



**MINUTES
of the
ANNUAL MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 12 MAY 2005**

Present: **The Worshipful the Mayor (Councillor Lurline Champagne)
The Deputy Mayor (Councillor Asad Omar)**

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
M. Dharmarajah
Sanjay Dighé
A.T. Foulds
Brian Gate
Mitzi Green

Ann Groves
C. Harrison
C. Harriss
T. Idaikkadar
Mark 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
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.G.V. Williams

PRAYERS

(See Resolution 313)

313. PRAYERS:

In the unavoidable absence of the Mayor's Chaplain, opening Prayers were taken by Father R. Wakeling. In the course of Prayers, Father Wakeling referred to Councillor Miss Bednell's bereavement following the recent death of her mother, Mrs Evelyn Bednell, former Mayoress of the Borough in the Municipal Year 1986/87. The funeral of Mrs Bednell was to take place on Friday 13 May 2005.

[NOTE: At the commencement of the meeting the Mayor, Councillor Mrs Champagnie, made a statement regretting that a document had been circulated on behalf of the Labour Group without notice of it having been afforded to her as Chair. The Leader of the Council and of the Labour Group, Councillor N. Shah, apologised for any breach of etiquette in this regard].

A PROCEEDINGS FOR THE ELECTION OF MAYOR**314. ELECTION OF MAYOR:**

The Mayor, Councillor Mrs Champagnie, called formally for nominations for the Office of the Mayor of the London Borough of Harrow for the ensuing Municipal Year.

Councillor Navin Shah nominated and Councillor Ann Groves seconded that **COUNCILLOR ASAD OMAR**, the Deputy Mayor, be elected Mayor for the Municipal Year 2005/06.

Councillor Branch nominated and Councillor C. Mote seconded that **COUNCILLOR MISS PADDY LYNE** be elected Mayor for the Municipal Year 2005/06.

There being no further nominations the Mayor invited other Members to speak in favour of either nominee. A number of Members accordingly spoke in favour of each candidate.

Following these speeches, the Mayor, Councillor Mrs Champagnie, asked for a vote by a show of hands. The vote was recorded as 31 for Councillor Omar and 32 for Councillor Miss Lyne.

The Mayor declared Councillor Miss Lyne as duly elected Mayor for 2005/06.

RESOLVED:

THAT COUNCILLOR MISS PATRICIA MAY LYNE BE ELECTED MAYOR OF THE LONDON BOROUGH OF HARROW FOR THE MUNICIPAL YEAR 2005/2006.

315. INSTALLATION OF NEWLY ELECTED MAYOR:

The retiring Mayor, Councillor Mrs Champagnie, vacated the Chair and, after a short interval for robing, the newly elected Mayor, having made and subscribed the Declaration of Acceptance of Office, took the Chair.

The retiring Mayor handed to the duly elected Mayor, **the Keys of the Corporate Seal**.

The Mayoress, Mrs Mary Graham, was then invested by the retiring Mayor's Consort with her Medallion of Office.

The Mayor, Councillor Miss Lyne, then returned her thanks for her election.

316. VOTE OF THANKS TO THE RETIRING MAYOR:

Councillor C. Mote formally moved a vote of thanks to the retiring Mayor, **Councillor Mrs Champagnie** and to the retiring Mayor's Consort, **Mr. Clive Champagnie**, which was seconded by **Councillor D. Ashton**.

Councillors N. Shah, Mrs Bath, Branch, Dighé, Seymour, Jean Lammiman, Osborn, Silver, Mark Ingram and Toms also endorsed the vote of thanks to Councillor Mrs and Mr. Champagnie for their Mayoral Year.

RESOLVED:

THAT THE COUNCIL PLACE ON RECORD ITS UNANIMOUS APPRECIATION OF AND SINCERE THANKS TO COUNCILLOR MRS LURLINE CHAMPAGNIE AND MR. CLIVE CHAMPAGNIE FOR THEIR YEAR OF OFFICE AS MAYOR AND MAYOR'S CONSORT OF THE LONDON BOROUGH OF HARROW FOR 2004/2005.

317. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR:

Councillor Mrs Champagnie congratulated the incoming Mayor, Councillor Miss Lyne, on her appointment to the Office of Mayor. She expressed her appreciation and gratitude to the London Borough of Harrow for having elected her as Mayor for the past year, and felt thrilled to wear the mantle of Mayor.

In recalling her Mayoral Year, Councillor Mrs Champagnie referred especially to the many functions she had attended and the opportunities to meet the people of the Borough. She had been impressed by the generosity and kindness of the people of the Borough and the welcome given everywhere to the Mayor.

In her speech she highlighted some of her engagements she had attended and thoroughly enjoyed. In particular the visit by Her Majesty The Queen and His Royal Highness The Duke of Edinburgh to mark the 50th Anniversary of the Borough's Charter, when she was Deputy Mayor, awarding the Freedom of the Borough to Sir Roger Bannister to mark the fiftieth anniversary of his 1954 world record mile run, the Mayoress's Committee Ball and many other fundraising events.

In her speech she offered her special thanks to the Mayoral staff, Mrs Ball, Mrs Gresty, Mr Deans and Mr Carlin and other staff for their dedication, support and guidance.

Councillor Mrs Champagnie also wished to thank the Chief Executive and her staff, the Legal Department, and all the staff of the London Borough of Harrow for their assistance, guidance and advice.

And finally, she expressed his heartfelt thanks to her husband, consort and best friend, Clive for the support and encouragement he had given to her in her role as Mayor.

In conclusion, Councillor Mrs Champagnie extended her thanks to her friends, her family and neighbours and Harrow Communities for making her Mayoral Year special.

318. PRESENTATION OF MEDALLIONS TO THE IMMEDIATE PAST MAYOR AND MAYOR'S CONSORT:

The Mayor, Councillor Miss Lyne, on behalf of the Council presented a replica of the Mayor's Medallion to Councillor Mrs Champagnie in commemoration of her Mayoralty of the Borough 2004/05.

The Mayoress, Mrs Mary Graham, presented to the immediate past Mayor's Consort, Mr. Clive Champagnie, a Medallion to commemorate his year as Mayor's Consort of the Council 2004/05.

319. APPOINTMENT AND INVESTITURE OF DEPUTY MAYOR AND DEPUTY MAYORESS:

The Mayor signified in writing that she had appointed **Councillor Mary John** to be Deputy Mayor for the Municipal Year 2005/06.

The Deputy Mayor, having been duly invested with the Deputy Mayor's robe and Badge of Office, occupied the Deputy Mayor's Chair.

The Mayoress then invested the Deputy Mayoress, **Mrs Tasneem Rasheed**, with her Medallion of Office.

The Deputy Mayor, Councillor Mary John, then returned thanks for her appointment.

320. CHAPLAINCY:

The Mayor confirmed to the Council that she had appointed the Reverend Terence Handley MacMath as her Mayor's Chaplain for the Municipal Year 2005/06.

B **ELECTION OF THE EXECUTIVE****321.** **ELECTION OF THE LEADER OF THE COUNCIL:**

Further to Item 4 on the Council Summons and the provisions of Article 7 of the Constitution ("The Executive"), Paragraph 7.03 thereof provided for the annual appointment of the Leader of the Council.

RESOLVED:

THAT COUNCILLOR NAVIN SHAH BE RE-ELECTED LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2005/06.

322. **ELECTION OF DEPUTY LEADER OF THE COUNCIL:**

Item 4 on the Annual Council Summons also proposed that the Meeting consider the appointment of a Deputy Leader of the Council.

RESOLVED:

THAT COUNCILLOR DIGHÉ BE RE-ELECTED DEPUTY LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2005/06.

323. **APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF THE POLITICAL GROUPS:**

RESOLVED:

THAT THE CONFIRMATION PROVIDED BY THE THREE POLITICAL GROUPS OF THEIR RESPECTIVE LEADERS AND DEPUTY LEADERS FOR THE MUNICIPAL YEAR 2005/06 BE NOTED AS FOLLOWS:

<u>Group</u>	<u>Leader</u>	<u>Deputy Leader</u>
Labour	Councillor Navin Shah	Councillor Dighé
Conservative	Councillor C. Mote	Councillor D. Ashton
Liberal Democrat	Councillor Miss Lyne	Councillor Thornton

324. **EXECUTIVE FUNCTIONS 2005/2006:**

Under Article 7 of the Constitution the Executive Functions for the following Municipal Year are reported to Annual Council by the Leader. Further to Item 5 on the Summons, the confirmation provided in a document circulated within the first Supplemental Summons and a tabled revision of nominations on behalf of the Liberal Democrat Group, it was,

RESOLVED:

(1) THAT THE EXECUTIVE (CABINET) MEMBERSHIP AND RELATED REVISED PORTFOLIOS BE APPROVED FOR 2005/06 (as set out in Appendix 1 to these Minutes);

(2) THAT THE INFORMATION IN RESPECT OF THE PROPOSED EXECUTIVE COMMITTEES, ADVISORY PANELS AND CONSULTATIVE PANELS FOR 2005/06, INCLUDING THE ESTABLISHMENT OF A HARROW BUSINESS CONSULTATIVE PANEL, AND THE DELEGATIONS TO OFFICERS, BE NOTED.

C **PROCEDURAL MATTERS****325.** **COUNCIL MINUTES:**

RESOLVED:

THAT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON 21 APRIL 2005, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.

326. CIVIC FUNCTIONS AND SPECIAL MAYORAL CHARITY APPEAL:

Council noted that the newly elected Mayor, Councillor Miss Lyne, would shortly be confirming the dates of the principal Civic Functions for the Municipal Year 2005/06 and that these would be notified to elected Members within the following week to this Annual Meeting.

Additionally, formal confirmation of the Mayor's Special Charity Appeal would be advised.

327. ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL:

It was noted that there were no announcements to be made by the Leader of the Council.

328. DECLARATIONS OF INTEREST:

Councillor Lent notified a prejudicial interest in relation to the subject matter of the Motion included at Item 18 on the Council Summons, for which Item he would withdraw from the Council Chamber and take no part in its consideration.

RESOLVED:

THAT THE DECLARATION OF INTEREST NOW ADVISED BE RECEIVED AND NOTED.

329. PROCEDURAL MOTION:

The Motion at Item 18 on the Council Summons was qualified by Council Rule 15.6, under which the Motion stood referred to the Executive, the subject matter being within its delegated powers.

Councillor Mark Ingram moved a procedural motion that the effect of Rule 15.6 be disapplied, to enable the Motion to be debated at this Annual Council Meeting.

Having been put to a vote, the procedural motion was carried.

RESOLVED:

THAT COUNCIL RULE 15.6 BE NOT APPLIED TO THE MOTION INCLUDED AT ITEM 18 OF THE SUMMONS, ALLOWING THAT MOTION TO BE CONSIDERED BY THIS COUNCIL MEETING.

(See Resolution 339 below).

D ESTABLISHMENT OF COMMITTEES AND DELEGATIONS 2005/06**330. DETERMINATION AS TO THE SIZE OF COMMITTEES OF THE COUNCIL AND THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES 2005/06:**

Further to the provisions of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive had prepared and notified to the political Groups on the Council, a Determination under the Regulations as to their proportional entitlements to places on Committees for the Municipal Year 2005/06.

RESOLVED:

THAT THE DETERMINATION AS TO THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES BE HEREBY CONFIRMED.

331. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES:

The Annual Council Meeting received with the Summons confirmation of the nominations by the political Groups to places on the Committees of the Council in accordance with the formal determination as to the proportional entitlement of the Groups. In addition, the Meeting received a tabled, revised nomination to the Development Control Committee on behalf of the Conservative Group.

RESOLVED:

THAT THE COMMITTEES OF THE COUNCIL BE ESTABLISHED WITH THE MEMBERSHIPS NOW AGREED FOR THE MUNICIPAL YEAR 2005/06 (as set out in Appendix 2 to these Minutes).

332. APPOINTMENT OF CHAIRS TO COUNCIL COMMITTEES:

Further to Item 12 of the Summons, the Council Meeting received confirmation from the political Groups of nominations to the office of Chair of certain Committees of the Council, which were formally approved.

RESOLVED:

THAT THE FOLLOWING CHAIRS OF COMMITTEES BE APPOINTED FOR THE MUNICIPAL YEAR 2005/06:-

Audit Committee	Councillor John Cowan
Development Control Committee	Councillor Anne Whitehead
Licensing and General Purposes Committee	Councillor Idaikkadar
Overview and Scrutiny Committee	Councillor Jean Lammiman

(Note: The above appointments are also reflected in Appendix 2 to these Minutes – see Resolution 331 above).

333. TERMS OF REFERENCE FOR COUNCIL COMMITTEES AND DELEGATED POWERS:

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to the terms of reference and delegated powers for Committees of the Council, it was advised that the existing arrangements as set out in Part 3 of the Constitution would be continued, with the noted exception addressed at Resolution 335 below.

RESOLVED:

THAT THE TERMS OF REFERENCE AND DELEGATED POWERS FOR COMMITTEES OF THE COUNCIL IN PART 3 OF THE CONSTITUTION BE CONFIRMED (subject to Resolution 335 below).

E APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

334. OUTSIDE BODY APPOINTMENTS 2005/06:

- (i) Item 14 on the Summons provided for the receipt of proposals from the Groups as to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2005/06.
- (ii) The nominations of the political Groups to places on outside bodies were notified in the attachment with the Summons, within an overall motion submitted on behalf of the Major Minority (Labour) Group.
- (iii) In addition, appointments to remaining vacancies and corrections to the nominations for places on outside bodies, together with a series of amendments proposed on behalf of the Conservative Group, were received as tabled documents.
- (iv) The Council received and agreed the following changes to the nominations as originally notified with the Summons:-

Appointments to outstanding vacancies

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
2	ALG			
(v)	Children, Young People and Families Forum	1 (+1 Deputy)	Stephenson	Margaret Davine

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
(xi)	London Caribbean Partnership Group	1 (+1 Deputy)	Nana Asante	N. Shah
70	West London Alliance	2 (+1 Deputy)	(Nominations advised)	Dighé

Agreed change in a proposed appointment

NO.	NAME OF BODY	NO. OF REPS	REPRESENTATIVES 2005/06	
			Appointee	Deputy (where applicable)
59	Reserve Forces and Cadets Association for Greater London	1	Thornton (withdrawn) New nominee C. Mote	N/A

- (v) Councillor C. Mote moved and Councillor D. Ashton seconded a series of amendments proposing the deletion of certain nominations and their substitution by alternative nominations, as follows:-

Outside Body

2. Association of London Government Committees and Panels

(i) Leaders' Committee (s101 Joint Committee)

	<u>Original Nomination</u>	<u>Substitute Nomination</u>
Appointee:	Cllr. N. Shah	Cllr. C. Mote
Deputies:	Cllr. Dighé Cllr. Burchell	Cllr. D. Ashton Cllr. Romain
Observer:	Cllr. Ann Groves	Cllr. Silver
Appointee:	Cllr. Anne Whitehead	Cllr. Mrs Kinnear
Appointee:	Cllr. Burchell	Cllr. John Cowan
Appointee:	Cllr. Blann	Cllr. Romain

- (vi) As mover of the original motion, Councillor N. Shah advised Council that he was willing to accept that amendment which related to No. 54 above, which Council duly endorsed.

The other amendments set out at (v) above were each the subject of a separate vote, consequent on which those relating to outside bodies 2(i) and 33 were lost and those relating to outside bodies 23 and 71 were carried.

- (vii) Councillor N. Shah advised Council that one appointment listed in the original Summons document was no longer within the remit of this Authority and should be omitted from consideration.

The Council duly noted that "2. Association of London Government Committees and Panels: (xii) ALG Lead Member for Equalities" was to be otherwise appointed.

- (viii) The substantive proposals, as varied by (iv) to (vii) above, were approved.

RESOLVED:

THAT THE SUBSTANTIVE MOTION AS TO THE OUTSIDE BODY APPOINTMENTS FOR THE MUNICIPAL YEAR 2005/06 (INCLUDING THE AGREED AMENDMENTS) BE APPROVED (the full list of appointments is attached as Appendix 3 to these Minutes).

F REPORTS FROM COUNCIL COMMITTEES**335. AUDIT COMMITTEE: TERMS OF REFERENCE:**

Further to the provision made at Item 15 of the Summons, the Annual Council Meeting received a tabled, second Supplemental Summons containing Recommendation I in this matter from the Audit Committee meeting held on 10 May 2005.

The Audit Committee Chair, Councillor John Cowan, formally moved the receipt of Recommendation I in the following terms:-

“That the revised terms of reference of the Audit Committee be adopted as set out in the appendix” (to the Recommendation).

The Recommendation was adopted as printed.

RESOLVED:

THAT RECOMMENDATION I OF THE AUDIT COMMITTEE MEETING OF 10 MAY 2005 BE ADOPTED, TOGETHER WITH THE REVISED TERMS OF REFERENCE (as set out in Appendix 4 to these Minutes).

G COUNCIL MEETINGS**336. DATES OF COUNCIL MEETINGS 2005-06:**

Further to the information provided at Item 16 of the Summons,

RESOLVED:

THAT THE FOLLOWING DATES FOR MEETINGS OF THE COUNCIL IN THE MUNICIPAL YEAR 2005/06 BE HEREBY CONFIRMED:-

20 OCTOBER 2005

19 JANUARY 2006

(COUNCIL TAX TAXBASE) (subject to any change in the current Constitution, to delegate the statutory decision to the Executive)

23 FEBRUARY 2006

(COUNCIL TAX)

27 APRIL 2006

25 MAY 2006

(ANNUAL COUNCIL) (following the Borough Elections)

H REPORTS FROM THE EXECUTIVE**337. OPERATION AND PROVISIONS FOR CALL IN AND URGENCY:**

In accordance with the requirements of Overview and Scrutiny Rule 23.7 the operation of the provisions for Call-In and Urgency are reviewed on an annual basis. Annual Council received a report of the Chief Executive confirming the circumstances in which these procedures had been utilised and in respect of which issues.

RESOLVED:

THAT THE REPORT OF THE CHIEF EXECUTIVE IN THIS MATTER BE RECEIVED AND NOTED.

I **MISCELLANEOUS****338.** **PROCEDURE FOR THE TERMINATION OF THE PROCEEDINGS:**

At 10.27 p.m., following the decision made at Resolution 337 above, the Mayor advised the Council that the closure time of 10.30 p.m. for Council Meetings as provided for in Rule 10.1 was about to be reached and sought Members' wishes as to how the final item on the Summons should be dealt with.

The Leader of the Council, Councillor N. Shah, proposed that the "guillotine" be extended by a further ten minutes until 10.40 p.m. to enable the Motion at Item 18 to be moved and considered.

On being put to a vote, the proposal was carried.

RESOLVED:

THAT FURTHER TO THE PROVISIONS OF RULE 10.2 (ii)(b) THE ANNUAL COUNCIL MEETING PROCEEDINGS BE CONTINUED FROM 10.30 P.M. UNTIL 10.40 P.M..

J **ISSUES RAISED BY COUNCIL MEMBERS****339.** **MOTION: AN OPEN BUDGET IN HARROW:**

(i) Further to Item 18 on the Summons, Councillor Mark Ingram formally moved under the provisions of Rule 15 the Motion relating to "An Open Budget in Harrow", which had been indicated as being seconded by the three political Group Leaders and was formally seconded by Councillor N. Shah, Leader of the Council.

(ii) In moving the Motion, Councillor Mark Ingram sought leave of the Council to effect an Alteration under the provisions of Council Rule 17.7, which was to delete the final words of the Motion "and as set out in the document titled 'An Open Budget in Harrow'."

The Alteration received the general assent of the Council.

(iii) Following debate and upon a vote the Motion was adopted.

RESOLVED:

THAT THE SUBSTANTIVE MOTION, AS REVISED, BE ADOPTED IN THE FOLLOWING TERMS:-

"That this Council notes

1. the unsatisfactory turnout at local and national elections,
2. the need to 're-engage' more effectively with the people of Harrow, in a cost-effective manner,
3. the successful use of open budget processes in various locations around the world, and
4. the document being circulated titled 'An Open Budget in Harrow' concerning the creation of an Open Budget Process for Harrow to commence with an Assembly in September or October 2005.

This Council believes that Harrow Council should make reasonable efforts to engage in an open budget process when setting the 06/07 budget that meets the principles below:

- Influence: those who take part in the process must feel that their views or decisions will have some influence;
- Information: information required by participants to deliberate on the budget is available in full and is presented in a user-friendly and accessible form;

- Deliberation: any events or meetings that are held as part of the process should be structured in such a way that they encourage self-education, deliberation and negotiation rather than confrontation;
- Feedback: all those involved must be kept informed of how their views and decisions have played a role in the decision-making process;
- Independence: the process should be supervised and assessed by an independent body if it is to possess legitimacy from the start.

This Council resolves that the Cabinet should take whatever steps are necessary to implement and reasonably resource an open budget process that meets with the criteria identified above.”

[Note: The Mayor at 10.40 p.m. advised the Council that the extended “guillotine” had been reached. The Council proceeded immediately to the vote on the Motion, as referred to at Resolution 339(iii) above].

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.41 pm).

APPENDIX 1EXECUTIVE FUNCTIONS 2005/2006ITEM 5 ON THE SUMMONSREPORT OF THE LEADER OF THE COUNCIL

(Rule 3.2, Executive Procedure Rules of the Constitution).
(Article 7 of the Constitution – The Executive).

The following information is required to be reported to the Annual Meeting by the Leader of the Council.

(1) THE EXECUTIVE

Paragraph 7.02 of Article 7 provides for the determination by the Council of the size and membership of the Executive (to consist of the Executive Leader (see Item 4), together with at least two but not more than nine other Councillors).

The proposal as to the Members of the Executive and the allocation of portfolios is as follows (Rule 3.2, paragraphs (a), (b), (c), (d) and (e)):-

<u>Executive Member (Ward)</u>	<u>Office/Portfolio</u>	<u>Delegated Authority</u>
Councillor N Shah (Kenton East)	Leader Strategic Overview and External Affairs	Revised
Councillor Dighé (Kenton West)	Deputy Leader Business Connections and Performance	Revised
Councillor Burchell (Edgware)	Planning, Development and Housing.	Revised
Councillor Margaret Davine (Edgware)	Social Care and Health	Revised
Councillor Marie-Louise Nolan (Wealdstone)	Communications, Partnership and Human Resources	Revised
Councillor O'Dell (Marlborough)	Environment and Transport	No change
Councillor Stephenson (Headstone South)	Education and Lifelong Learning	Revised
Councillor C Mote (Pinner South)	-	-
Councillor D Ashton (Belmont)	-	-
Councillor Thornton (Harrow Weald)	-	-

Encs. (Note: The Portfolio Delegations are attached for information: where indicated as "Revised" the changes are shown in italics).

Portfolio Holders – Amended Delegations

The Leader of the Council and Portfolio Holder for Strategic Overview and External Affairs

The Leader of the Council and Portfolio Holder for Strategic Overview and External Affairs shall have the following responsibilities:-

(a) Corporate Matters

- when present to chair meetings of the Executive;
- lead the development and implementation of the Council's statutory and other plans and strategies including:
 - the Council's corporate priorities and objectives,
 - the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
 - the Council's overall performance
- oversee the allocation of resources to implement the Council's plans and strategies and to meet the Council's objectives;
- take responsibility for the review of the pay and conditions of Chief Officers;
- oversee the arrangements and overall budgets of the Members' Secretariats;
- oversee the conduct of litigation by or against the Council, and major contracts entered into by the authority;
- make proposals for the appointment of Councillors or other persons on outside bodies as representatives of the Council;
- oversee the arrangements for all civic and ceremonial matters;
- make proposals to Council for the setting of the levels of Councillor's allowances and expenses;
- oversee the programme for Member development;
- keep under review and make proposals for changes to the Constitution;
- emergency planning;
- taking the lead within the Executive in promoting and developing the Authority's equal opportunity policies;
- *act as the Member level 'Design and Heritage Champion' for the Authority.*

(b) External Affairs

- liaise on behalf of the Council with Government Departments, the Greater London Authority and other local and public bodies;
- respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information.

Portfolio Holders – Amended Delegations

The Deputy Leader of the Council and Portfolio Holder for Business Connections and Performance

The Deputy Leader of the Council shall have overall responsibility for:

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- the chairing of meetings of the Executive in the absence of the Leader of the Council;
- the development of the Council's response to crime, substance abuse and associated issues and the maintenance of good working relationships with other agencies to secure a safe living and working environment within the Borough.
- oversee the management processes of the Council and to keep under review the management structure of the Council, in order to ensure their effective contribution to the provision of effective and high quality services;
- oversee the implementation of e-government;
- developing and implementing the Community Plan;
- develop and oversee the Council's response to Best Value
- propose the annual programme of Best Value Reviews
- monitor the programme of Best Value reviews and the subsequent implementation plans
- work closely with Overview and Scrutiny Committees to ensure continuous improvement in Harrow services.

General Business Connections and Performance responsibilities

- with the Leader, to develop and maintain a coherent, sustainable financial strategy for Harrow
- ensure that the development of proposals for and consultation on the Annual budget takes place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice
- *lead on health and safety matters.*

Specific Business Connections and Performance responsibilities:

- To overview the development of clear systems and structures for budget development, management and monitoring
- ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level
- evaluate the financial procedures of the Council and recommend improvements
- bring forward proposals for the annual review of charges made by the Council and monitor the equalities impact of charges.
- promote a corporate framework for performance management and service planning and to keep the framework under review
- to make reports to the Executive on the performance of services
- to overview the Councils approach to public service agreements, corporate performance assessment and other performance related initiatives.
- *ensure that the Council has effective risk management and internal control systems and processes in place*
- *develop the Council's procurement strategies and support of and interactions with local businesses*
- *ensure the Council has effective arrangements to promote the take-up of welfare benefits across the Borough*
- *ensure that the Council has effective procedures for the recovery of all income owed to it and payment of its creditors*

Portfolio Holders – Amended Delegations

Portfolio Holder for Communications, Partnership and Human Resources

General and Specific:

a) Social Inclusion

- Jointly with other Portfolio Holders to develop a strategy for social inclusion by:
 - auditing the public's need for advice and identifying gaps in the provision.
 - assessing the effectiveness of anti-poverty strategies and preparing strategies to address shortfalls.
 - linking social inclusion objectives to regeneration and other corporate and communities strategies.
 - assessing and identifying strategies to address education achievement, attendance and exclusion issues.
 - identify strategies to support social inclusion in the provision of local housing.
 - developing social inclusion targets within all relevant services delivered by the Council.

b) Community Issues and Harrow Partnership

- promotion and further development of the Harrow Partnership and Stakeholder Forums in the context of the Local Strategic Partnership;
- developing partnerships and working arrangements with other agencies and service providers to produce beneficial outcomes for people living, working and visiting Harrow;
- the promotion of good community relations within the Borough;
- overseeing the corporate framework for the allocation of all grant aid and other forms of funding.

c) Human Resources

- lead on all human resources matters including employee consultation, equal opportunities in relation to employees of the Council.
- *ensure the development and maintenance of a coherent human resources strategy for the Council and its workforce.*

d) Communications

- oversee the arrangements for the marketing and promotion of Harrow and for meeting the local and national press, television and radio;
- liaise with the Manager of the Communications Unit on the content of the Borough publications and electronic communications.

Portfolio Holders – Amended Delegations

Portfolio Holder for Education and Lifelong Learning

General responsibilities:

- To develop, promote and implement policies, strategies and procedural arrangements for the provision of the following functions:
 - education in schools including *SEN*
 - adult education
 - library services
 - youth *and connexions* services
 - arts, culture, heritage *and tourism*
 - sports and leisure services
 - early years and childcare services (in conjunction with the Early Years *Development and Childcare* Partnership)
- The promotion, development and co-ordination of community development with other Portfolio Holders.
- To ensure development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services.
- To oversee consultation, liaison or other partnership arrangements on education matters with the School Organisation Committee, the Standing Advisory Committee on Religious Education, staff, parents, governing bodies, pupils, Government Departments, unions and other interested parties.
- To support education strategies addressing education achievement and attendance and exclusion issues.

Specific responsibilities:

To oversee the provision of the following services:

- *Achievement and Inclusion Services*
- *Community and Culture Services*
- Leisure Services
- Lifelong Learning Services
- *Youth Service*
- Library Services
- Early Years & Childcare Services (in conjunction with the Early Years *Development and Childcare* Partnership)
- Student Support
- Education Support Services
- *Governor Support*
- *Special Educational Needs*

Portfolio Holders – Amended Delegations

Portfolio Holder for Environment and Transport

General responsibilities:

- With the Deputy Leader, to oversee the development and maintenance of positive links and partnerships with local environment and transport agencies, other organisations and businesses to improve the environment and transport services within Harrow;
- to further the objectives of Agenda 21;
- to oversee the development and review of strategies and plans relevant to the environment and transport portfolio;
- to ensure the effective and efficient organisation, management and sustainable use of resources under the environment and transport portfolio

Specific responsibilities

The development, oversight and implementation of policies and strategies and the monitoring of the following services:

- (a) Environmental and public protection services including:-
 - environmental and health promotion;
 - consumer advice and trading standards;
 - food, health and hygiene;
 - health and safety at work;
 - cemeteries and crematorium;
 - noise and other forms of pollution.
- (b) Environmental maintenance and cleansing including waste collection and disposal
- (c) Services provided by the Council's Direct Service Organisation
- (d) Highways, traffic management, transport and road safety
- (e) Town Centres, street environment and street trading

Portfolio Holders – Amended Delegations

Portfolio Holder for Planning, Development, Housing

General responsibilities:

- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough
- development and implementation of the strategic planning framework for the Council
- development and implementation of the Council's economic development policies and regeneration initiatives in liaison with the Deputy Leader as appropriate

Specific responsibilities:

- to develop and implement the Unitary Development Plan and other borough and local plans
- to be responsible for area plans and planning briefs for strategic sites within the Borough for both the public and private sector
- to ensure appropriate and effective local participation in the planning and development process
- to be responsible for the development and delivery of the Council's housing services, including:
 - accommodation provision for households in need, through Council provision or in consort with Housing Associations and developers
 - management of Council housing stock, shops, garages and making proposals for rental charges
 - temporary accommodation for those in urgent need or who are homeless
- development and delivery of services to Council tenants including:
 - right to buy and sale of council property
 - tenant consultation
 - rent and service charge collections
 - grants and mortgages
 - advisory services

- homelessness determinations
- the allocation of Council housing and nominations to accommodation of other providers.
- The maintenance and improvement of the Council's housing stock
- Promotions of satisfactory standards in housing accommodation in the private sector and enforcement actions as appropriate
- Proposals for the assessment of future housing needs within the Borough
- To maintain an overview of and develop a strategy for the management of the Council's property portfolio.
- *To authorise the acquisitions or disposals of any interests in land holdings up to the value of £250k other than disposal at less than best consideration or to make any decision or otherwise respond to any request in relation to the Council's interests in land.*
- *The development and implementation of the Harrow Town Centre Strategy.*

Portfolio Holders – Amended Delegations

Portfolio Holder for Social Care and Health

General responsibilities:

- The development and implementation of policies, strategies and procedural arrangements in line with statutory requirements for the provision of the Council's social services functions.
- To oversee the performance of *Children and Community Care Services* in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the *Commission for Social Care Inspectorate*.
- To oversee and monitor the development and provision of health services with health service bodies and community and voluntary organisations.
- To oversee the promotion and development of positive links, joint working arrangements and partnerships with local agencies, including the voluntary and independent sector.
- To oversee the commissioning and contracting arrangements for the provision of services within the service and also jointly with other partner agencies.
- To oversee the regulating and inspection functions.
- To oversee and promote the corporate parenting responsibilities of the whole Council for children looked after.
- *To oversee the protection of vulnerable adults*
- *To oversee the development and implementation of Supporting People*

Specific responsibilities:

The direct provision of the following services:

- Children Services including children's safeguarding
- Community Care Services

Commissioning responsibilities with Health for:

- Mental Health Services
- Learning Disability Services
- Child and Adolescent Mental Health Services
- *Older People and Physical, Sensory and Disability Services*
- *Carers*

APPENDIX 2

(MAY 2005)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2005/2006

(Membership in order of political group nominations)

(I) AUDIT COMMITTEE (5)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(2)	(2)	(1)
<u>I. Members</u>	Idaikkadar Mark Ingram	John Cowan (CH) Romain	Branch
<u>II. Reserve Members</u>	1. Gate 2. Ismail 3. Ray	1. Pinkus 2. Mrs Kinnear 3. D Ashton	1. Thornton 2. Miss Lyne

(II) DEVELOPMENT CONTROL COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(5)	(5)	(1)
<u>I. Members</u>	Bluston Choudhury Idaikkadar Miles Anne Whitehead (CH)	Marilyn Ashton Mrs Bath Billson Janet Cowan Mrs Joyce Nickolay	Thornton
<u>II. Reserve Members</u>	1. Ismail 2. Blann 3. Thammaiah 4. Mrs R Shah 5. O'Dell	1. Kara 2. Arnold 3. Seymour 4. John Nickolay 5. Mrs Kinnear	1. Branch 2. -

(CH)

= Chair

(VC)

= Vice-Chair

*

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

(III) LICENSING AND GENERAL PURPOSES COMMITTEE (15)

<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
(7)	(7)	(1)

**I.
Members**

Blann
Choudhury
Dharmarajah
Ann Groves
Idaikkadar (CH)
O' Dell
Ray

Arnold
Mrs Bath
Billson
Janet Cowan
Knowles
Vina Mithani
John Nickolay

Branch

**II.
Reserve
Members**

(CH)
(VC)

= Chair
= Vice-Chair

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

(IV) OVERVIEW AND SCRUTINY COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(6)	(5)	(0)
<u>I. Members</u>	Blann Bluston Gate Mitzi Green Mark Ingram Thammaiah	Jean Lammiman (CH) Osborn Pinkus Seymour Versallion	
<u>II. Reserve Members</u>	1. Mrs R. Shah 2. Nana Asante 3. Ann Groves 4. Lavingia 5. Toms 6. Omar	1. Myra Michael 2. Mrs Champagnie 3. Mary John 4. John Nickolay 5. Janet Mote	

[Note: The Chair of each of the four substantive Scrutiny Sub Committees is an ex officio member of the Overview and Scrutiny Committee].

(CH) = Chair
 (VC) = Vice-Chair
 * Denotes Group Members for consultation Delegated Action and/or on administrative matters.

(V) SCHOOL ORGANISATION COMMITTEE (20)

[Established as a Statutory committee by the Council in accordance with Regulations made under the School Standards and Framework Act 1998.]

(i) (Council Membership in order of political group nominations) (7)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
	(3)	(3)	(1)
Members	Gate Ray Stephenson	Miss Bednell Jean Lammiman Anjana Patel	Branch
<u>Alternate Members</u>	1. Miles 2. Margaret Davine 3. Ismail	1. Janet Cowan 2. Janet Mote 3. -	1. Thornton 2. Miss Lyne

Other Representatives

(ii)	Church of England:	Rev P Reece	(Mr G Edwards - Alternate)
(iii)	Roman Catholic Church:	Mr J Coyle Mr M Murphy	Ms M Roe
(iv)	Learning and Skills Council	Mr T Masters	
(v)	Schools (Parent/Secondary):	Mrs C Millard (VC)	(Vacancy - Alternate)
	Schools (Parent/Primary):	Ms J Tushaw (Vacancy - Alternate)	(Vacancy) (Vacancy - Alternate)
	Schools (Headteacher):	Mrs M Arnold Mr D A Jones	Mr B A Robertson
	Schools (Co-optee/Special):	Mrs P Langdon	(Vacancy - Alternate)
(vi)	HCRE:	Mr P Pawar	

Adviser: Mr B Leaver

[Notes: (1) The Chair and Vice-Chair of the Committee to be appointed at the inaugural meeting of the Committee and thereafter annually at a Committee meeting;

(2) all appointments as members of the Committee are for a period not exceeding three years 'i.e. until **May 2005 currently**';

(3) members may nominate an alternate member to attend meetings of the Committee in their absence, subject to the requirements in the Regulations.]

(VI) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)**Labour**
(2)**Conservative**
(1)**I.**
Members**Nana Asante**
Ismail**Janet Cowan****II.**
Reserve
Members1. Choudhury
2. Gate
3. -1. Anjana Patel
2. Janet Mote
3. Mrs Champagnie

(Note: Chair to be appointed at a SACRE meeting).
Ms Pat Stevens – 2004/05

(VII) STANDARDS COMMITTEE (6) (Non-proportional)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(3)	(2)	(1)
<u>I. Members</u>	Ann Groves Harrison Thammaiah	Janet Cowan Mrs Joyce Nickolay	Branch
<u>II. Reserve Members</u>	1. Gate 2. Toms 3. Marie-Louise Nolan	1. Jean Lammiman 2. Osborn 3. Mrs Champagne	1. Thornton 2. Miss Lyne
<u>III. Independent Persons</u>	Independent Persons (2):- (appointed until Jan 2006)	Mrs Bijal Shah (VC) and Reverend Peter Broadbent, Bishop of Willesden	
	(Reserves:	Ms Judy Bertram and Mr Edward Keal).	
	Membership rules:		
	i. There must be at least 2 Councillors and one Independent person on the Committee;		
	ii. An Elected Mayor or the Leader may not be members;		
	iii. The Chair of the Committee must not be a member of the executive;		
	iv. At least 25% of the membership must be Independent persons;		
	v. Only one member of the executive can be a member of the Committee;		
	vi. The rules on political proportionality do not apply.		

APPENDIX 3**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06**

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
1.	(1) Age Concern London Conference	1	1. Ann Groves	N/a
	(2) Age Concern Harrow	2	1. Kara 2. Ann Groves	N/a
2.	Association of London Government Committees and Panels			
	(i) Leaders' Committee (s1010 Joint Committee)	1 (+ 2 Deputies)	<u>Appointee:</u> 1. N Shah	<u>Deputies:</u> 1. Dighé 2. Burchell
	(ii) Greater London Provincial Council	2 Deputies	N/a	<u>Deputies:</u> 1. Stephenson 2. Marie-Louise Nolan
	(iii) Associated Joint Committee (ALG Grants Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Thammaiah	<u>Deputies:</u> 1. N Shah 2. Ismail 3. Mrs R Shah 4. Nana Asante
	(iv) Associated Joint Committee (Transport & Environment Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1. Anne Whitehead	<u>Deputy:</u> 1. Blann 2. Kinsey 3. O'Dell 4. Gate
	(v) Children, Young People and Families Forum	1 (+1 Deputy)	<u>Appointee:</u> 1. Stephenson	<u>Deputy:</u> 1. Margaret Davine
	(vi) Culture & Tourism Panel	1 (+ 1 Deputy)	<u>Appointee:</u> 1. Ann Groves	<u>Deputy:</u> 1. Stephenson
	(vii) Crime and Public Protection Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Marie-Louise Nolan	<u>Deputy:</u> 1. Ann Groves
	(viii) Economic Development Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Dighé
	(ix) Health & Social Care Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Margaret Davine	<u>Deputy:</u> 1. Currie
	(x) Housing Panel	1 (+1 Deputy)	<u>Appointee:</u> 1. Burchell	<u>Deputy:</u> 1. Ann Groves

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
	(xi) London Caribbean Partnership Group	1 (+1 Deputy)	<u>Appointee:</u> 1. Nana Asante	<u>Deputy</u> 1. N Shah
3.	Bentley Priory Nature Reserve Management Committee	4	1. Mrs C Bath 2. Blann 3. Pinkus 4. Stephenson	N/a
4.	Carequest Board	1	1. Ann Nardecchia, Organisational Development Consultant	N/a
5.	Court of City University	1	1. Stephenson	N/a
6.	Deputy Lord Lieutenant's Committee	5	1. The Mayor 2. The Deputy Mayor 3. Thornton 4. Mrs C Bath 5. C Mote	N/a
7.	Edward Harvist Charity	1	1. Bluston (Sept 2001 – Oct 2005)	N/a
8.	Edward Robinson Education Foundation	2	1. Lent 2. Miss Lyne	N/a
9.	Environment Agency Thames Region, Regional Flood Defence Committee	(Joint appointment with Boroughs of Barnet, Brent and Hounslow for 2002-2006)	1. Councillor B Colman (London Borough of Barnet)	N/a
10.	Environmental Forum (Local Agenda 21)	4 (+ 4 Reserves)	<u>Appointees:</u> 1. Blann 2. Harriss 3. Mary John 4. O'Dell	<u>Reserves:</u> 1. Miles 2. Billson 3. Janet Cowan 4. Marie-Louise Nolan
11.	Greater London Enterprise Ltd	1	1. Burchell	N/a
12.	Harrow Association of Disabled People	3	1. Ann Groves 2. Mary John 3. Silver	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
13.	Harrow Association of Voluntary Service	3	1. Choudhury* 2. Mary John* 3. Lavingia (* to serve on Executive Committee)	N/a
14.	Harrow Citizens' Advice Bureau (Management Committee)	2	1. Arnold 2. Gate	N/a
15.	Harrow College Further Education Corporation Board	2	<u>Nominees</u> 1. Stephenson (1 May 2005 – 30 April 2007) 2. Brenda Rayson, Senior Adviser, Secondary (October 2003 – October 2007)	N/a
16.	Harrow Council for Racial Equality	3	1. Dharmarajah 2. Ismail 3. John Nickolay	N/a
17.	Harrow Heritage Trust Executive Committee	4	1. Stephenson 2. Janet Mote 3. O'Dell 4. Versallion	N/a
18.	Harrow in Business	2	1. Bluston 2. Nick Bell (Executive Director, Business Connections)	N/a
19.	Harrow in Europe Committee	5	1. Blann 2. Dharmarajah 3. Nana Asante 4. Mary John 5. Jean Lammiman	N/a
20.	Harrow Nature Conservation Forum	1	1. Blann	N/a
21.	Harrow on the Hill Forum	6	<u>Ward Members:</u> 1. Billson 2. Mrs Kinnear 3. Versallion <u>Group members:</u> 1. Branch 2. Anjana Patel 3. Ray	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
22.	Harrow Police and Community Consultative Group	4	1. Janet Cowan 2. Thammaiah 3. Dharmarajah 4. C Mote	N/a
23.	Harrow Primary Care Trust Management Board	1	<u>Observer:</u> 1. Silver	N/a
24.	Harrow Sports Council	3	1. Bluston 2. C Mote* 3. Miles (* to serve on Executive Committee)	N/a
25.	Harrow Town Centre Forum	3	1. Bluston 2. Burchell 3. Mrs R Shah	N/a
26.	Harrow Unified Mental Health Service Partnership Board	3 (+ 3 Reserves)	<u>Appointees:</u> 1. Margaret Davine 2. Ann Groves 3. Silver	<u>Reserves:</u> 1. Mrs R Shah 2. Gate 3. Jean Lammiman
27.	Harrow Weald Common Board of Conservators	5	1. Mrs Ashton 2. Miss Lyne 3. Thornton 4. Toms 5. Anne Whitehead	N/a
28.	Harrow Young Musicians - Managing Body	2	1. Toms 2. Jean Lammiman	N/a
29.	Hertfordshire Rural Forum	1	1. Seymour	N/a
30.	Investigation of Air Pollution Standing Conference	2	1. Blann 2. Gareth Llywelyn Roberts (Chief Environmental Health Officer)	N/a
31.	John Pardoe Charity	4	1. Mrs C Bath 2. Miss Bednell 3. Mr M Carmody 4. Dharmarajah	N/a
32.	League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	<u>Appointee:</u> 1. Mary John	<u>Deputy:</u> 1. Mrs A Diamond

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
33.	Lee Valley Regional Park Authority [Note: At the expiry of the statutory 4 year term, the Council may (upon invitation from the ALG) nominate a Member to stand for election to one of eight places available to non-riparian London Authorities]	1	1. Anne Whitehead (1 July 2001 – 30 June 2005) (a further nomination has been sought for July 2005 – June 2009)	N/a
34.	Local Authorities Aircraft Noise Council	2	1. Blann 2. Service Manager, Environmental Protection	N/a
35.	Local Government Association - General Assembly Meetings (Two - inclusive of AGM)	3 (+ 3 Deputies)	<u>Appointees:</u> 1. N Shah 2. John Cowan 3. Thornton (Representing each of the political groups)	<u>Deputies:</u> 1. Dighé 2. C Mote 3. Miss Lyne
36.	Local Government Association - Urban Commission	2	1. Burchell 2. Director of Professional Services (Urban Living)	N/a
37.	Local Government Information Unit	1	1. Lent	N/a
38.	London Accident Prevention Council	3	1. Ismail 2. Joyce Nickolay 3. Peter Wenham (Senior Road Safety Officer)	N/a
39.	London Arts Board Local Authority Forum	2 (+ 1 non-voting officer)	1. Ann Groves 2. Stephenson & Samantha Webster (Group Manager, Community and Culture)	N/a
40.	London Borough of Harrow (a) Bus & Highways Liaison Meeting	4	1. Blann 2. Thammaiah 3. John Nickolay 4. Pinkus	N/a

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
	(b) Rail Liaison Meeting	4	1. Blann 2. Choudhury 3. John Nickolay 4. Pinkus	N/a
41.	London Home and Water Safety Council	2	1. Romain 2. Service Manager, Environmental Protection	N/a
42.	(i) London Housing Unit Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. N Shah (Leader)	<u>Deputy:</u> 1. Burchell
	(ii) London Housing Unit Executive Sub-Committee	1 (+ 1 Deputy)	<u>Representative:</u> 1. Burchell	<u>Deputy:</u> 1. Choudhury
43.	London (North West) Valuation Tribunal	6	1. Branch (April 2001 - December 2006)	N/a
	[Note: Appointments are now made jointly with the London (North West) Valuation Tribunal]		2. Mr M Carmody (April 2004 - Dec 2009)	N/a
			3. Mr R Conway (April 2004 - Dec 2009)	N/a
			4. Mr S Giles-Medhurst (April 2004 - Dec 2009)	N/a
			5. Cllr. Miss Lyne (April 2004 - Dec 2009)	N/a
			6. Mr A L Mediratta (April 2004 - Dec 2009)	N/a
44.	London Youth Games	2 (+ 2 Deputies)	<u>Appointees:</u> 1. Miles 2. Mr W North	<u>Deputies:</u> 1. Nana Asante 2. (Mr North's Nominee)
45.	Mayor of Harrow's Charity Fund Trustees	3	1. The Mayor 2. Miss Bednell 3. Choudhury	N/a
		4	<u>Burgesses:</u> 1. Mrs G Branch 2. Mr Owen Cock 3. Mrs B Cripps 4. Mrs R Feakins	

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
46.	Middlesex Guildhall Collection and Trust Fund	6	1. D Ashton 2. Mrs C Bath* 3. The Mayor* 4. Gate 5. Harrison* 6. Samantha Webster (Group Manager, Community and Culture)* (* to serve on Executive Committee)	N/a
47.	Multi-Agency Forum on Racial Harassment	3 (+ 3 reserves)	1. Branch 2. Jean Lammiman 3. N Shah	1. Miss Lyne 2. Janet Cowan 3. Lavingia
48.	Museum of London Archaeology Service	2	1. Anne Whitehead 2. Bob Mills (Group Manager Library Services)	N/a
49.	National Council for One Parent Families	1	1. Ingram	N/a
50.	National Society for Clean Air & Environmental Protection	1	1. Gareth Llywelyn Roberts (Chief Environmental Health Officer)	N/a
51.	North London Collegiate School Board of Governors	1	1. Janet Cowan (May 2001 – April 2005 – a further nomination sought from May 2005 – 2008)	N/a
52.	North West London Community Foundation (formerly Harrow Community Trust)	1 (+ 1 Deputy)	<u>Appointee:</u> 1. Bluston	<u>Deputy:</u> 1.C Mote
53.	North West London Strategic Health Authority – Continuing Care Criteria Review Panel	1 (officer appointment only)	1. Penny Furness-Smith (Director of Community Care)	N/a
54.	Prince Edwards Playing Fields Trust	1	1. John Cowan	N/a
55.	Promotion of Public Transport Users' Group	4 (+ 4 Reserves)	<u>Members:</u> 1. Blann 2. Choudhury 3. Kara 4. Mrs Kinnear	<u>Reserves:</u> 1. Harrison 2. Anne Whitehead 3. Joyce Nickolay 4. John Nickolay

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
56.	RAF Northolt Community Consultative Group	7 (+ 7 Deputies)	<u>Representatives:</u> 1. Currie 2. Gate 3. Miles 4. Branch 5. Arnold 6. Anjana Patel 7. Mrs Kinnear	<u>Deputies:</u> 1. Idaikkadar 2. Ray 3. Ingram 4. Thornton 5. Harriss 6. Billson 7. Versallion
57.	Refugees into Jobs Board	1 (+ 1 Reserve)	1. Nana Asante	1. Ismail
58.	Relate Board of Trustees	3	1. Mrs R Shah 2. Margaret Davine 3. Jean Lammiman	N/a
59.	Reserve Forces and Cadets Association for Greater London	1	1. C Mote	N/a
60.	Richard Franklyn Charity	2	1. John Cowan 2. Burchell	N/a
61.	Sir Lancelot Lake Charity	2	1. John Cowan 2. Burchell (both appointments expire May 2005 - further nominations sought for June 2005 – May 2008)	N/a
62.	Sir John Wolstenholme Charity	2	1. Mrs C Bath 2. Miss Bednell	N/a
63.	St Dominic's College	1	1. Gate	N/a
64.	Stanmore College	1	1. Margaret Davine	N/a
65.	Staying Put Scheme Advisory Committee	1	1. Mrs R Shah	N/a
66.	Brent and Harrow Trading Standards Service	3 (+ 3 Deputies)	<u>Appointees:</u> 1. Gate 2. Romain 3. Mrs Kinnear	<u>Deputies:</u> 1. Dharmarajah 2. Arnold 3. Harriss
67.	Victoria Hall, Harrow	1	1. Bluston	N/a
68.	Wealdstone Task Force	4 (+ 4 Reserves)	<u>Appointees:</u> 1. O'Dell 2. Lavingia 3. Mrs Kinnear 4. Miss Lyne	<u>Reserves:</u> 1. Harrison 2. Kinsey 3. Harriss 4. Thornton

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2005/06

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2005/06</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
69.	West House and Heath Robinson Museum Trust	1	1. Burchell	N/a
70.	West London Alliance	2 (+1 Deputy)	<u>Appointee:</u> 1. N Shah 2. Joyce Markham, Chief Executive	<u>Deputy:</u> 1. Dighé
71.	West London Waste Authority	1	1. Romain	N/a

APPENDIX 4**Terms of Reference for the Audit Committee**

- a) To approve the financial statements of the authority
- b) To review the internal control arrangements and changes thereto and approve the Statement of Internal Control prior to sign off
- c) To monitor compliance with internal controls
- d) To consider matters arising from External Audit work which are required to be communicated to those charged with governance under the Statement of Auditing Standards (SAS610)
- e) To receive and consider the Annual Audit and Inspection Letter (or equivalent) and make recommendations as appropriate
- f) To scrutinise/comment on the Internal Audit three year strategic plan and annual plan
- g) To monitor progress against the Internal Audit plan and receive summaries of audit work completed and key recommendations
- h) To consider all individual Internal Audit reports on a regular basis
- i) To scrutinise/comment on the External Audit plan
- j) To monitor progress against the External Audit plan and receive summaries of audit work completed and key recommendations
- k) To consider individual External Audit (or external agency) reports as appropriate
- l) To review the management response to audit and regulatory recommendations and progress on implementation of recommendations
- m) To recommend action where audit and regulatory recommendations are not being implemented
- n) To monitor on a regular basis the Council's approach to tackling fraud and corruption and promote an anti-fraud culture
- o) To request reports on relevant matters of interest