



ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE (SPECIAL)

MONDAY 19 APRIL 2004
6.30 PM

SUB-COMMITTEE AGENDA (SCRUTINY)

COMMITTEE ROOM 3, HARROW
CIVIC CENTRE

MEMBERSHIP (Quorum 3)

Chair: Councillor Blann

Councillors:

Lavingia
Lent
Miles

Mrs Kinnear
Janet Mote
Seymour

(none)

(none)

Reserve Members:

1. Ismail
2. Marie-Louise Nolan
3. Thammaiah
4. Anne Whitehead

1. Arnold
2. Billson
3. John Nickolay

(none)

(none)

Issued by the Committee Services Section,
Law and Administration Division

Contact: Claire Vincent, Committee Secretary
Tel: 020 8424 1637 E-mail: claire.vincent@harrow.gov.uk

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

**ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE
(SPECIAL)**

MONDAY 19 APRIL 2004

AGENDA – PART I

1. **Attendance by Reserve Members:**
To note the attendance at this meeting of any duly appointed Reserve Members.
2. **Declarations of Interest:**
To receive declarations of interest (if any) from Members of the Committee arising from business to be transacted at this meeting.
3. **Arrangement of Agenda:**
To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.
4. **Minutes:**
That the signing of the minutes of the meeting held on 11 March 2004 be deferred until the next Ordinary meeting of the Sub-Committee.
- Enc. 5. **Work Programme 2004-05 and Annual Report 2003-04:** (Pages 1 - 12)
Report of the Executive Director (Organisational Development).

(Note: For ease of reference, the report on the above matter which was submitted to the Sub-Committee at its meeting on 11 March 2004 will be circulated again to Members of the Sub-Committee under separate cover).

AGENDA – PART II - NIL

LONDON BOROUGH OF HARROW

Meeting:	ENVIRONMENT & ECONOMY SCRUTINY SUB-COMMITTEE (SPECIAL)
Date:	19 APRIL 2004
Subject:	WORK PROGRAMME 2004-05 AND ANNUAL REPORT 2003-04
Responsible Chief Officer	EXECUTIVE DIRECTOR (ORGANISATIONAL DEVELOPMENT)
Status:	Part I
Ward:	N/A
Enclosures:	Appdx 1 – Matrix assessing potential topic options for inclusion in work programme Appdx 2 – Current work programme for the Sub-Committee 2004-05

1. Summary

- 1.1 The Constitution requires the Overview & Scrutiny Committee to report annually to full Council on its workings and to make recommendations for future work programmes and amendments to working methods, if appropriate.
- 1.2. This report sets out for Members the key topic options previously raised for inclusion in the 2004-05 scrutiny work programme for the Sub-Committee.
- 1.3. It also invites Members to identify any particular issues which they would like highlighted in the annual report.

2. Recommendations The Sub-Committee is asked to

- 2.1 consider and agree a provisional work programme for 2004-05
- 2.2 nominate Member(s) to liaise with officers in undertaking a feasibility study of any potential in-depth review topics
- 2.3 identify any particular issues to be highlighted within the annual report.

3. **Relevance to Corporate Priorities**

- 3.1 The work of scrutiny bodies seeks to support all of the Council's corporate and strategic priorities.

4. **Policy Context (including relevant previous decisions)**

- 4.1 This report addresses the requirement placed on the Overview and Scrutiny Committee to report to Council on the work done in the previous year and on its annual work programme for the forthcoming year.

5. **Background**

- 5.1 The Sub-Committee meeting held on 11 March 2004 gave initial consideration to a work programme for 2004-05 but agreed that a Special meeting should be held to consider the options in further depth. For ease of reference, a copy of the report to the March meeting is attached separately for Sub-Committee Members only.

6 **Work Programme**

- 6.1 A matrix assessing the identified topic options discussed at the last meeting against a range of issues is appended to assist Members in their deliberations. The key factors are:

- level of public interest in the topic
- existence of any national imperatives
- current performance level, as demonstrated by the Best Value Performance Indicators and external inspection findings
- existence of any recent/planned review/inspection to avoid duplication of effort
- inclusion within the Local Public Service Agreements targets
- Potential to 'add value', also incorporating the inclusion of the topic within the Directorate 2004-07 draft service objectives
- Suitability of any prioritised topics for either an in-depth review or for consideration as an agenda item.

- 6.2 The commitments associated with scrutiny work in general and in-depth reviews in particular have been proved to be very heavy. It is accordingly suggested that Members identify a maximum of two topics for prioritisation for in-depth review over the next year and possibly 2 further issues for examination as agenda items at scheduled Committee meetings

6.3 As part of this process, the Sub-Committee is asked to

- **review its existing work plans against the agreed criteria and guidelines for determining the work programme**
- **agree its priorities for 2004-05**
- **if appropriate, identify a maximum of two topics for prioritisation for in-depth review, subject to the outcome of officer feasibility studies, and to nominate (a) Member(s) to liaise with officers on the objectives and desired outcomes of any review**
- **identify two further issues for examination as agenda items at scheduled Committee meetings.**

7. Annual Report 2003-04

7.1 Members' views are also requested on any particular issues which it is wished to highlight within the annual report.

Background Papers:

Constitution of the London Borough of Harrow

LPSA Agreement

Minutes of the meeting of the Overview and Scrutiny Committee held on 1 April 2003

Urban Living Draft Objectives 2004/07, tabled at Environment & Sub-Committee, 11 March 2004

Report to, and minutes of, the meeting of the Sub-Committee held on 11 March 2004

Author: Frances Hawkins, Scrutiny Manager, Civic Centre, Harrow.
Tel 020 84209202
Email: frances.hawkins@harrow.gov.uk

POTENTIAL NEW TOPICS FOR INCLUSION IN 2004-05 WORK PROGRAMME

Appdx 1

Topic/ Service	Wide public interest	Issue on national agenda	Particular performance improvement issue?	Any recent or scheduled review/ inspection	LPSA target	Potential to add value - incldg Directorate 04-07 & objective & timescale	If prioritised, Suitability for in-depth review or potential agenda item
Waste management	Limited at present	✓	✓ Identified by External Auditors for particular attention. In 2002/3, Q2 for recycling – upwards trend Q4 for composting. Below outturn expected, trend static	Scrutiny review commented in 03-04 but held over pending finalisation of Mayor of London's strategy	✓ Recycling	✓ Review scheduled 12/04 in light of Mayor of London's strategy	Re-commence review? Need to raise public awareness Monitor progress of LPSA work
Performance of planning service/ preparation of Local Development Framework work (LDF)	Applicants	✓ LDF to replace UDP required by March 2007	✓ Identified as 'Planning Standards' Authority for major & minor applications & by External Auditors for special attention	ODPM review on planning applications underway		✓ Improving applications performance is CPA indicator & 04-05 objective. Performance affects level of Planning Delivery Grant awarded. Preparation of LDFs is objectives by 4/07.	Agenda item to consider ODPM findings on applications Update report on new planning processes agreed for June meeting

Topic/ Service	Wide public interest	Issue on national agenda	Particular performance improvement issue?	Any recent or scheduled review/ inspection	LPSA target	Potential to add value - incldg Directorate 04-07 objective & timescale	If prioritised, suitability for in-depth review or potential agenda item
Local Transport Implementation Plan	✓	Needs to be developed to accord with London Transport Plan	Statutory plan			✓? Final guidance expected 4.7.04 Draft plan to be drafted by 12/04. Consultation 1-3.05 Final plan to TfL by 06/ 05	Agenda item/ review? – may be potential role for scrutiny in consultation & cross-Borough working
Flooding	Local issue	Environment Agency	✓ in local areas			✓ Not in Directorate objectives. Partnership working	Agenda item?
Development of/ support for small business -es	Business community		✓ Harrow has high start up rate but survival rate is relatively low	Business strategy may be subject of future BV review	1. Increasing employment through small business start ups 2. Improved ecom-merce capabilities for SME	Duplication to be avoided if selected for BV review	Agenda item? Presentation on monitoring of Urban Living's LPSA targets scheduled for June E&E meeting

Topic/ Service	Wide public interest	Issue on national agenda	Particular performance improvement issue?	Any recent or scheduled review/ inspection	LPSA target	Potential to add value - incldg Directorate 04-07 objective & timescale	If prioritised, Suitability for in-depth review or potential agenda item
Afford- able housing	✓	✓ Govt choice agenda	✓ Particular issue in Harrow	Touched on within BV review of Your Home Your Needs		Allocations for new affordable housing developments made on regional & sub-regional levels so limited opportunity to influence. Key worker policy is being centrally driven. Currently work being progressed on development of local key worker policy	Agenda item?

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Availabi- lity of quality private sector rented accomm o-dation	Private tenants		Action against unfit private sector dwellings identified by External Auditors for particular attention. Bottom quartile (BQ) 2002/3	Private Sector Housing Renewal Grants Policy considered at E&E 12.03		√ CPA indicator	Agenda item/review? Update report on Renewal Grants Policy scheduled for Nov 04
Perfor- mance of ALMO	LA tenants	√	Improvement of LA dwellings to 'Decent Homes' standards identified by External Auditors for particular attention. 2 nd quartile 2002/3 Making & keeping appointments for responsive non- emergency repairs BQ in 2002/03 identified by External Auditors for particular attention. New process being introduced.	Inspection due 6 months after launch		√ CPA indicator Decent home 2007 target using ALMO funding	Agenda item for consider- ation on progress on ALMO scheduled for Nov 04

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Changes to liquor licensing		✓ Licensing of premises is new statutory duty for LAs – former duty of courts. Personal licensing being introduced				Limited at this stage. Policy expected to be finalized November 04 following consultation, new process in place by summer 05. Govt guidance expected to have scope for some di- vergence from model if local circumstances justify	In depth review more appropriate after period of implementation Scrutiny input could initially be through agenda item or attendance at Member training being arranged for autumn 04
Green Belt Management Policy	Possible					✓ Objective to develop policy by 7/05.	In-depth review/agenda item?
Town Centre Interim Parking Plan	?					Objective to develop plan by 12/04	In depth review/agenda item?

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Tourism		√ Issue for Mayor of London	No strategy currently exists.			√ Could support economic regeneration & small businesses	Review ? Would raise profile

ENVIRONMENT & ECONOMY SCRUTINY SUB-COMMITTEE

DRAFT OUTLINE WORK PROGRAMME FOR 2004/05

<u>Meeting</u>	<u>Title</u>	<u>Type of Report</u>	<u>Notes</u>
Env & Eco Sub 9 June 2004	Annual Report of the Overview and Scrutiny Committee 2003/04	REGULAR ANNUAL	
	Progress report on Your Home Your Needs Action Plan	SCHEDULED ITEM	Min 58 of E&E 22.10.03 refers Members of Health & Social Care & Strengthening Communities to be invited to attend for this item
	Monitoring of Urban Living's LPSA targets – Presentation from the Funding Officer	SCHEDULED ITEM	Min 84 of E&E 11.3.04 refers Members of Health & Social Care & Strengthening Communities to be invited to attend for this item
	Update on new planning processes	SCHEDULED ITEM	Min 82 of E&E 11.3.04 refers
	Progress Reports on Reviews - Members' Verbal Updates	REGULAR ITEM	
	Rent Arrears and Voids for Local Authority Housing Stock	REGULAR QUARTERLY ITEM	Info Circular report. Min 49 of E&E on 17/7/03 refers.
	Work Programme for the Environment & Economy Scrutiny Sub-Committee 2004/05	REGULAR ITEM	Info Circular report

<u>Meeting</u>	<u>Title</u>	<u>Type of Report</u>	<u>Notes</u>
Env & Eco Sub 27 Sept 2004	Progress Reports on Reviews - Members' Verbal Updates	REGULAR ITEM	
	Housing Need & Supply Annual Statistical Summary 2003/2004	REGULAR ANNUAL	Info Circular report?
	Annual Report of the Director of Trading Standards	REGULAR ANNUAL	Info Circular report. E&E 31/3/03 agreed that this should be an information item. To be received after consideration by the Brent & Harrow Trading Standards Joint Consortium Committee
	Rent Arrears and Voids for Local Authority Housing Stock	REGULAR QUARTERLY ITEM	Info Circular report. Min 49 of E&E on 17/7/03 refers.
	Work Programme for the Environment & Economy Scrutiny Sub-Committee 2004/05	REGULAR ITEM	Info Circular report
Env & Eco Sub 30 Nov 2004	Scrutiny Work Programme for 2005/06 – Preliminary Discussions with the Portfolio Holder	REGULAR ANNUAL	
	Arms Length Management Organisation – Progress Towards Achieving a 2* rating	SCHEDULED ITEM	Min 58 of E&E Sub on 22/10/03 refers.
	Private Sector Housing Renewal Grants Policy – Report back on the Operation of the Policy	SCHEDULED ITEM	Min 69 of E&E Sub on 17/12/03 refers.
	Progress Reports on Reviews - Members' Verbal Updates	REGULAR ITEM	
	Rent Arrears and Voids for Local Authority Housing Stock	REGULAR QUARTERLY ITEM	Info Circular report. Min 49 of E&E on 17/7/03 refers.
	Work Programme for the Environment & Economy Scrutiny Sub-Committee 2004/05	REGULAR ITEM	Info Circular report

<u>Meeting</u>	<u>Title</u>	<u>Type of Report</u>	<u>Notes</u>
Env & Eco Sub 10 March 2005	Annual Work Programme for 2005/06 and Annual Report for 2004/05	REGULAR ANNUAL	
	Progress Reports on Reviews - Members' Verbal Updates	REGULAR ITEM	
	Rent Arrears and Voids for Local Authority Housing Stock	REGULAR QUARTERLY ITEM	Info Circular report. Min 49 of E&E on 17/7/03 refers.

Also need to programme in:-

- Annual/six-monthly attendance by the Environment and Transport Portfolio Holder and the Planning, Development & Housing Portfolio Holder
- Reporting of External Assessments once they have been considered by Cabinet
- Reporting of Improvement Plans arising from Best Value reviews once they have been approved by Cabinet
- Monitoring of recommendations arising from completed reviews
- Statutory plans