO FOLLOW THIS SPECIAL MEETING.**

**B**      **HONORARY FREEDOM****149.**    **CONFERMENT OF THE FREEDOM OF THE BOROUGH:**

At the meeting of the Cabinet held on 16 December 2003 a Recommendation was made to hold a Special Council meeting to consider under the provisions of Section 249 of the Local Government Act 1972 the proposed conferment of Honorary Freedom of the Borough and the associated costs in recording the granting of the Freedom in an Illuminated Scroll in accordance with the provisions of Section 249(6).

A report submitted to this Special Council Meeting formally proposed that the Honorary Freedom be conferred on Sir Roger Bannister.

Sir Roger Bannister was born in Harrow on 23 March 1929 and was educated in the Borough. He became the first person to run 1 mile in just 3 minutes and 59.4 seconds, breaking the four minute barrier, which has been recognised as the most significant athletic feat of the 20<sup>th</sup> Century.

It was proposed that the honour be conferred in 2004 to mark the 50<sup>th</sup> anniversary of the outstanding sporting achievement of Sir Roger Bannister in joint celebration with the 50<sup>th</sup> anniversary of the Borough's Incorporation. Members unanimously welcomed the proposal.

**RESOLVED:**

**THAT (1) FURTHER TO CABINET RECOMMENDATION II (16 DECEMBER 2003) AND THE PROVISIONS OF SECTION 249(5) OF THE LOCAL GOVERNMENT ACT 1972, AS NOW AGREED UNANIMOUSLY (WITH NO VOTES CAST AGAINST), THE COUNCIL DO CONFER THE HONORARY FREEDOM OF THE BOROUGH ON SIR ROGER BANNISTER AND APPROVE ASSOCIATED COSTS IN RECORDING THE GRANTING OF THE FREEDOM IN AN ILLUMINATED SCROLL IN ACCORDANCE WITH THE PROVISIONS OF SECTION 249(6).**

**(2) THE FOLLOWING FORMAL RESOLUTION BE ADOPTED:-**

**“THAT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 249(5) OF THE LOCAL GOVERNMENT ACT 1972, THE COUNCIL OF THE LONDON BOROUGH OF HARROW**

**DO CONFER THE  
HONORARY FREEDOM OF THE BOROUGH  
ON  
SIR ROGER BANNISTER**

**IN RECOGNITION OF THE FIFTIETH ANNIVERSARY OF HIS ACHIEVEMENT ON 6 MAY 1954 IN ESTABLISHING THE THEN WORLD RECORD OF RUNNING THE MILE DISTANCE IN LESS THAN FOUR MINUTES FOR THE FIRST TIME**

**AND**

**THAT THIS HONOUR OF FREEDOM OF THE BOROUGH BE NOW SO CONFERRED ON SIR ROGER BANNISTER APPROPRIATELY IN THE CURRENT YEAR OF 2004 IN FURTHER JOINT COMMEMORATION AND CELEBRATION OF THE FIFTIETH ANNIVERSARY OF HARROW'S CHARTER OF INCORPORATION AS A BOROUGH ON 4 MAY 1954."**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the Special Meeting closed at 7.35 pm).

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**MINUTES**  
**of the**  
**ORDINARY MEETING**  
**of the**  
**COUNCIL**  
**of the**  
**LONDON BOROUGH OF HARROW**  
**held on**  
**THURSDAY 22 JANUARY 2004**

**Present:**        **The Worshipful the Mayor (Councillor Mano Dharmarajah)**  
                       **The Deputy Mayor (Councillor Lurline Champagne)**

**Councillors:**

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

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

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

**A GENERAL MATTERS****150. COUNCIL MINUTES:****RESOLVED:**

**THAT (1) THE MINUTES OF THE MEETING HELD ON 23 OCTOBER 2003, HAVING BEEN CIRCULATED AND SUBJECT TO THE CORRECTION REFERRED TO IN THE SUMMONS AND AN AMENDMENT TO RESOLUTION 127(2) THAT COUNCILLOR JEAN LAMMIMAN HAD PROFFERED HER APOLOGIES FOR THAT MEETING, THEY NOW BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD;**

**(2) THE MINUTES OF THE SPECIAL MEETING HELD ON 22 JANUARY 2003 BE DEFERRED UNTIL PRINTED IN THE NEXT COUNCIL MINUTE VOLUME.**

**151. MEMBERS OF COUNCIL:**

The Mayor welcomed the attendance of Councillors Jean Lammiman and Romain at the Council Meeting following their recent absences due to ill health.

**152. DECLARATIONS OF INTEREST BY MEMBERS OF THE COUNCIL:**

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

**153. MAYOR'S ANNOUNCEMENTS:**

Further to the tabled information of the Mayoral engagements the Mayor expressed particular thanks to the Deputy Mayor for the several occasions on which she had stood in for him on engagements during his recent period of illness.

**RESOLVED:**

**THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF HIS WORSHIP THE MAYOR, AS TABLED, UPON HIS OFFICIAL DUTIES, TOGETHER WITH THOSE OCCASIONS ON WHICH HE WAS REPRESENTED BY THE DEPUTY MAYOR OR A PAST MAYOR, SINCE THE COUNCIL MEETING ON 23 OCTOBER 2003.**

**154. QUEEN'S NEW YEAR'S HONOURS LIST:**

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

Dr Owain Arwel Hughes	– Officer of the British Empire
Mr Malcolm Lyons	– Officer of the British Empire
Mr David O'Grady	– Member of the British Empire
Mr Jayantilal Sojar Shah	– Member of the British Empire

**155. PROCEDURAL MOTION: SUSPENSION OF PROCEDURAL RULES:**

The Leader of the Council, Councillor Foulds moved a procedural motion under the provisions of Council Procedure Rule 26.1 (suspension) to suspend the time limit of 15 minutes under Council Procedure Rule 12.2 in order to enable all the public questions to be put and answered.

**RESOLVED:**

**THAT THE PROCEDURAL MOTION FOR THE TIME ALLOWED FOR PUBLIC QUESTIONS UNDER STANDING ORDER 12.2 TO BE SUSPENDED UNDER COUNCIL PROCEDURE RULE 26.1 (SUSPENSION) BE AGREED.**

**156. COUNCIL PROCEDURE RULE 15.2 (URGENT MOTION):**

Councillor Knowles moved and Councillor C. Mote seconded the receipt of an urgent motion under Council Procedure Rule 15.2. (Urgent Motions).

The Mayor advised that it was his ruling as Chairman of the meeting that the terms of the proposed urgent motion did not meet the requirements of urgency and accordingly



would not be admitted for consideration at the meeting.

He advised the relevant Members that they were entitled to seek that the subject matter be referred to the next Cabinet or Council meetings.

## **B PUBLIC REPRESENTATIONS**

### **157. PETITIONS:**

In accordance with Council Procedure Rule 11, the following petitions were presented by Members of Council on behalf of petitioners:

(1) Councillor Miles submitted a petition containing 627 signatures of local residents who opposed the proposed development of the gardens/backlands in Balmoral Road/Carylon Avenue, South Harrow and any other similar developments within the local area.

[The petition stood referred to the Development Control Committee]

(2) Councillor C. Mote presented a petition with 250 signatures of local residents strongly objecting to the proposed demolition of two houses at 66-68 Marsh Road, Pinner, for re-development as a block of 15 flats.

[The petition stood referred to the Development Control Committee]

[It was noted that there were no petitions submitted at this meeting by members of the public].

### **158. PUBLIC QUESTIONS:**

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

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Mr J Zeid	Environment and Transport Portfolio Holder (Councillor O'Dell)	"Both St Georges and St Anns centres have now imposed Sunday Parking Charges and have come under criticism from the public as well as seeing their takings fall. Having had sight of "secret internal documents" and spoken to a "source", I am told that they were FORCED to impose charges as "They are forbidden from competing with the Council on charges" and yet it was a change led by the Council starting the whole spiral. Can the portfolio holder tell me and the rest of the public just when the Council started telling private businesses and important local employers and tax payers, what and when they should charge?"
*Mr. M. Fitzgerald (see note 1)	Finance, Human Resources and Performance Management Portfolio Holder (Councillor Dighe)	"You very kindly sent me the IT budget figures on the Harrow project. I note that the IT budgets are the following:  2002/3 of £0.00 2003/4 of £675,000 2004/5 of £1.765 million 2005/6 of £2.605 million 2006/7 of £2.605 million

		Are these figures just plucked out the thin air or are they actual calculated figures, and if so, what are these amounts for?"
Mr. P. Seedher	Partnership and Property Portfolio Holder (Councillor Navin Shah)	"Are you not concerned that feelings are running so high in the community that Harrow residents have signed one of the largest petitions ever raised in our country against this council's tax policy - or do you agree with Archie Foulds that there can be no upper limit to Council Tax?"
Mr. D. Page	Finance, Human Resources and Performance Management Portfolio Holder (Councillor Dighé)	"How much of the MBTS incremental spend on ICT Infrastructure of £600,000 in 2004-2005 and the further increase of £1,330,000 to £1,930,000 in 2005-2006 is to comply with the Local Authorities EURO Preparation Guidance issued by the Office of the Deputy Prime Minister in June 2003?"
Mr. B. Daver	Education and Lifelong Learning Portfolio Holder (Councillor Stephenson)	"Please provide the year on year budget (£) and % increases from 2000/2001 to the Schools Budget on a comparable basis including any additional monies allocated locally. What % of the increases went to wages and pension payments?"
Mr. J. Mitchell	Leader of the Council (Councillor Foulds)	"HCTC has gathered 23,000 signatures from residents, with their names and addresses, demanding that the 2004/5 increase be no more than inflation.  Harrow Council is in the process of a 'Council tax consultation 2004/5' via a four page A4 leaflet sent to every house, with piles of leaflets in libraries and at the Civic Centre.  This is an expensive anonymous consultation open to multiple returns from individuals and the numbers resulting can have no validity whatsoever.  At a recent Cabinet you said you would not be bound by the results of a consultation.  Please explain why you are subjecting cash limited Harrow to this expensive farce?"

Mr. S. Sheinwald	Leader of the Council (Councillor Foulds)	“There is no doubt our Harrow Council Tax Campaign is responsible for bringing Council Tax down from an initial 14% to 3.9%. But you are claiming much of this is due to you making substantial short term savings and by holding down suppliers costs. If this is true then why were these simple savings not made over the last six years, and why was millions of tax payers money wasted?”
Mr. D. Stanley	Leader of the Council (Councillor Foulds)	“What is the value of property (£) and land (£) owned by the Council and what is the net income generated on these assets?”
Mr. K. Ferry	Member of the Executive - Leader of the Conservative Group (Councillor C.Mote)	“In this Council where political representation is finely balanced, could you outline the Conservative Group budget strategy for the next financial year?”
Mr. N. Smith	Leader of the Council (Councillor Foulds)	“Would the Leader of the Council please comment on the recent announcement by the Audit Commission, that Harrow Council has been measured as fair in the way it serves its people?”
Mr C. E. Blake	Environment and Transport Portfolio Holder (Councillor Phillip O’Dell)	“Could you please give information about progress on the implementation of the clean and green New Harrow Project work, and advise how the projects have performed so far?”

[Note 1: It was noted that Mr M Fitzgerald was not able to attend the meeting, but would be provided with a written response from the Finance, Human Resources and Performance Management Portfolio Holder (Councillor Dighé);

Note 2: Oral answers were provided to the remaining questions and, under the provisions of Council Procedure Rule 12.4, supplementary questions were asked, in relation to most of the issues, which were additionally answered. ]

## C RECOMMENDATIONS FROM CABINET

### 159. BUDGET 2004/5 AND MEDIUM TERM BUDGET STRATEGY FOR CONSULTATION - GENERAL FUND RESERVES:

Further to Item 7 on the Council Summons, the Council received Recommendation I of the Cabinet meeting of 16 December 2003 in this matter.

The Recommendation was adopted as printed.

#### RESOLVED:

**(1) THAT THE COUNCIL MAINTAIN A MINIMUM LEVEL OF UNALLOCATED GENERAL FUND RESERVE OF £4M AT THE END OF EACH FINANCIAL YEAR;**

**(2) THAT THE OPTIMAL LEVEL OF UNALLOCATED GENERAL FUND RESERVES WAS £7M; AND**

**(3) THAT THE COUNCIL AIMS TO ACHIEVE THE OPTIMAL LEVEL OF RESERVES OVER THE MEDIUM TO LONG TERM BY TAKING OPPORTUNITIES TO INCREASE RESERVES IN ITS IN YEAR FINANCIAL MANAGEMENT.**

**Reason for Recommendation:** To secure prudent discharge of the Council's financial arrangements.

**160. COUNCIL TAX DISCOUNTS:**

Further to Item 8 on the Council Summons, the Council received Recommendation III of the Cabinet meeting of 16 December 2003 in this matter.

The Recommendation was adopted as printed.

**RESOLVED:**

**THAT (1) THE LEVEL OF COUNCIL TAX DISCOUNT IN RESPECT OF SECOND HOMES BE VARIED FROM 50% TO 10%;**

**(2) THE LEVEL OF COUNCIL TAX DISCOUNT IN RESPECT OF LONG-TERM EMPTY PROPERTIES BE REDUCED FROM 50% TO ZERO.**

**Reason for Recommendation:** These decisions are required in order to set the Council Taxbase for 2004-2005. The Taxbase was to be based upon information held at 20 December 2003.

**161. CALCULATION OF COUNCIL TAX TAXBASE FOR 2004/5:**

At Item 9 of the Summons the Council received Recommendation I from the Cabinet meeting of 13 January 2004 in this matter.

(i) Councillor Miss Lyne moved and Councillor Thornton seconded an amendment to paragraph 4 of the Recommendation in the following terms:-

“To delete the words “who pay by direct debit””.

Upon a vote the amendment was not carried.

(ii) The Recommendation was agreed by the general assent of Council as printed.

**RESOLVED:**

**(1) THAT BAND D EQUIVALENT NUMBER OF TAXABLE PROPERTIES IS CALCULATED AS SHOWN IN APPENDIX 1 (TO THE CABINET REPORT) IN ACCORDANCE WITH THE GOVERNMENT REGULATIONS;**

**(2) THAT THE PROVISION FOR UNCOLLECTABLE AMOUNTS OF COUNCIL TAX FOR 2004-2005 BE AGREED AT 1.5%, PRODUCING AN EXPECTED COLLECTION RATE OF 98.5%;**

**(3) THAT SUBJECT TO (1) AND (2) ABOVE, A COUNCIL TAX TAXBASE FOR 2004-2005 AT 83,652 BAND D EQUIVALENT PROPERTIES (BEING 84,926 X 98.5%) BE APPROVED, ALLOWING FOR PAYMENT IN LIEU OF MINISTRY OF DEFENCE PROPERTIES;**

**(4) THAT, IN ADDITION TO THE CURRENT STATUTORY 10 INSTALMENT PAYMENT SCHEME, FROM 2004-05 THE COUNCIL OFFER TAXPAYERS WHO PAY BY DIRECT DEBIT THE OPTION OF PAYING BY 12 MONTHLY INSTALMENTS.**

**Reason for Recommendation:** To fulfil the Council's statutory obligation to set the Council Tax Base for 2004-2005. A decision on the number of instalments to be allowed is requested to enable Council Tax billing preparations to commence.

**162. HOUSING REVENUE ACCOUNT 2004/5:**

Further to Item 10 on the Council Summons, the Council received Recommendation II of the Cabinet meeting of 13 January 2004 in this matter.

The Recommendation was adopted as printed.

**RESOLVED:**

(1) THE COMMENTS MADE BY THE TENANTS' AND LEASEHOLDERS' CONSULTATIVE FORUM HELD ON 8 JANUARY 2004 BE NOTED;

(2) A RENT INCREASE FOR COUNCIL DWELLINGS OF AN AVERAGE OF 2.7%, CALCULATED IN ACCORDANCE WITH THE GOVERNMENT'S RENT RESTRUCTURING GUIDANCE, TO TAKE EFFECT FROM 5 APRIL 2004 BE AGREED;

(3) THAT A REVISED CHARGE FOR GARAGES, CARPORTS AND CAR SPACES TO TAKE EFFECT FROM 5 APRIL 2004, IN LINE WITH (2) ABOVE, AND AS SET OUT IN APPENDIX D TO THE ADDENDUM REPORT (TO THE CABINET MEETING) OF THE EXECUTIVE DIRECTOR (URBAN LIVING) BE AGREED ;

(4) THAT REVISED CHARGES FOR COMMUNITY HALLS/ROOM LETTINGS AND THE NIGHTLY CHARGE FOR GUEST ROOMS TO TAKE EFFECT FROM 5 APRIL 2004, IN LINE WITH (2) ABOVE, AND AS SET OUT IN APPENDIX C TO THE ADDENDUM REPORT (TO THE CABINET MEETING) OF THE EXECUTIVE DIRECTOR (URBAN LIVING) BE AGREED;

(5) THAT THE FACILITIES CHARGES AS SET OUT IN APPENDIX E TO THE ADDENDUM REPORT (TO THE CABINET MEETING) OF THE EXECUTIVE DIRECTOR (URBAN LIVING) TO TAKE EFFECT FROM 5 APRIL 2004, BE AGREED;

(6) THAT THE PROPOSED RENTS FOR SHORT-LIFE PROPERTIES MANAGED BY HOUSING ASSOCIATIONS IN LINE WITH (2) ABOVE AS SET OUT IN APPENDIX B TO THE ADDENDUM REPORT (TO THE CABINET MEETING) OF THE EXECUTIVE DIRECTOR (URBAN LIVING) BE AGREED.

**Reason for Decision:** To enable the Council to recover an appropriate level of income from rents and associated charges during 2004/05.

**163. EARLY YEARS DEVELOPMENT AND CHILDCARE STRATEGY 2004 - 2006:**

Further to Item 11 on the Council Summons, the Council received Recommendation III of the Cabinet meeting of the 13 January 2004 in this matter. The Leader of the Council deferred to the Education and Lifelong Learning Portfolio Holder, Councillor Stephenson, who formally moved Recommendation III.

Following a short debate the Recommendation was adopted as printed.

**RESOLVED:**

**THAT THE EARLY YEARS DEVELOPMENT AND CHILDCARE STRATEGY 2004-2006 BE APPROVED.**

[NOTE: THE LIFELONG LEARNING SCRUTINY SUB COMMITTEE AT ITS MEETING ON 20 JANUARY 2004 CONSIDERED THE EARLY YEARS DEVELOPMENT AND CHILDCARE STRATEGY 2004 - 2006 AND RECOMMENDATION 1 TO COUNCIL ARISING FROM THAT MEETING, WAS RECEIVED AND NOTED IN CONJUNCTION WITH THE CABINET RECOMMENDATION III.]

**Reason for decision:** To comply with Harrow's statutory duty in accordance with Part V Section 118-123 of the School Standards and Framework Act 1998 as amended by Part 9 Section 149-150 of the Education Act 2002.

**D OTHER REPORTS FROM THE EXECUTIVE**

**164. SPECIAL URGENCY DECISIONS TAKEN BY THE EXECUTIVE:**

In accordance with the Council's Overview and Scrutiny Procedure Rules and Access to Information Rules set out in Part 4 of the Constitution, the Borough Solicitor presented a report at item 12 of the Summons regarding decisions taken as a matter of urgency on behalf of the Executive (that is, as individually authorised by the Portfolio Holders).

**RESOLVED:**

**THAT THE DECISIONS TAKEN UNDER THE SPECIAL URGENCY PROCEDURE ON BEHALF OF THE EXECUTIVE AS NOW REPORTED BE NOTED.**

**E REPORTS ON BEHALF OF THE OVERVIEW AND SCRUTINY COMMITTEE****165. OVERVIEW AND SCRUTINY SUB COMMITTEES: ACCOUNTS APPROVAL SUB COMMITTEE:**

Further to Item 13 on the Council Summons and a report on behalf of the Chair of the Overview and Scrutiny Committee,

**RESOLVED:**

**IN ACCORDANCE WITH OVERVIEW AND SCRUTINY RULE 4.3, THE ESTABLISHMENT OF AN ACCOUNTS APPROVAL SUB COMMITTEE, TO CONSIDER AND DEAL WITH THE EXTERNAL AUDITORS REPORT ON THE STATEMENT OF THE COUNCIL'S ACCOUNTS AND IN ORDER TO MEET STATUTORY REQUIREMENTS, BE CONFIRMED.**

**F QUESTIONS UNDER COUNCIL PROCEDURE RULE 13****166. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

Further to Item 14 on the Summons, the following Questions had been submitted by Members of the Council, notice of which had been duly given under the provisions of Council Procedure Rule 13.2.

<b>QUESTION BY</b>	<b>QUESTION OF</b>	<b>TEXT OF QUESTION</b>
Cllr Williams	Environment and Transport Portfolio Holder (Cllr. O'Dell)	<p>"Members will be aware that Harrow gained unfavourable National Press Coverage regarding the conduct of its Parking Attendants' activities outside St. Luke's Church Pinner on New Year's Day, a Bank Holiday.</p> <p>Having been informed, on several occasions, that the levying of Parking fees has nothing to do with Revenue raising, but all to do with traffic management, would the Portfolio Holder be kind enough to inform the 6 Ministers representing the Pinner Association of Churches, through me tonight, what traffic management problems occurred in Pinner on New Year's Day?"</p>
Cllr Seymour	Leader of the Council (Cllr Foulds)	"What is the current level of Balances?"
Cllr Silver	Environment and Transport Portfolio Holder (Cllr O'Dell)	<p>"It is right that we do our best in Harrow to protect its green nature. However, sometimes this results in seriously disabled residents being denied much-needed parking facilities where mature trees would have to be removed and/or replaced. Why therefore was permission given for several mature trees to be removed from the Broadwalk in Pinner Road, North Harrow, (a shopping area otherwise quite devoid of greenery) to make room for a cycle lane that few, if any, able-bodied people use?"</p>

Cllr Marilyn Ashton	Planning, Development, Housing and Best Value Portfolio Holder (Cllr Burchell)	“Is it not the case that, at the UDP Panel meeting on January 5 2004, Cllr Burchell used his casting vote to push through significant changes to our Harrow Unitary Development Plan increasing the minimum standard of density from 125 to 150 habitable rooms per hectare, at the same time as deleting the existing maximum density of 200, in addition to rendering impotent the policy H10 on Conversions by removing wording which will now make it impossible to resist whole roads becoming converted, to the detriment of this Borough?”
Cllr Vina Mithani	Leader of the Council (Cllr Foulds)	“How does this Council expect pensioners, who are on a fixed income, to pay their already exorbitantly high council tax?”
Cllr John Nickolay	Partnership and Property Portfolio Holder (Cllr N Shah)	“At the June 2003 meeting of the Traffic and Road Safety Panel he announced that action was imminent to put into effect the Civic Centre Green Travel Plan that had been moth-balled for four years. Now that we are a further seven months on, can he please say whether or when action will be taken?”

[Notes: (1) Oral answers were provided to the questions and, under the provisions of Council Procedure Rule 12.4, some supplementary questions were asked, in relation to most of the issues, which were additionally answered;

(2) A notified Question in the name of Councillor Seymour was withdrawn at the request of the Member and with the assent of the Council;

(3) The Mayor advised in relation to the final question in the name of Councillor John Nickolay that, although it was substantively the same as one asked at the October Council, he was exercising his discretion to allow the question because the Member had not then received a reply].

## G MISCELLANEOUS

### 167. APPOINTMENTS TO OUTSIDE BODIES: LONDON (NORTH WEST) VALUATION TRIBUNAL:

Further to the report of the Borough Solicitor in this matter at Item 15 of the Council Summons;

#### RESOLVED:

**THAT THE FOLLOWING REPRESENTATIVES, CURRENTLY APPOINTED TO THE LONDON (NORTH WEST) VALUATION TRIBUNAL WITH A TERM OF OFFICE EXPIRING ON 31 MARCH 2004, NOW BE APPOINTED TO A TERM OF OFFICE EXPIRING ON 31 DECEMBER 2009:-**

**MR M A CARMODY  
MR R CONWAY  
MR S GILES-MEDHURST  
COUNCILLOR MISS P LYNE  
MR A MEDIRATTA**

**(CLOSE OF MEETING:** The Ordinary Meeting having commenced at 7.36 pm (upon the closing of the preceding Special Meeting) and all business having been completed, the Mayor declared the Ordinary Meeting closed at 9.00 pm).



ITEM 7

COUNCIL  
26 February 2004

CABINET RECOMMENDATION

17 February 2004	REC. I:	Revenue Budget 2004-2005 and Initial Medium Term Revenue Budget Strategy 2004-2005 to 2006-2007 (Council Tax Resolution)
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**REPORT OF CABINET**


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**MEETING HELD ON 17 FEBRUARY 2004**


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Chair: \* Councillor Foulds

Councillors: \* D Ashton \* C Mote  
 \* Burchell \* O'Dell  
 \* Margaret Davine \* N Shah  
 \* Dighé \* Stephenson  
 \* Miss Lyne

\* Denotes Member present  
 † Denotes apologies received

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Key Decision - Revenue Budget 2004-2005 and Initial Medium Term Revenue Budget Strategy 2004-2005 to 2006-7**

The Executive Director (Business Connections) introduced his report which detailed the proposed Revenue Budget for 2004-2005 and the Three Year Medium Term Budget Strategy for 2004-2005 to 2006-2007.

The Chair indicated that his Group would be submitting detailed amendments direct to Council on 26 February 2004. The Portfolio Holder for Finance, Human Resources and Performance Management indicated that the amendments would be made available to the other Groups prior to Council.

Members noted that the Conservative Group would make their detailed budget proposals available on 23 February 2004.

In response to a question in relation to the anticipated increase in Members' Allowances and the £20,000 cost highlighted in the report elsewhere on the agenda on the recruitment and retention of School Governors, the Chair indicated that a number of issues required consideration and requested a further discussion with Members. On the advice of the Borough Solicitor, the Chair proposed an amendment to the recommendation to Council in respect of Members' Allowances.

Cabinet considered and noted the various consultation minutes, references and recommendations attached as appendices to the report of the Chief Executive and Executive Director (Business Connections).

Cabinet, having noted the responses to the consultation, agreed the Budget and Council Tax Resolutions, authorised the Executive Director (Business Connections) to report directly to Council on any changes required to the Greater London Authority precept

**Resolved to RECOMMEND:**

- (1) That Council consider the budget options and approve a budget to enable the Council Tax for 2004-2005 to be set;
- (2) that the model Council Tax Resolution set out below be approved;

**COUNCIL TAX RESOLUTIONS**

- (A) To note that at its meeting on 22 January 2004 the Council calculated the amount of 83,652 as its Council Tax Base for the year 2004-2005 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (B) That the following amounts be now calculated by the Council for the year 2004-2005, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992;

- (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) (a) to (e) of the Act. **(Gross expenditure)** £445,197,540
- (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act. **(Gross income including use of reserves)** £202,243,400
- (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £242,954,140
- (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97 (4) of the Local Government Finance Act 1988 (Collection Fund Deficit). £156,045,853
- (v) **Being the amount to be raised from Council Taxes** calculated at (B) (iii) above less the amount at (B) (iv) above. £86,908,287
- (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 22 January 2004 in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year. **(The average Band D Council Tax)** £1,038.93
- (vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	692.62	808.06	923.49	1,038.93	1,269.80	1,500.68	1,731.55	2,077.86

Being the amounts given by multiplying the amount at (vi) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (C) That it be noted that for 2004-05 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

**Valuation Bands**

	A	B	C	D	E	F	G	H
£	160.89	187.70	214.52	241.33	294.96	348.59	402.22	482.66

- (D) That having calculated the aggregate in each case of the amounts at (B) (vi) and (C) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2004-05 for each of the categories of dwellings shown below

**Valuation Bands**

	A	B	C	D	E	F	G	H
£	853.51	995.76	1,138.01	1,280.26	1,564.76	1,849.27	2,133.77	2,560.52

***Scheme of Virement***

- (E) That the Council agree that until the review of Financial Regulations is completed there should be no change to the Virement Rules as set out in the Budget and Policy Framework Rules approved by the Council on the 28 May 2002.

(3) that an initial Medium Term Budget Strategy to cover the period 2004-2005 to 2006-2007 based on the approved budget for 2004-2005, as set out in Appendix 1, be approved;

(4) that the Council maintain a minimum level of unallocated General Fund Reserves of £4m at the end of each financial year;

(5) that the optimal level of unallocated General Fund Reserves is £7m;

(6) that the Council aims to achieve the optimal level of reserves over the medium to long term by taking opportunities to increase reserves by sound in-year financial management;

(7) that until the review of Financial Regulations was completed there should be no change to the Virement Rules set out in the Budget and Policy Framework Procedure Rules approved by the Council on 28 May 2002;

(8) that Council make a decision on Members' Allowances as set out in Appendix 7 to the report of the Chief Executive and Executive Director (Business Connections).

(See also Minute 428).

LONDON BOROUGH OF HARROW  
BUDGET REVIEW 2003-2004 TO 2004-2005

**APPENDIX 1**

	2003-2004 Original Budget	2003-2004 Forecast Budget	2004-2005 Original Budget
	£	£	Base Position £
<b>Local Demand - Borough Services</b>			
Corporate	0	0	3,123,700
Business Connections	15,799,480	15,951,330	8,991,200
Organisational Development	1,172,000	1,561,000	1,968,170
Chief Executive's Office	1,091,000	1,033,000	1,045,630
People First	189,673,920	189,413,000	202,828,510
Urban Living	43,799,930	43,666,000	46,759,720
Corporate Savings	0	-1,621,000	0
<b>Total Directorate Budgets</b>	<b>251,536,330</b>	<b>250,003,330</b>	<b>264,716,930</b>
Capital Financing adjustments	-16,534,370	-16,534,370	-17,498,790
Interest on Balances	-3,788,000	-3,901,000	-4,038,000
Contributions to Earmarked reserves	0	500,000	630,000
<b>Total - Baseline</b>	<b>231,213,960</b>	<b>230,067,960</b>	<b>243,810,140</b>
Capitalisation	-1,338,000	-1,338,000	-856,000
Adjustment to Balances	-105,000	1,041,000	
<b>Total Net Expenditure</b>	<b>229,770,960</b>	<b>229,770,960</b>	<b>242,954,140</b>
Contribution re Collection Fund Deficit b/f	321,000	321,000	17,424
National Non-Domestic Rate (NNDR)	-60,892,560	-60,892,560	-59,119,000
Revenue Support Grant (RSG)	-86,161,181	-86,161,181	-96,944,000
Other Grants			
<b>Local Demand on Collection Fund</b>	<b>83,038,219</b>	<b>83,038,219</b>	<b>86,908,564</b>
<b>Funds / Balances</b>		0	
Balances Brought Forward	4,651,560	5,273,000	6,314,000
Adjustment to Balances	-105,000	1,041,000	
<b>Balances Carried Forward</b>	<b>4,546,560</b>	<b>6,314,000</b>	<b>6,314,000</b>
<b>Council Tax for Band D Equivalent</b>			
Harrow (£)	1001.16	1001.16	1038.93
<b>Increase</b>			
Harrow (%)			3.77%
Taxbase	82,942	82,942	83,652

## Appendix 7

<b>Meeting:</b>	Cabinet
<b>Date:</b>	17 February 2004
<b>Subject:</b>	Harrow Scheme for Members' Allowances 2004/2005
<b>Key decision:</b>	No
<b>Responsible Chief Officer:</b>	Chief Executive
<b>Relevant Portfolio Holder:</b>	Leader of the Council
<b>Status:</b>	Part 1
<b>Ward:</b>	All
<b>Enclosures:</b>	The Remuneration of Councillors in London: 2003 Review Proposed revised Members' Allowances Scheme for 2004/2005

### 1. Summary/ Reason for urgency (if applicable)

- 1.1 Regulations concerning members' allowances issued by the Office of the Deputy Prime Minister (ODPM) came into force on 1<sup>st</sup> May 2003. Following publication of those Regulations, the Association of London Government (ALG) independent remuneration panel issued a report in July 2003 making recommendations in relation to members' allowances for consideration by London Councils. The Council agreed on 23<sup>rd</sup> October 2003 to revise the scheme of allowances following consideration of the recommendations of the ALG panel report. Authorities are required to agree and publish details of their schemes annually.

### 2. **Recommendations for decision by Council**

#### 2.1 **That Council:**

##### 2.1.1 **Agree the scheme of allowances in Annex 2**

##### 2.1.2 **agree to uprate the basic and special responsibility allowances in line with the Local Government Pay Settlement (LGPS) once the settlement level is known**

##### 2.1.3 **agree that the Harrow Scheme should not include provision for members' allowances to be pensionable**

**REASON: The Council is legally required to adopt a new scheme for members' allowances on or before 31st March 2004**

### 3. **Consultation with Ward Councillors**

3.1 Not applicable

### 4. **Policy Context (including Relevant Previous Decisions)**

4.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 and the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 came into force last year.

4.2 The Regulations require authorities to approve schemes before the beginning of the year to which they relate. They allow for annual increases to allowances by reference to an index.

4.3 Members agreed to reconsider, in making the 2004/2005 scheme, whether or not to provide for members allowances to be pensionable.

### 5. **Relevance to Corporate Priorities**

5.1 No direct relevance.

### 6. **Background Information and options considered**

6.1 Councils must have regard to the recommendations of an independent remuneration panel prior to making any Members' Allowances Scheme. The ALG panel met to consider the implications of the new Regulations last year and made recommendations for London Boroughs to consider. In making the revised scheme in October 2003 the Council took into account the recommendations of the panel.

6.2 It is proposed that the allowances scheme adopted on 23<sup>rd</sup> October 2003 be approved without amendment for 2004/2005, save for agreement that the allowances will be uprated in line with the local government pay award once this is known.

6.3 It is not considered that there is member interest in making allowances pensionable and it is proposed that this option be rejected for the time being and considered only when the ALG next produce a review report.

#### **Quasi-judicial work**

*The panel re-confirmed the recommendation of their earlier report, that Councils should consider setting up a panel of non-executive members to sit on bodies such as adoption and licensing panels, and pay an SRA to all members of the panel.*

### 7. **Consultation**

7.1 There is no specific requirement for consultation in respect of the Regulations.



8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 Are included in the body of the report

10. **Conclusion**

10.1 The Council is required to approve its Members' Allowances Scheme for 2004/2005 before 31<sup>st</sup> March 2004.

11. **Background Papers**

11.1 Guidance on consolidated regulations for local authority allowances – ODPM

11.2 Making Allowances – the first report of the Independent remuneration panel – 2001

11.3 The Remuneration of Councillors in London: 2003 Review  
All available from the report authors.

12. **Author**

12.1 Alison Vydulinska – Corporate Solicitor 020 8424 7629. E-mail [Alison.Vydulinska@Harrow.gov.uk](mailto:Alison.Vydulinska@Harrow.gov.uk)

12.2 Claire Vincent – Committee Services 020 8424 1637. Ext: 2637. E-mail [Claire.Vincent@Harrow.gov.uk](mailto:Claire.Vincent@Harrow.gov.uk)

The draft budget as presented provides for an increase of 3% on the Budget for 2003-2004 as shown below:

Detail	2003-2004	2004-2005
	£	£
Basic and responsibility allowances	539,400	555,580
Travelling and subsistence etc	<u>9,710</u>	<u>10,020</u>
Total	<u>549,110</u>	<u>565,600</u>

This provision will need to meet the changes approved by the Council in October 2003 in respect of :

cost of the basic and special responsibility allowances uprated for the Local Government Pay Settlement still to be announced

the revised borough travel and subsistence allowances

the payment to co-optees and independent members

In addition the Cabinet is asked to consider whether it wishes to propose to Council the implementation of the recommendation in the report of the ALG independent remuneration panel of establishing a pool of non-executive members to take part in quasi judicial panels and to consider paying a special responsibility allowance to all members of the pool.

In Harrow the relevant bodies are:

1. Chief Officer Appointments Panel
2. Education Awards Appeal panel
3. Licensing Panel
4. NNDR: Discretionary Rate relief Appeal Panel
5. Pension Fund Investments panel
6. Personnel Appeals Panel
7. Social services Appeal Panel

Panels 1-3 have fixed memberships (totalling 11 members). Panels 4-7 have a pool of members willing to serve on them and a total of 29 members are identified as being within the pools for these four panels.

If the SRA were set at £250 per quasi-judicial pool member this would require budget provision of around £10,000 after allowing for some of the pool already being in receipt of allowances and not be able to claim the second one.

If the allowances were to be limited to members of fixed member panels but not to pool member panels this would reduce the number of payments to 11 members at a budget provision of £2,750.

## ANNEX 2

### HARROW COUNCIL

### MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2005. It replaces all former schemes.

#### **Basic Allowance**

2. A basic allowance of £5,225 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.

#### **Upating the Basic and Special Responsibility Allowances**

4. The basic allowance and special responsibility allowances will be uprated 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 2007/2008, 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 B.  
  
(2) The maximum basic rate of pay is £2.61 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 £400 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 2003 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 Borough Solicitor, elect to forego 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.

**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.

(Band 2 created and posts revised 15/5/03 wef 16/5/03; Mayor and Deputy Mayor incorporated into Bands 3 and 1 respectively 23/10/03).

### SCHEDULE 1

#### SPECIAL RESPONSIBILITY ALLOWANCES

There are five bands of SRAs:-

Band	Post	SRA - £/annum
<b>1</b>	Deputy Leaders of the Second and Third Minority Groups Chief Whips of all Political Parties  One Assistant to each Cabinet Member  Chair of the General Purposes and Licensing Committee Chair of the Standards Committee  Deputy Mayor	<b>992.75</b>
<b>2</b>	Members of Cabinet that are not Portfolio Holders	<b>2,978.25</b>
<b>3</b>	Chair of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee  Chairs of the Scrutiny Sub-Committees (excluding Call-in): Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee  Chair of the Traffic Advisory Panel  Nominated Member of the largest party not holding the Chair of the Development Control Committee  Leader of the Second Minority Group Leader of the Third Minority Group  The Mayor	<b>6,426.75</b>
<b>4</b>	Chair of the Development Control Committee  Cabinet Portfolio Holders (excluding the Leader and Deputy Leader): Planning, Development, Housing and Best Value Education and Lifelong Learning Environment and Transport Social Services Finance and Human Resources and Performance Management  Deputy Leader	<b>12,853.50</b>
<b>5</b>	Leader	<b>19,280.25</b>

N.B. See over for Explanatory Notes

## NOTES

- (1) In the Council elected on 2 May 2002, the Groups are as follows:-  
Largest Minority Group = Labour Group  
Second Minority Group = Conservative Group  
Third Minority Group = Liberal Democrat Group
- (2) Only one SRA is payable per Member



## 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 Head of Service 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.

ITEM 8

COUNCIL  
26 February 2004

CABINET RECOMMENDATION

17 February 2004

REC. II:

Medium Term Capital Budget  
Strategy and Capital Investment  
Plan (Prudential Borrowing)

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**REPORT OF CABINET**


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**MEETING HELD ON 17 FEBRUARY 2004**


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Chair: \* Councillor Foulds

Councillors: \* D Ashton \* C Mote  
 \* Burchell \* O'Dell  
 \* Margaret Davine \* N Shah  
 \* Dighé \* Stephenson  
 \* Miss Lyne

\* Denotes Member present  
 † Denotes apologies received

**PART I - RECOMMENDATIONS**
**RECOMMENDATION II - Key Decision - Medium Term Capital Budget Strategy and Capital Investment Plan**

Members considered the report of the Executive Directors of Urban Living and Business Connections, which sought approval to make changes in management of the capital programme to confirm fixed elements of this year's programme and the 'Prudential Borrowing' Indicators.

The Interim Director of Finance reported that, throughout the year, the new 'Prudential Borrowing' Indicators had emerged from the Government. Members noted that from these, the Council must integrate as far as possible, its capital and revenue spending plans. The Interim Director of Finance reported that the Government, in consultation with CIPFA, had changed the way the Council dealt with capital financing. The new requirements meant that the Council needed to look at its overall borrowing levels. The current level of external debt was £163m but did not have to start to be repaid until 2006.

Cabinet, having agreed recommendations in relation to capital programme management, delegations, the fixed capital programme and requested Member training on 'Prudential Borrowing' Indicators,

**Resolved to RECOMMEND:**

That the 'Prudential Borrowing' Indicators set out in Appendix 1 to the report of the Executive Directors of Urban Living and Business Connections be approved.

**Reason for Recommendation:** To improve the management and delivery of the Capital Programme whilst operating under the new 'Prudential Borrowing' Indicators.

(See also minute 434)

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ITEM 9

COUNCIL  
26 February 2004

SPECIAL URGENCY DECISIONS  
TAKEN BY THE EXECUTIVE

REPORT OF THE BOROUGH SOLICITOR

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## HARROW COUNCIL

<b>Meeting:</b>	Council
<b>Date:</b>	26 February 2004
<b>Subject:</b>	Record of Decisions taken under Urgency by Portfolio Holders/Leader
<b>Key decision:</b>	No
<b>Responsible Chief Officer:</b>	Borough Solicitor
<b>Relevant Portfolio Holder:</b>	Strategy and External Affairs
<b>Status:</b>	Public
<b>Ward:</b>	N/A
<b>Enclosures:</b>	None

### 1. **Summary**

- 1.1 In accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Council's Constitution, the Borough Solicitor is required to report any decisions taken as a matter of urgency to the next available meeting of the Council.
- 1.2 This reports sets out the details of those decisions taken as a matter of urgency since the Council meeting held on 22 January 2004.

### 2. **Recommendations (for decision by Council)**

- 2.1 **That the urgent decisions detailed in paragraph 6 of this report taken by Portfolio Holders and the Leader be noted.**

**REASON:** These decisions were regarded as urgent for the reasons set out in paragraph 6 of this report.

### 3. **Consultation with Ward Councillors**

- 3.1 N/A

### 4. **Policy Context (including Relevant Previous Decisions)**

- 4.1 Council – 28 February 2002 – Approved the Council Constitution.
- 4.2 Extraordinary Council – 28 May 2002 - Approved the Role and Delegated Powers of Portfolio Holders

5. **Relevance to Corporate Priorities**

5.1 N/A

6. **Background Information and options considered**

6.1 In accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Council's Constitution, the Borough Solicitor is required to report any decisions taken as a matter of urgency to the next available meeting of the Council.

6.2 The Call in procedure, which is set out in paragraph 22 of the Council's Overview and Scrutiny Committee Procedure Rules, shall not apply where the decision being taken by the Executive or Portfolio Holder is urgent. A decision may be regarded as urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

6.3 The following urgent decisions have been taken by Portfolio Holders and the Leader since Council on 22 January 2004: -

<b>Subject</b>	<b>Decision Maker</b>	<b>Reason for Urgency</b>
LIFT Demolition Works (Ref: PHD 072/03)	Partnership and Property Portfolio Holder	The first property to be demolished was already vacant and demolition works had been programmed to commence in the third week of January 2004.
Employment Tribunal Claim (Ref: PHD 073/03)	Strategy and External Affairs Portfolio Holder (The Leader)	To facilitate settlement and avoid the need for appeal to the Employment Appeal Tribunal.

6.4 Records of these decisions have been circulated to all Members of the Council, Libraries and Press and have also been published on the website.

7. **Consultation**

7.1 In accordance with paragraph 23.3 of the Overview and Scrutiny Procedure Rules set out in Part 4 of the Council's Constitution, the Chair of the Overview and Scrutiny Committee must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

8. **Finance Observations**

8.1 As per the individual reports to the relevant Portfolio Holder.

9. **Legal Observations**

9.1 None.

10. **Conclusion**

10.1 Members are requested to note those decisions that were taken by Portfolio Holders/Leader as a matter of urgency.

11. **Background Papers**

11.1 Portfolio Holder reports

Portfolio Holder Decision Notices  
Council's Constitution

- 11.2 The Officers' reports in respect of the items listed below are exempt from inspection by the public on the grounds that they contain confidential information under the specified paragraph of Part I of Schedule 12 to the Local Government Act 1972.

<u>Item</u>	<u>Paragraph</u>
Employment Tribunal Claim (Ref: PHD 073/03)	Exempt by virtue of Paragraph 11 of Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

- 11.3 Any person wishing to inspect these background papers should telephone 020 8424 1881.

12. **Author**

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