



# **PUBLICATIONS ADVISORY PANEL**

**WEDNESDAY 10 NOVEMBER 2004  
7.30 PM**

**COMMITTEE AGENDA  
COMMITTEE ROOM 5  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 3)**

**Chair: Councillor Marie-Louise Nolan**

**Councillors:**

**Harrison  
Stephenson**

**Knowles  
Jean Lammiman (VC)**

**Branch**

**Reserve Members:**

**1. Foulds  
2. Burchell  
3. Lent**

**1. Osborn  
2. Janet Cowan  
3. Seymour**

**1. Thornton  
2. Miss Lyne**

**Issued by the Committee Services Section,  
Law and Administration Division**

**Contact: Gertrud Malmersjo, Committee Administrator  
Tel: 020 8424 1785 E-mail: gertrud.malmersjo@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**

**PUBLICATIONS ADVISORY PANEL**

**WEDNESDAY 10 NOVEMBER 2004**

**AGENDA - PART I**

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

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.

Enc. 4. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 2 September 2004, having been circulated, be taken as read and signed as a correct record.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

6. **Petitions:**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

7. **Deputations:**

To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

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

To receive any reference from Council and/or other Committees or Panels.

- Enc. (a) Reference from the Meeting of the Lifelong Learning Scrutiny Sub-Committee held on 28 June 2004: (Pages 5 - 8)

*[Note: A copy of the 'Statutory Assessment Process in Harrow: A Guide for Parents/Carers', has been circulated separately to Members of the Panel only].*

- Enc. (b) Reference from the Meeting of the Wealdstone Regeneration Advisory Panel held on 20 September 2004: (Pages 9 - 10)

- Enc. (c) Reference from the Meeting of the Overview and Scrutiny Committee held on 19 October 2004: (Pages 11 - 12)

9. **The Future of the Harrow People and Area Newsletters:** (To Follow)

10. **Council Web Site:** (To Follow)

11. **Any Other Business:**

Which the Chair has decided is urgent and cannot otherwise be dealt with.

12. **Date of Next Meeting:**

To note that the next meeting of the Panel is due to be held on Thursday 10 February 2005.

**AGENDA - PART II - NIL**

This page is intentionally left blank

**PUBLICATIONS ADVISORY PANEL****2 SEPTEMBER 2004**

Chair: \* Councillor Marie-Louise Nolan

Councillors: \* Branch \* Osborn (1)  
 \* Foulds (1) \* Stephenson  
 \* Jean Lammiman

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Council Notice Boards**

The Panel received a joint report of the Executive Director (Urban Living) and the Head of Communications outlining the current arrangements involving the community notice boards.

Officers explained that the Council had a contract with the advertising company Adshel, which included the supply and maintenance of notice boards. The contract was due to be re-negotiated and a review would start in November this year. The Panel was asked to comment on the current arrangements and the siting of the notice boards.

A Member commented that the community notice boards could be included in a general review of the communications strategy. It was noted that the current fee might prevent local groups from advertising. It was suggested that a review of the sitings be made and that the possibility of mobile posting be explored.

**Resolved to RECOMMEND: (To Cabinet)**

That a thorough review of the Council's policy on community notice boards be made including the siting, cost and the form of advertising with a focus on IT solutions for notice boards.

**REASON:** To revise the Council's policy on community notice boards.

**PART II - MINUTES**154. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Knowles	Councillor Osborn
Councillor Harrison	Councillor Foulds

155. **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.

156. **Arrangement of Agenda:**

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

157. **Minutes:**

**RESOLVED:** That, having been circulated, (1) the minutes of the meeting held on 24 May 2004 be taken as read and signed as a correct record; and

(2) the minutes of the Special meeting held on 17 June 2004 be taken as read and signed as a correct record, subject to the following amendment:

Minute 152, 23<sup>rd</sup> Paragraph, add the following suggestion to 'News to Come': "Policy on keeping animals in Council flats".

158. **Public Questions:**

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

159. **Petitions:**

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

160. **Deputations:**

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

161. **Summer Edition of Harrow People:**

A Member expressed satisfaction that the Panel's suggestions had been included in the final version of the summer edition of Harrow People.

The Chair commended the magazine's continuous improvements and suggested that Harrow People participate in a competition to win an award.

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

162. **Autumn Edition of Harrow People:**

The Panel had received a draft copy of the Autumn Edition of Harrow People by post prior to the meeting. Officers explained that Members would receive the pages that had not yet been designed at a later stage.

The Panel gave consideration to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows:

Front Cover: It was suggested that the picture on the cover be replaced with a photo showing young people taking part in the consultation on Harrow Town Centre.

**Page 6**

Harrow Town Centre consultation: It was requested that reference be made to the fact that the document was available in other languages.

**Page 12**

Harrow's libraries are the best says independent survey: It was requested that contact details for library services be included in the text.

**Page 14**

Terrific childminders: Officers reported that parents' permission was sought prior to the publication of photos of children in the magazine.

**Page 16**

Harrow Arts Festival 2004: The Panel asked for more pictures from the Harrow Arts Festival.

**Page 18**

Multi-Cultural Harrow: It was suggested that reference be made to religious communities as well as ethnic groups.

**Page 34**

"We're the safest place in London, but we are not complacent": It was suggested that the public be asked to submit their questions to the Borough Commander and that his answers feature in the next edition of the magazine.

**News to come**

It was noted that a Councillor profile was not included in this copy of the magazine but would feature in the next issue.

**RESOLVED:** That the draft copy of the magazine, as amended, be noted.

163. **Area Newsletters:**

The Panel commented on the most recent Area Newsletters, which had been distributed throughout the Borough.

It was suggested that the Leisure Card scheme be promoted through the Area Newsletters.

It was noted that the Communications Unit was considering future strategies for Harrow People and the Area Newsletters. A report in this regard would be submitted to the Cabinet and the Panel shortly.

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

164. **Council Notice Boards:**  
(See Recommendation 1).165. **Web Site Development:**

The Panel received a report of the Executive Director (Business Connections), which outlined the development of the Council's web site following the Panel's recommendation to the Cabinet at the meeting on 24 May 2004.

Officers explained that although the Communications Unit managed the editorial development of the web site, this was part of a wider programme to meet e-Government strategies. There were several e-targets that the Council would shortly have to meet because as many services as possible were to be provided electronically by next year. A separate budget for the Communications Unit to develop the web site would therefore not be appropriate.

It was explained that the Communications Unit was responsible for the content and design of the web site. A Web Steering Group had been formed to set the priorities for the development of the web site and the Communications Unit would have representatives on the Group so that they would be able to influence the Council's IT strategy directly.

Members felt that the Communications Unit should control the web site budget as the development of the web site should be more focused on editorial competence than on technological aspects. It was suggested that the Web Steering Group report to the Publications Advisory Panel.

Members agreed that the Panel should dedicate more time to the web site as Internet use increased.

**RESOLVED:** That (1) a web site update be a regular item on the agenda;

(2) a report be made to every third meeting of the Panel from the Web Steering Group and;

(3) the report be noted.

166. **The Use of the Council Logo:**

The Panel received a verbal report which updated the Panel on the use of the Council logo and the crest.

Officers explained that the introduction of the Council logo was a gradual process and that the logo was in place on vehicles and signs. It was reported that the crest was used by the Mayor, on civic invitations and on souvenir items. Officers explained that there was no policy for individual Councillors on how to use the logo and the crest on their business cards or letterheads.

The Panel was reminded that it had already asked that the use of the crest on the Council Summons be retained and that the policy on the use of the Council logo be implemented by all departments.

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

167. **Date of the Next Meeting:**

It was noted that the next meeting of the Panel was due to be held on Wednesday 10 November 2004.

The Chair advised that a Special meeting could be held prior to this meeting pending the report on the strategies for Harrow People and the Area Newsletters.

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

(Note: The meeting having commenced at 7.35 pm, closed at 9.35 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



**HARROW COUNCIL**

**PUBLICATIONS ADVISORY PANEL**

**10 NOVEMBER 2004**

**Reference from the Meeting of the Lifelong Learning Scrutiny Sub-Committee held on 28 June 2004: Scrutiny Review of SEN Processes**

1. At the meeting of the Lifelong Learning Scrutiny Sub-Committee on 28 June 2004, the Sub-Committee received the findings and recommendations arising from the review of SEN Processes. A copy of the full relevant minute is attached for information as Appendix A.
2. The Sub-Committee resolved, inter alia, that:
  - (i) recommendation 2 paragraph 7 of the review be referred to the Publications Advisory Panel for consideration, once the parental guidance document has been produced (Recommendation 2 of the Review is attached as Appendix B); and
  - (ii) the Publications Advisory Panel be asked to consider ways to widen the availability of the review group's report.

**FOR CONSIDERATION**

Background Papers:

Minutes of the Lifelong Learning Scrutiny Sub-Committee on 28 June 2004.

Report of the Executive Director, Organisational Development, (Appendix A of which was the report of the Member Level Review Group).

Contact:

Nick Wale, Committee Administrator, Law and Administration Division.  
Tel: 020 8424 1323. E-mail: [nick.wale@harrow.gov.uk](mailto:nick.wale@harrow.gov.uk)

## APPENDIX A

150. **Scrutiny Review of SEN Processes:**

The Sub-Committee received the final report on the Scrutiny Review of Special Educational Needs (SEN) processes and a report from the Director of Organisational Performance. Given that the review had formed the main work of the Sub-Committee in the previous year and following consultation with the Vice Chair and the Portfolio Holder for Education and Lifelong Learning, Members agreed that the outcome of the review should be referred to Cabinet.

The Sub-Committee was referred to Overview and Scrutiny Procedure Rule 15 (Part F of the Constitution), which detailed the conditions under which the Overview and Scrutiny Committee or scrutiny Sub-Committee could submit a report to the Executive. The legal representative advised the Sub-Committee that it was not clear that the report satisfied these criteria. Members were advised that it would be at the discretion of Cabinet as to whether the report was considered. It was further agreed that a reference would be made to the Constitutional Review Working Group to consider Overview and Scrutiny Procedure Rule 15 and determine whether this remained appropriate given the role and purpose of the scrutiny function.

Members requested that a reference be made to the Publications Advisory Panel asking them to consider ways to widen the availability of the report.

The Chair thanked the officers for attending the meeting and their work throughout the duration of the review.

**RESOLVED:** That (1) the Scrutiny Review of SEN Processes be submitted to Cabinet for consideration;

(2) the report of the review group be noted and endorsed by the Sub-Committee;

(3) recommendation 2 paragraph 7 be referred to the Publications Advisory Panel for consideration once the parental guidance document has been produced;

(4) the Publications Advisory Panel be asked to consider ways to publicise the review group's report; and

(5) the Constitutional Review Working Group be asked to review rule 15 in the Overview and Scrutiny Procedure Rules to consider widening the opportunities for reviews undertaken by scrutiny to be referred to Cabinet.

## APPENDIX B

### Recommendation 2 of the Scrutiny Review of SEN Processes

A clear plain English parental guide to the statementing process should be developed in collaboration with parents, schools and the Parent Partnership Service. A glossy high quality document is not essential. Provided it contained the relevant information, a simple desktop published document produced within the team would be fit for the purpose. The guide should include:

- a) An explanation of why jargon has to be used and explaining the terminology used.
- b) Details of support services available, with clear referencing to all the key players, including the LEA team and the Parent Partnership Service, including contact telephone numbers, postal and email addresses, together with similar information on the London Regional Mediation Service.
- c) An explanation of the roles and responsibilities of all involved together with the processes that they will follow.
- d) An explanation of the new criteria applied in the statementing process.
- e) Information in the key community languages explaining very briefly what the guide is about and the support available to anyone who is unable to understand its contents.

The final document should be placed on the Council's web-site, together with an explanatory note in the key community languages giving a very brief explanation of what the document is about and the support available to anyone who is unable to understand its contents.

This page is intentionally left blank

**LONDON BOROUGH OF HARROW**

**PUBLICATIONS ADVISORY PANEL**

**WEDNESDAY 10 NOVEMBER 2004**

**Concerns re Speeding Buses: Reference from the Wealdstone Regeneration Advisory  
Panel Meeting held on 20 September 2004**

1. At the Panel's July meeting it had been agreed that concerns which had been expressed by the Panel about speeding buses be referred to the Council's Bus Liaison Committee by one of the advisers to the Panel who was also the Chair of that Committee
2. The adviser now confirmed that he had raised the matter with the bus companies. He explained that the bus companies were of the view that speeding was a perceived rather than an actual problem but had nonetheless agreed to put notices in the bus garages at Edgware and Harrow Weald reminding drivers of the speed limits and had also agreed to carry out management checks.
3. Several Councillors recounted personal experiences of buses speeding and/or braking to a sudden halt and advised of the many complaints passed to them by residents. They expressed particular concern that elderly passengers were vulnerable to injury when buses braked suddenly and pulled away before passengers had had an opportunity to sit down.
4. The adviser informed the Panel that if residents noted the time, date, place of an incident and the registration number of the vehicle involved, he could raise the matter with the bus companies and this would enable them to pin down those drivers who were causing the problem. The Chair welcomed this advice and suggested that, given that speeding buses appeared to be a Borough-wide problem, the advice could be disseminated to the general public via area newsletters.
5. The Panel RESOLVED, inter alia, that the Panel refer its concerns regarding speeding buses to the Publications Advisory Panel and request that the advice given be outlined in an article to feature in the next issues of the Area Newsletters.

**FOR CONSIDERATION**

**Background Papers**

1. Minutes of Wealdstone Regeneration Advisory Panel meeting held on 20 September 2004
2. Minutes of the Wealdstone Regeneration Advisory Panel meeting held on 5 July 2004.

Contact: Rebecca Arnold, Committee Section, Law and Administration Division. Tel: (Direct Line) 020 8424 1269. E-mail:rebecca.arnold@harrow.gov.uk

This page is intentionally left blank

**LONDON BOROUGH OF HARROW**

**PUBLICATIONS ADVISORY PANEL**

**10 NOVEMBER 2004**

**Reference from the Meeting of the Overview and Scrutiny Committee held on 19 October 2004: Scrutiny Review of the New Harrow Project**

1. At its meeting on 19 October 2004, the Overview and Scrutiny Committee received the report of the Scrutiny Review of the New Harrow Project (NHP). *(NB: The report of the Scrutiny Review will be included in the papers for the Cabinet meeting on 11 November 2004 which will be circulated to all Members of Council; for reasons of economy it is not therefore being reproduced here).*
2. The review had examined the overall concept of the New Harrow Project, and had also included case studies of the roll-out of the Public Realm Maintenance services to Areas 2 and 3, and the community schools pilot. The report of the latter case study had already been considered by Cabinet in July 2004.
3. Members endorsed the recommendations of the review group and, in particular, Recommendation 1 of the main report, which related to the need for rigorous groundwork before the adoption of projects and the implementation of fully documented project planning processes. A Member felt that the review report illustrated that scrutiny could have more impact by tackling on-going issues than by carrying out retrospective reviews.
4. The Committee **RESOLVED** that
  - (1) the report of the Review Group be endorsed; and
  - (2) the report of the Review Group be referred to Cabinet for consideration; and
  - (3) the Publications Advisory Panel be requested to consider the use of route maps and stories to assist in communicating the New Harrow Project message both internally and externally.**

**FOR CONSIDERATION**

Contact: Claire Vincent, Committee Section, tel: 020 8424 1637

Background Papers: Report to, and draft minutes of, the Overview and Scrutiny Committee meeting on 19 October 2004

This page is intentionally left blank