



**MINUTES  
of the  
MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 19 OCTOBER 2006**

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

**Councillors:**

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

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

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

**PRAYERS**

The meeting opened with Prayers offered by the  
Rabbi Andrew Shaw

**59. CYRIL ELLEMENT:**

Following Prayers, the Mayor requested Council to remain standing and to observe a minute's silence in memory of Cyril Ellement, a former Councillor between 1961 and 1971, who had died on 7 October 2006.

**60. DECLARATIONS OF INTEREST:**

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

**61. COUNCIL MINUTES:**

**RESOLVED:**

**THAT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON 13 JULY 2006 BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.**

**62. BY-ELECTION: HARROW WEALD WARD (AND MATTERS ARISING):**

- (1) Council formally noted the Director of Corporate Governance's report of the result of the By-Election held for the Harrow Weald Ward on 24 August 2006 to fill a casual vacancy.

Mr Paul Scott was elected as the representative of the Liberal Democrat Party, to hold office until May 2010.

The Mayor welcomed Councillor Scott to his first Council Meeting.

- (2) It was noted that consequent on Councillor Scott's election, Notice had been given under Regulation 8 (Local Government (Committees and Political Groups) Regulations 1990) of Councillors Noyce and Scott having formed a Liberal Democrat Group on the Council.

A Determination as to the proportional entitlement of the political Groups to seats on Committees had been undertaken and advised to all Members of Council by letter dated 1 September 2006.

**63. MAYOR'S ANNOUNCEMENTS:**

**RESOLVED:**

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

**64. PROCEDURAL MOTION:**

Councillor Navin Shah moved and Councillor Bill Stephenson seconded a procedural motion under the provisions of Council Rule 15.2 seeking the admission of an Urgent Motion, regarding Civic Centre refurbishment expenditure, to the business for consideration at this meeting.

The Leader of the Council advised that the stated grounds of urgency did not justify allowing the Urgent Motion to be debated at this meeting.

Upon a vote, the procedural motion was not agreed, and the Urgent Motion was not accepted for consideration.

**RESOLVED:**

**THAT THE PROCEDURAL MOTION UNDER RULE 15.2, FOR THE ADMISSION OF AN ADDITIONAL MOTION AT ITEM 14, BE NOT AGREED.**

**65. PETITIONS:**

The following petitions were submitted by Members of Council:

- (1) Submitted by Councillor Archie Foulds, containing over 1,000 signatures of persons opposed to the closure of the Harrow Young Persons' Centre,

threatened to take place from the beginning of November 2006, and seeking that this valuable and successful organisation should be saved.

[The petition stood referred to the Cabinet].

- (2) Submitted by Councillor Mrs Lurline Champagnie, containing 7 signatures of residents of The Dell, Pinner, requesting the Council to take measures to make the footpath that runs from Waxwell Lane to Elm Park Road a safe thoroughfare and suitable means of access to private housing.

[The petition stood referred to the Licensing and General Purposes Committee].

- (3) Submitted by Councillor Mrs Margaret Davine, containing some 126 signatures of residents in the locality of the William Ellis Playing Fields, Camrose Avenue, Edgware, requesting the Council not to proceed with a planning application proposing the building of a School or any other development on those Playing Fields.

[The petition stood referred to the Strategic Planning Committee].

#### 66. **PUBLIC QUESTIONS:**

- (i) Further to Item 7 on the Summons, the Leader of the Labour Group, Councillor Navin Shah sought that the Council allow a representative of residents present in the public gallery to ask a public question regarding the development applications proposed for the William Ellis Playing Fields, Edgware.

The Mayor advised that the Council Rules on public questions did not provide for a question which had not complied with the requirements for due notice.

- (ii) The Leader of the Conservative Group, Councillor Chris Mote, proposed to Council that, as there were 6 public questions for which due notice had been given, the 15 minutes provided for Item 7 in Council Rule 12 be extended to allow all those questions to be asked and answered at this meeting.

This proposal received the general assent of the Council.

- (iii) The following 6 questions submitted by members of the public, in accordance with Rule 12.3 were received and answered:-

<b><u>QUESTION BY</u></b>	<b><u>QUESTION OF</u></b>	<b><u>TEXT OF QUESTION</u></b>
(1) Mr A Dutta	Portfolio Holder for People First (Councillor Janet Mote)	<p>“There are deep concerns within the voluntary organisations in Harrow about proposals made in Your Views Matter – the consultation document.</p> <p>The voluntary organisations are concerned about severe effects they would have on service users and carers of the proposed increases in home care charges. The voluntary organisations are also concerned about the effect they would have on vulnerable people on the proposed merger of Anmer Lodge Day Care Centre and Milmans Resource Centre.</p> <p>What steps are being taken by the Council and the Harrow Strategic Partnership including the Harrow Primary Care Trust to ensure that the elderly, frail and disabled people in Harrow are not harmed in any way?</p> <p>Could the Council also ensure that the voluntary organisations in</p>

- Harrow would not suffer as a result of the cuts already made.”
- (2) Mr H Bluston Portfolio Holder for Issues Facing Older People (Councillor Miss Christine Bednell) “The proposals for the Meals on Wheels service currently out for consultation state that there should be a uniform subsidy for each meal. Would Cllr Bednell not agree that this will mean that hot Asian meals and hot Kosher meals will cost more than hot standard meals, unlike the fair, subsidised charging system operating currently, and would she not agree that this is completely discriminatory and will create divisions within, culturally diverse, service users?”
- (3) Mr J Elliot (Note: Council allowed this Question to be asked by Mr Blake on behalf of Mr Elliot). Portfolio Holder for People First (Councillor Janet Mote) “It is clear from reports in and letters to the local press that many of Harrow’s care service users, and their carers are upset and frightened by the proposals for the enormous increases in home care charges, that are explained in the current consultation document.
- How do you expect our older and vulnerable residents to pay these increases, which include payment of 100% of their residual income?”
- (4) Mrs J Galbraith Portfolio Holder for Property, Housing, Planning (Development), Planning (Strategic) (Councillor Marilyn Ashton) “Could the Council assure us that the redevelopment along College Road, including the old Post Office site, Harrow on the Hill station and the bus station, will not result in further eyesores like Aspect Gate, St Georges and Roxborough Heights.
- We plead that the view of the Hill and the open spaces to the south of the railway will be preserved.
- Also will the plans include provision for a new medical centre?”
- (5) Mrs R Burman (Note: The Mayor allowed this Question to be asked, having taken account of the technical breach of Rule 12.3 relating to the email address). Portfolio Holder for Urban Living – Public Realm (Councillor Mrs Kinnear) “At the Question and Answer session with the Cabinet on 27<sup>th</sup> September it was said that not locking park gates was out for consultation. Who is being consulted, when and how is this consultation happening?
- Has Councillor Kinnear’s visit to Harrow Recreation Ground with me convinced her and her colleagues of the need to lock at least the car park gates every night?
- When can I expect an official reply to my letter of 24<sup>th</sup> August sent to Councillors Mote, Kinnear and Ashton?”

- |                   |   |  |
|-------------------|---|--|
| (6) Mrs A Freeman | Portfolio Holder for<br>Issues Facing<br>People with<br>Special Needs)<br>(Councillor Eric<br>Silver) | “How is Harrow Mental Health<br>Service going to help its clients<br>move towards employment?” |
|-------------------|---|--|

[Note: All the above questions were asked and answered orally at the meeting and under the provisions of Rule 12.4 supplementary questions were also asked and answered in each case. The answers to the questions listed above will be published on the Council's web site.]

**67. RECONFIGURATION OF SCRUTINY SUB COMMITTEES:**

Further to Item 8 on the Summons, the Council received Recommendation I of the Overview and Scrutiny Committee meeting of 18 July 2006, in this matter.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED, INCLUDING ENDORSEMENT OF THE REVISED SCRUTINY SUB-COMMITTEE TERMS OF REFERENCE.**

**68. SCRUTINY DISCUSSION FORUM:**

Further to Item 9 on the Summons and the enclosure with the Supplemental Summons, the Council received Recommendation I of the Overview and Scrutiny Committee meeting of 10 October 2006, in this matter.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**69. FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES:**

Further to Item 10 on the Summons, the Council received Recommendation I of the Cabinet meeting of 3 August 2006, in this matter.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**70. PROTOCOL FOR CO-OPTees AND ADVISERS:**

Further to Item 11 on the Summons, the Council received Recommendation I of the Standards Committee meeting of 19 September 2006, in this matter.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**71. REPORT OF THE CONSTITUTION REVIEW WORKING GROUP: RECOMMENDED CONSTITUTIONAL CHANGES:**

Further to Item 12 on the Summons, the Council received a report of the Constitution Review Working Group meeting held on 3 October 2006, wherein eleven Recommendations were submitted proposing changes to the Authority's Constitution, most of these being minor administrative clarifications and corrections to Rule provisions.

- Article 4 and Budget and Policy Procedure Rules: List of Plans and Strategies
- Article 7: Special Provision to Take Urgent Action in an Election Year
- Meetings of the Executive (Cabinet): Provision for Questions by Members
- Meetings of the Executive (Cabinet): Provisions Governing Special Meetings
- Officer Delegations: Non Executive Decision Procedure – Urgent Action on Behalf of the Council and Committees of the Council

- Power to Respond to External Consultations: Executive Terms of Reference and Delegations of Duties to the Cabinet, etc and Officer Delegations
- Business to be Conducted at a Call-In Sub-Committee
- Advisory and Consultative Procedure Rules: Power to Appoint Co-Optees and Advisers
- Officer Delegations: Chief Executive – Individual Delegations
- Roll Calls [Voting]
- Roles of the Leader and Chief Executive (Head of Paid Service): High Ethical Standards.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATIONS BE ADOPTED AS PRINTED.**

**72. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

Further to Item 13 on the Summons, the following six questions had been submitted by Members of Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2, and all of which were answered orally.

<b><u>QUESTION BY</u></b>	<b><u>QUESTION OF</u></b>	<b><u>TEXT OF QUESTION</u></b>
(1) Councillor B E Gate	The Leader of the Council (Councillor Chris Mote)	“Ward Councillors have not been consulted on critical projects/issues such as de-listing or the Vaughan Centre, proposals for the Prince Edwards Playing Fields, proposals for the William Ellis Playing Fields and Byron Recreation Ground to name a few. Does this mean that it is this Council’s new policy not to consult Shadow-Portfolio holders or engage Local Ward Councillor’s or even major issues concerning their own areas and residents?”
(2) Councillor Ms Nana Asante	Portfolio Holder for Business Development (Councillor David Ashton)	“It was hugely disappointing that you were not able to attend the Call-In Committee meeting in August as you were ‘on a vacation’ and could not find a single portfolio holder to attend this vital committee meeting. It was even worse that you were unable to come to the Overview & Scrutiny meeting on 10 <sup>th</sup> October as you were again on another ‘vacation’. You appear to be deliberating dodging questions from Scrutiny Committee. Don’t you or your Party have even remotest sense of responsibility?”
(3) Councillor Bill Stephenson	Portfolio Holder for Urban Living – Public Realm (Councillor Mrs Kinnear)	“At the recent open Cabinet meeting the Leader of the Council stated that no decision had been taken about the proposal to cease locking parks subject to consultations taking place. Can Cllr Kinnear give us the precise details and nature of these proposed consultations indicating, in particular, the timescale and how local residents, the police,

- park users groups and other stakeholders can ensure that their views are heard. Can she further indicate how these views will be analysed and published before a decision on this matter is taken?"
- (4) Councillor Bill Stephenson      Portfolio Holder for Property, Housing, Planning (Development) and Planning (Strategic) (Councillor Marilyn Ashton)
- "Is Cllr Ashton aware of the concern of local residents and residents' associations about the current state and misuse of Hall's Farm/Pinner Park Farm site on the Green Belt. Will she give a categorical assurance that the Council will rigorously enforce the tenancy agreement which it has for this property and indicate what plans there are for its future development in the light of the various plans which the Council has adopted on the Green Belt, open spaces, sports and recreation?"
- (5) Councillor Archie Foulds      Portfolio Holder for Issues Facing Young People (Councillor Paul Osborn)
- "Given the lack of information following the cancellation of the Publications Panel, what changes are being made and are planned for the Council's Communications Department?"
- (6) Councillor Mrs Margaret Davine      Portfolio Holder for People First (Councillor Janet Mote)
- "Can the Portfolio Holder please confirm whether or not the Council's Fair Access to Care Criteria set at, critical and substantial threats to their independence (Minute 237 Cabinet 15.4.2003) have been changed?"

[Note: Under the provisions of Rule 13.5, the Members submitting questions (2) to (6) above each asked a supplementary question which was also answered orally. In addition, in respect of the question at (6) above, the Portfolio Holder agreed to provide the Member asking the question with a written response giving the details of the number of applicants for home care packages falling into each category, critical difficulties, substantial difficulties, etc. The answers to the questions listed above will be published on the Council's web site.]

**73. MOTION AT ITEM 14(1): PROPOSED ENHANCED POWERS FOR THE MAYOR OF LONDON:**

- (i) Councillor Chris Mote moved and Councillor Marilyn Ashton seconded the Motion at Item 14(1) of the Summons.
- (ii) Councillor Navin Shah moved and Councillor Keith Ferry seconded the following amendment which after debate and upon a vote was not carried:-

"To delete the whole of the original motion and to substitute the following wording:-

"This Council acknowledges that the Greater London Assembly and the Mayor of London have a Strategic Role in the matters relating to Londoners and London's Local Authorities and require suitable powers to perform their strategic tasks.

Government proposals, as a matter of fact, are about devolving powers down from central government to a London-wide level for a more accountable and effective London Assembly with enhanced powers to develop and implement policies that are relevant to London.

The Council acknowledges that the government's proposals for planning would not affect the vast majority of planning decisions taken locally by local Councils. The Council reiterates its concerns on the issues raised at the Strategic Planning Advisory Panel and resolves to:

Write to the Local MPs and GLA member to ask them to raise the Council's concerns in Parliament and the London Assembly.

Work with "London Councils" (formerly known as ALG) to pursue the Council's concerns as expressed in this resolution."

(iii) Upon a vote, the original Motion was carried in the following terms:-

"This Council believes that the Government's proposals to grant the Mayor of London greater powers will undermine the authority of London's boroughs and damage local democracy in London by taking decision-making away from local communities and their locally-elected representatives.

This Council further believes that the Government's proposals giving the Mayor greater powers over planning and housing will erode the role of boroughs' planning and development control committees in making decisions about what is built locally, will reduce the extent to which local people can influence what is built in their own neighbourhoods, and will see planning decisions imposed on communities by the Mayor of London.

This Council resolves to:

- (a) make representations about its concerns and opposition to the Government's proposal to grant further powers to the Mayor in the formal consultation process;
- (b) write to the local MPs and GLA member to ask them to raise these concerns in Parliament and at the London Assembly; and
- (c) work with the other London Boroughs through the ALG in lobbying against these proposals."

**RESOLVED:**

**THAT THE MOTION APPEARING AT ITEM 14(1) ON THE SUMMONS BE ADOPTED, AS SET OUT AT (iii) ABOVE.**

[Note: Councillors Ms Nana Asante, Mrinal Choudhury, Bob Currie, Mrs Margaret Davine, Mano Dharmarajah, Keith Ferry, Archie Foulds, B E Gate, David Gawn, Mitzi Green, Graham Henson, Thaya Idaikkadar, Nizam Ismail, Dhirajlal Lavingia, Jerry Miles, Phillip O'Dell, Asad Omar, David Perry, Raj Ray, Navin Shah, Mrs Rekha Shah, Bill Stephenson, Mrs Sasi Suresh and Keeki Thammaiah wished to be recorded as having voted against the above Motion].

**74. MOTION AT ITEM 14(2): PROTECTION OF LOCALLY LISTED BUILDINGS:**

- (i) Councillor B E Gate moved and Councillor Navin Shah seconded the Motion at Item 14(2) of the Summons.
- (ii) Following debate and upon a vote the Motion was not carried.

**RESOLVED:**

**THAT THE MOTION AT ITEM 14(2) ON THE SUMMONS BE NOT ADOPTED.**



**75. MOTION AT 14(3): CUTS IN SOCIAL CARE SERVICES:**

- (i) Councillor Mrs Margaret Davine moved and Councillor Bill Stephenson seconded the Motion at Item 14(3) of the Summons.
- (ii) Councillor Eric Silver moved and Councillor Chris Mote seconded the following amendment which after debate and upon a vote was carried:-

“After the words, “effective Council”, to delete all the remaining wording to the end of the original Motion.

To substitute for the deleted wording the following new words:-

“: due to the parlous state left by the Labour administration drastic measures had to be taken, otherwise the Council would have run out of money this month, to enable us to achieve the first paragraph’s stated aim. We did not flinch from taking decisions, which if taken during the last eight years would not have necessitated these measures.” ”

- (iii) The Council was deemed to have adopted the substantive Motion, as amended, in the following full form:-

“The current administration’s declared wish “to become a borough loved by its residents”, who will be supported by a “caring and effective Council”: due to the parlous state left by the Labour administration drastic measures had to be taken, otherwise the Council would have run out of money this month, to enable us to achieve the first paragraph’s stated aim. We did not flinch from taking decisions, which if taken during the last eight years would not have necessitated these measures.”

**RESOLVED:**

**THAT THE SUBSTANTIVE MOTION, AS AMENDED, BE ADOPTED AS SET OUT AT (iii) ABOVE.**

**76. PROCEDURE FOR THE TERMINATION OF THE MEETING:**

- (i) At 10.20 pm, during the debate on Item 14(3) above, a procedural motion under the provisions of Rule 10.2 (ii) was agreed for the closure time of the Council meeting to be extended by 15 minutes, from 10.30 pm to 10.45 pm, to allow more time for debate on the remaining Motions.
- (ii) At 10.40 pm, during the debate on the following item 14(4), a procedural motion under the provisions of Rule 10.2 (ii) was moved by Councillor Navin Shah for the closure time of the Council meeting to be extended further by 15 minutes, from 10.45 pm to 11.00 pm.

Upon a formal vote this proposal was not agreed.

- (iii) At 10.45 pm, in the course of the consideration of Item 14(4), the Mayor advised that the “guillotine” procedure had come into operation for the determination of the remaining business on the Summons.

**RESOLVED:**

**THAT THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2 BE APPLIED, AS SET OUT AT (i), (ii) AND (iii) ABOVE.**

**77. MOTION AT ITEM 14(4): ACCOUNTABLE SCRUTINY:**

- (i) Councillor B E Gate moved and Councillor Navin Shah seconded the Motion at Item 14(4) of the Summons.
- (ii) Following debate and upon a vote the Motion was not carried.

**RESOLVED:**

**THAT THE MOTION AT ITEM 14(4) ON THE SUMMONS BE NOT ADOPTED.**

**78. MOTION AT ITEM 14(5): OVERVIEW AND SCRUTINY:**

- (i) Councillor Mitzi Green moved and Councillor B E Gate seconded the Motion at Item 14(5) of the Summons,
- (ii) Upon a vote the Motion was not carried.

**RESOLVED:****THAT THE MOTION AT ITEM 14(5) ON THE SUMMONS BE NOT ADOPTED.****79. MOTION AT ITEM 14(6): REVISIONS OF THE COMMITTEE STRUCTURE AND EXECUTIVE ARRANGEMENTS:**

- (i) Councillor Chris Mote moved and Councillor David Ashton seconded the Motion at Item 14(6) of the Summons.
- (ii) Councillor Navin Shah moved and Councillor Thaya Idaikkadar seconded the following amendment which was not carried:-

“To effect the following changes to the numbered paragraphs of the original Motion:-

- (5) Delete all and substitute the following wording:-

“so as to preserve transparency and current good practice Council agrees to appoint non-executive member(s) of Council as Chair(s) of the Strategic Planning Committee and the Development Management Committee. Accordingly a separate amendment for non-executive Chair(s) to be moved and agreed at Council.”

- (6) Delete “6.30 pm” and substitute “7.30 pm”.

- (8) Delete “Councillor Mrs Bath” and substitute “Councillor Navin Shah”.

Add “To have arrangements for another seat on the Cabinet to be made available for a Councillor from the major opposition party.”

- (9) Amend the Portfolio Holder roles to allow for (8) above.

Add a new paragraph, as follows:-

“(10) Agree that the Strategic Planning and Development Management Committees should observe coffee breaks and that refreshments should be made available to the members of these committees and members of public awaiting decisions.”

- (iii) Upon a vote, the original Motion was carried in the following terms:-

“That the Council

- (1) Delete the Development Control Committee and establish a Strategic Planning Committee and a Development Management Committee and approve their terms of reference, in an appendix;
- (2) Determine the size of the two new Committees at a membership of eight;
- (3) Note the proportional entitlement of the political groups to seats on those Committees (Conservative 5: Labour 3) (as notified in advance to all the political groups);

- (4) Appoint the memberships of the two new Committees and make such changes to other Committees of the Council as have now arisen (including two previously pending changes on the Overview and Scrutiny Committee) (completed membership lists from the political groups to be available for agreement at the Council);
  - (5) Appoint Councillor Marilyn Ashton as Chairman of the Strategic Planning Committee and of the Development Management Committee;
  - (6) Agree a variation of the relevant Committee Rules in the Constitution to provide for a start time of 6.30 pm and to restrict the "guillotine" provisions to a latest finish time of 11.00 pm for both the Strategic Planning Committee and the Development Management Committee (the revised form of the relevant Rules is attached for adoption);
  - (7) Agree to increase the size of the Cabinet by one to ten (inclusive of the Leader and Deputy Leader);
  - (8) Agree to appoint Councillor Mrs Bath to the additional Cabinet seat;
  - (9) Agree revised Portfolio Holder roles, in an appendix."
- (iv) In adopting the above Motion Council also received and approved the following documents arising from the relevant paragraph(s) as enclosed with the Summons or the Supplemental Summons:-

- "(1) Terms of Reference for the Strategic Planning Committee and the Development Management Committee": Appendix 1 to these Minutes.
- "(4) Memberships of the newly established Committees and revised memberships for the Cabinet and the Overview and Scrutiny Committee" : Appendix 2 to these Minutes.
- "(6) Variations to Committee Procedure Rules 10 and 15": Appendix 3 to these Minutes.
- "(9) Revised Portfolio Holder Roles": Appendix 4 to these Minutes.

[Note: In addition Council received in the tabled documents and noted, further to paragraph (1) of the Motion, the revised Calendar arrangements to accommodate the two newly established Planning Committees, utilising the existing dates for meetings of the deleted Development Control Committee. These are confirmed in Appendix 5 to these Minutes].

**RESOLVED:**

**(1) THAT THE MOTION APPEARING AT ITEM 14(6) ON THE SUMMONS, AS SET OUT AT (iii) ABOVE BE ADOPTED;**

**(2) THAT THE CONSEQUENTIAL REVISIONS TO TERMS OF REFERENCE, MEMBERSHIPS, COMMITTEE RULES, PORTFOLIO HOLDER ROLES AND CALENDAR ARRANGEMENTS BE AGREED, AS SET OUT IN APPENDICES 1 TO 5 OF THESE MINUTES.**

**80. MEMBERS' ALLOWANCES SCHEME - VARIATIONS:**

- (i) Further to the content of Item 15 on the Summons, Councillor Bill Stephenson moved and Councillor Navin Shah seconded the following proposal, as an amendment, which was not carried:-

"To add parts (3) and (4), as below:

- (3) In light of the proposal to replace the Development Control Committee by two smaller committees the Strategic Planning Committee (SPC) and the Development Management Committee

(DMC) and also in the light of the ever-increasing (i) burden, (ii) number of meetings, (iii) the time spent in meetings and in preparation for them and site visits, in connection with planning matter and each of these two new committees, Council resolves that all members of SPC and DMC should receive a Special Responsibility Allowance at level Band 3 (£1200 per annum).

(4) So as not to exceed the agreed budget for Members' allowances there should be a corresponding reduction in the allowances for executive members to accommodate all the other increases agreed at this Council."

- (ii) Upon a vote, the original proposed adjustments to the Members' Allowances Scheme (Schedule 1 Special Responsibility Allowances) were carried, as hereunder:-
- To apply an SRA Band 3 level payment (£1,200) (2006/07) to the Leader of the Liberal Democrat Group with effect from 25 August 2006, being the same as the Deputy Leader of the Labour Group.
  - To increase the number of Cabinet Members from seven to eight, qualifying for the SRA Band 9 level payment (£12,000) (2006/07).

**RESOLVED:**

**THAT THE VARIATIONS IN SCHEDULE 1 TO THE MEMBERS' ALLOWANCES SCHEME BE AGREED, AS SET OUT AT (ii) ABOVE.**

**81. OUTSIDE BODY APPOINTMENTS:**

- (i) The following proposed changes in the outside body appointments for the Municipal Year 2006/07, set out in the Summons and Supplemental Summons, were agreed by a consensus of the Council:-

Name of Body	Previous Appointment	Revised Appointment
LBH (b) Rail Liaison Meeting	Councillor Raj Ray	Councillor Jerry Miles
Harrow Weald Common Board of Conservators	Councillor Anthony Seymour	Councillor Paul Scott
North West London Valuation Tribunal	Mr J Branch until December 2006	Mr J Branch until December 2007

- (ii) An additional change was identified (from the report noted at Resolution 83(i) below) and agreed at the Council meeting as follows:-

Name of Body	Previous Appointment	Revised Appointment
Greater London Employment Forum (ALG)	Vacancy (Deputy) (Originally Councillor John Anderson)	Councillor Salim Miah

**RESOLVED:**

**THAT THE REVISED APPOINTMENTS AT (i) AND (ii) ABOVE BE AGREED FOR THE REPRESENTATION ON OUTSIDE BODIES 2006/07.**

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

In accordance with the Council's Overview and Scrutiny Procedure Rules as set out in Part 4 of the Constitution, the Meeting received a report at Item 17 of the Summons regarding decisions taken as a matter of urgency by Portfolio Holders, the Leader of the Council and the Cabinet.

**RESOLVED:**

**THAT THE URGENT DECISIONS TAKEN BY PORTFOLIO HOLDERS, THE LEADER OF THE COUNCIL AND THE CABINET, AS NOW REPORTED, BE NOTED.**

**83. URGENT DECISIONS TAKEN ON MATTERS RESERVED TO THE COUNCIL:**

The Council received confirmation of urgent decisions on matters reserved to Council which had been the subject of consultations with the Leaders of the political groups and agreed on behalf of the Council.

- (i) **Outside Body Appointments 2006/07**  
[These revised appointments had been agreed in July 2006 but had not previously been advised to a Council Meeting].
- (ii) **Absence Cover (Chief Executive post)**
- (iii) **Re-Establishment of the Education Appeals Panel for 2006/07 Academic Year**

**RESOLVED:**

**THAT THE DECISIONS TAKEN UNDER DELEGATED AUTHORITY ON BEHALF OF THE COUNCIL, AS NOW REPORTED AT (i), (ii) AND (iii) ABOVE, BE NOTED.**

**84. EXTRAORDINARY COUNCIL - DECEMBER 2006:**

Further to the decision at Resolution 53 (13 July 2006) to hold a Council Meeting in December 2006, to receive and agree the Authority's Gambling Policy, it was

**RESOLVED:**

**THAT THE EXTRAORDINARY COUNCIL MEETING BE HELD ON MONDAY 11 DECEMBER 2006, COMMENCING AT 7.00 PM.**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 10.50 pm).

**APPENDIX 1****STRATEGIC PLANNING COMMITTEE**

1. To exercise the functions of the Council as local planning authority under the Town and Country Planning Act 1990 and other planning and subordinate legislation with the exception that:
  - (a) the preparation, maintenance and updating of the Local Development Framework and
  - (b) the consideration of any policy matter concerning the planning of the Borough, including the development of major sites but not the determination of any planning application;shall be matters to be determined by the Cabinet.
2. To determine applications for certificates under section 17 of the Land Compensation Act 1961.
3. To consider and, if appropriate, serve Article 4 Directions removing permitted development rights in accordance with the Town and Country Planning General (Permitted Development) Order 1990.
4. All other functions relating to town and country planning and development control as set out in the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended) listed by Committee in the Schedule to this document.

Note: 'Major' development applications will normally be determined by the Strategic Planning Committee

**DEVELOPMENT MANAGEMENT COMMITTEE**

1. To exercise the functions of the Council as local planning authority under the Town and Country Planning Act 1990 and other planning and subordinate legislation with the exception that:
  - (a) the preparation, maintenance and updating of the Local Development Framework and
  - (b) the consideration of any policy matter concerning the planning of the Borough, including the development of major sites but not the determination of any planning application;shall be matters to be determined by the Cabinet.
2. To determine and enforce Building Regulations.
3. To determine applications for certificates under section 17 of the Land Compensation Act 1961.
4. All other functions relating to town and country planning and development control as set out in the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended) listed by Committee in the Schedule to this document.

Note: All applications for planning permission with the exception of 'major' development will normally be dealt with by this Committee

APPENDIX 2

(OCTOBER 2006)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2006/2007

(Membership in order of political group nominations)

(I) CABINET (10)

Conservative

(9)

I.  
Members

David Ashton (Deputy Leader)  
Marilyn Ashton  
Mrs Camilla Bath  
Miss Christine Bednell  
Mrs Kinnear  
Chris Mote (CH) (Leader)  
Janet Mote  
Paul Osborn  
Mrs Anjana Patel  
Eric Silver

**(II) DEVELOPMENT MANAGEMENT COMMITTEE (8)****Conservative****Labour****(5)****(3)****I.  
Members****Marilyn Ashton (CH)  
Don Billson  
Manji Kara  
Narinder Singh Mudhar  
Joyce Nickolay****Mrinal Choudhury  
Keith Ferry  
Thaya Idaikkadar \*****II.  
Reserve  
Members****1. Golam Chowdhury  
2. Robert Benson  
3. Dinesh Solanki  
4. Julia Merison  
1. Janet Cowan****1. David Gawn  
2. Graham Henson  
3. Rekha Shah****(CH)  
(VC)****= Chair  
= Vice-Chair****\* Denotes Group Members for consultation on Delegated Action and/or administrative matters.****(III) STRATEGIC PLANNING COMMITTEE (8)****Conservative****Labour****(5)****(3)****I.  
Members****Marilyn Ashton (CH)  
Don Billson  
Manji Kara  
Narinder Singh Mudhar  
Joyce Nickolay****Mrinal Choudhury  
Keith Ferry  
Thaya Idaikkadar \*****II.  
Reserve  
Members****1. Golam Chowdhury  
2. Robert Benson  
3. Dinesh Solanki  
4. Julia Merison  
2. Janet Cowan****1. David Gawn  
2. Graham Henson  
3. Rekha Shah****(CH)  
(VC)****= Chair  
= Vice-Chair****\* Denotes Group Members for consultation on Delegated Action and/or administrative matters.**



**(V) OVERVIEW AND SCRUTINY COMMITTEE (11)**

	<u>Conservative</u>	<u>Labour</u>	<u>Liberal Democrat</u>
	(6)	(4)	(1)
<u>I.</u> <u>Members</u>	<b>Jean Lammiman (CH)</b> <b>Salim Miah</b> <b>Mrs Myra Michael</b> <b>Richard Romain</b> <b>Anthony Seymour</b> <b>Mark Versallion</b>	<b>B E Gate</b> <b>Mitzi Green (VC)</b> <b>Jerry Miles</b> <b>Mrs Rekha Shah</b>	<b>Christopher Noyce</b>
<u>II.</u> <u>Reserve</u> <u>Members</u>	1. Dinesh Solanki 2. Julia Merison 3. Narinder Singh Mudhar 4. Vina Mithani 5. Jeremy Zeid 6. Yogesh Teli	1. Ms Nana Asante 2. Phillip O'Dell 3. Archie Foulds 4. Navin Shah	1. Paul Scott

[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.

APPENDIX 3**SECTION 4B: COMMITTEE RULES****ADOPTED VARIATIONS** (indicated in bold)

## "10. Time and Place of Meetings

Meetings of Committees, sub committees and panels shall take place at the Civic Centre at 7.30 p.m. **(at 6.30 p.m. for meetings of the Strategic Planning Committee and of the Development Management Committee)**, or such other time as stated on the agenda for the meeting. Following consultation with the nominated Members, the Chair shall have the power to alter the venue, date and time if he/she believes it to be appropriate for the conduct of the business of the Committee, sub committee or panel."

## "15. Duration of Meetings

## 15.1 Commencement and Closure

Meetings of Committees, sub committees and panels will commence at 7.30 p.m. **(6.30 p.m. for the Planning Committees – see Rule 10)**, or such other time as stated on the agenda, and close at 10.00 p.m., except as determined under Rule 15.2.

## 15.2 Varying the Closure Time

Meetings of Committees, sub committees or panels shall terminate in the manner set out in Rule 15.3 unless:

- (i) the business of the meeting has been completed before 10.00 p.m.; or
- (ii) by resolution passed before the closure time, the Committee, sub committee or panel resolves to extend the meeting beyond that time, in one of the following ways, which must be specified by resolution:
  - (a) to continue in the normal manner and complete the business remaining on the agenda; or
  - (b) to determine a later time by when the meeting must close and, if the business is not completed by that later time, resolve that it be then put to the vote without debate or deferred to another meeting, as appropriate.
  - (c) neither (a) nor (b) above shall be utilised in respect of meetings of the Strategic Planning Committee or of the Development Management Committee so as to extend these beyond a final closure time of 11.00 p.m.**

For the avoidance of doubt, a meeting may use the provisions within 15.2 (ii) (b) above more than once in any meeting, provided that the motion to extend the closure time is moved before the time for the closure of the meeting or before the end of the period by which the meeting has already been extended.

In considering whether (a) or (b) above are expedient, the Committee, sub committee or panel must have regard to not prejudicing third party rights or interests affected by the remaining business on the agenda."

**APPENDIX 4****The Executive and Portfolio Holders**

The following persons are appointed to the Executive.

- The Leader of the Council, Councillor Chris Mote
- The Deputy Leader of the Council, Councillor David Ashton
- Councillor Marilyn Ashton
- Councillor Camilla Bath
- Councillor Christine Bednell
- Councillor Eileen Kinnear
- Councillor Janet Mote
- Councillor Paul Osborn
- Councillor Anjana Patel
- Councillor Eric Silver

**Portfolio Holders**

The following Executive Members have decision-making powers and are given the portfolios listed below:

<u>Executive Member</u>	<u>Name of Portfolio</u>
1. Councillor Chris Mote	Leader (Strategic Overview, External Affairs & Property)
2. Councillor David Ashton	Deputy Leader (Finance and Business Matters)
3. Councillor Marilyn Ashton	Planning, Development & Enterprise
4. Councillor Camilla Bath	Housing
5. Councillor Christine Bednell	Lifelong Learning, Cultural Services and Issues Facing Older People
6. Councillor Eileen Kinnear	Urban Living – Community Safety and Public Realm
7. Councillor Janet Mote	People First – Children’s Services
8. Councillor Paul Osborn	Legal Services and Issues Facing Young People
9. Councillor Anjana Patel	Community Development
10. Councillor Eric Silver	Adult Community Care Services and Issues Facing People with Special Needs

**TERMS OF REFERENCE AND DELEGATION OF  
DUTIES TO THE CABINET, PORTFOLIO HOLDERS, ADVISORY PANELS AND  
CONSULTATIVE FORUMS**

**THE EXECUTIVE (CABINET)**

**Responsibility of the Cabinet**

The Executive as a whole will have responsibility for the following functions:

- (a) The development of proposals for the budget (including the capital and revenue budgets the fixing of the Council Tax Base, and the level of council tax) and the financial strategy for the Council;
- (b) The monitoring of the implementation of the budget and financial strategy;
- (c) To recommend major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implement those approved by Council;
- (d) To prepare and agree other policies and plans for implementation by Portfolio Holders and others (e.g. HR Strategy, Housing Investment Programme);
- (e) The approval of the Service Review programme and of the implementation plans emerging from those reviews;
- (f) The approval and management of the Council's Capital Programme/Capital Strategy;
- (g) The making of appointments to outside bodies;
- (h) All other key decisions – namely:
  - a decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
  - is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;
- (i) The award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules;
- (j) All decisions, which are expected to result in variations to, agreed revenue or capital budgets;
- (k) Agreement to all virements between budgets within the permissible limits set by the Budget and Policy Framework Rules;
- (l) To determine all non-key decisions which fall outside the current Executive policy or agreed Executive guidelines;

- (m) To determine all non-key decisions referred to the Executive by the relevant Portfolio Holder;
- (l) To determine all recommendations and references from the Council or any of its Committees or sub-committees and which the Executive considers are appropriate for collective decision;
- (o) The approval of HRA Rents;
- (p) Quarterly to act as the Partnership Board overseeing strategic performance issues.

### **Role and Areas of Responsibility of Portfolio Holders**

#### **General Responsibilities**

- (a) All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of executive functions within their area of responsibility and within the following framework:
  - the Council's overall strategic, corporate and policy objectives and all statutory and other plans and strategies approved by the Council
  - the statutory and local obligation to ensure Best Value
  - the approved revenue and capital budgets
  - the law and the Council's Constitution
  - the decisions made at full meetings of the Cabinet.
- (b) All Portfolio Holders share the responsibility for ensuring:
  - the development, co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives.
  - the oversight, development, monitoring and promotion of all executive services provided by the Council within the appropriate performance management framework.
  - that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions, which are provided under contract to the Council.
  - the promotion of the interests of the Borough, and of all the residents, businesses, other organisations and stakeholders within Harrow.
  - that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
  - the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.

- the promotion of services which are sustainable, improve community safety, make for more open government and include new methods of community engagement.
- proper arrangements for consultation and participation with residents and service users in decision making and the development of key statutory plans and local community plans.

**The Leader of the Council and  
Portfolio Holder for Strategic Overview, External Affairs & Property**

The Leader of the Council 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, corporate plan 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;
- 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 and to any other consultation papers and to request for information.

**(B) Legal Services**

Jointly with the Portfolio Holder for Issues Facing Young People to:

- 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;
- Make proposals to Council for the setting of the levels of Councillor allowances and expenses;

**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 on the content of the Borough publications and electronic communications

**(C) Corporate Governance**

- Oversee the programme for Member development;
- Keep under review and make proposals for changes to the Constitution;
- Oversee the arrangements for all civic and ceremonial matters.

**(D) Property**

- 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 Deputy Leader of the Council and  
Portfolio Holder for Finance and Business Matters**

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

**(A) Corporate Matters**

- 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.

**(B) Financial And Business Strategy**

- 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;
- To overview the development of clear systems and structures for budget development, management and monitoring;
- Bring forward proposals for the annual review of charges made by the Council;

- 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;
- Ensure that the Council has effective risk management and internal control systems and processes in place;
- Lead on health and safety matters;
- Develop the Council's procurement strategies and support of and interactions with local businesses;
- Overseeing the corporate framework for the allocation of all grants aid and other forms of funding;
- Emergency planning.

**(C) People Performance And Policy**

- Develop and oversee the Council's response to Service Reviews and ensure that council services demonstrate continuous improvements, and propose the annual programme of Service Reviews;
- Monitor the programme of Service Reviews and the subsequent implementation plans;
- To overview the Council's approach to the Local Area Agreement;
- 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;
- Work closely with Overview and Scrutiny Committees to ensure continuous improvement in Harrow services;
- To oversee the development of staff learning and development;
- 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;
- Promote a corporate framework for performance management and service planning and to keep the framework under review;
- To overview the Council's approach to comprehensive performance assessment and other performance related initiatives;
- To make reports to the Executive on the performance of services;
- Developing and implementing the Community Strategy;



- To lead on all matters relating to the Harrow Strategic 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;

**(D) Business Transformation Partnership & IT and Access Harrow**

- To oversee all matters relating to the Transformation Partnership;
- Oversee the implementation of e-government.

**(E) Business Services**

- Ensure that the Council has effective procedures for the recovery of all income owed to it and payment of its creditors;
- Ensure the effective administration of Housing Benefits, Council Tax and National Non-Domestic Rate.

**Portfolio Holder for Planning, Development and Enterprise**

**Planning Development and Strategy**

- To be responsible for the development and delivery of the Council's planning, economic development and regeneration functions, including:
  - The preparation and implementation of the Local Development Framework;
  - The preparation and implementation of the Economic Development Strategy;
  - The preparation and implementation of the Town Centre Development Strategy;
  - The preparation and implementation of the Town Centre Management Strategy;
  - Site specific and area based development and regeneration proposals and initiatives;
  - To oversee the performance of the Planning and Building Control services in relation to national targets;
  - To ensure that all aspects of the services' work involves appropriate and effective community engagement.
- Act as the Member level 'Design and Heritage Champion' for the Authority

**Portfolio Holder for Housing**

- 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;
  - temporary accommodation for those in urgent need or who are homeless;
  - management of Council housing stock, shops, garages and making proposals for rental charges;
- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough;
- The maintenance and improvement of the Council's housing stock;
- Jointly with other Portfolio Holders to develop a strategy for social inclusion by identifying strategies to support social inclusion in the provision of local housing;
- The development and delivery of services to Council tenants;
- 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.

**Portfolio Holder for Lifelong Learning, Cultural Services and Issues Facing Older People****(A) Lifelong Learning and Cultural Services**

- To oversee the provision of the following Group services:
  - Sports and Culture Services
  - Community and Area Development Services
  - Lifelong Learning Services
  - Library Services
- To develop, promote and implement policies and actions for the provision of the following service areas:
  - Adult and Community Learning
  - Sports & Leisure
  - Arts
  - Music
  - Teacher's Centre
  - Extended/Community Schools
  - Family Learning
  - Voluntary/community/faith sector development
  - Community events
  - Area based initiatives
  - Housebound and Schools library service

- Work Experience and Business Partnership
- To oversee the monitoring, development and inspection of the Council's Cultural Services (as defined by CPA), namely:
  - Sports & Leisure
  - Arts
  - Music
  - Libraries
  - Tourism
  - Heritage
  - Parks & Open Spaces
- To ensure that development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services;
- To ensure that the statutory responsibility for the provision of a Library Service is maintained;
- To oversee the promotion and development of positive links, joint working arrangements and partnerships with the voluntary, community and faith sectors, reflecting the full diversity of the borough;
- To oversee the monitoring & development of major Service Level Agreements with key external delivery agencies including:
  - Arts Culture Harrow
  - Leisure Connections
  - Harrow Young Musicians

## **(B) Issues Facing Older People**

### **General Responsibilities**

- To act as the Member champion for older people;
- Challenging all services to respond effectively to the needs of older people;
- Work with other Portfolio Holders in the development of strategies and policies for older people;
- Leading on the Council's engagement with older people;
- Ensuring the Council manages performance in and delivery of Value for Money in its services to older people;
- Representing the Council as appropriate with partners including voluntary and community organisations, businesses, public services;
- Work with other Portfolio Holders on the preparation for inspections and external assessments which focus on the whole Council's services to older people;
- Ensuring the Council is an attractive employer for older people;

- Ensuring the vision the Borough in its Community Strategy and other key strategies considers the needs of older people;
- Ensuring the needs of older people are considered in the Council's communication and marketing activity;
- Work with other Portfolio Holders and the Overview & Scrutiny Committee and its Sub-committee in all activities to ensure the Council have an integrated programme of work relating to older people;
- Lead service reviews to ensure continuous improvement of the Council's services for older people.

#### **Specific Responsibilities**

- To have an overview of Older Person's Reference Group (HSP)

#### **Portfolio Holder for Urban Living – Community Safety and Public Realm**

##### **(A) Community Safety**

- 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 safe living and working environment within the Borough;
- The development, oversight and implementation of policies and strategies and the monitoring of environmental and public protection services including:
  - environmental and health promotion;
  - consumer advice and trading standards;
  - food, health and hygiene;
  - noise and other forms of pollution;
  - cemeteries and crematorium.

##### **(B) Public Realm Infrastructure**

- 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 ensure the effective and efficient organisation, management and sustainable use of resources under the environment and transport portfolio;
- To develop and implement policies relating to Highways, traffic management, transport and road safety;

##### **(C) Public Realm Services**

- The development, oversight and implementation of policies and strategies and the monitoring of the following services:
  - Environmental maintenance and cleansing including waste collection and disposal;
  - Services provided by the Council's Direct Service Organisation;

- Town Centres, street environment and street trading.

**(D) Urban Living Strategy**

- To further the objectives of Agenda 21;
- To oversee the development and review of strategies and plans relevant to the Urban Living – Public Realm portfolio;
- Jointly with other Portfolio Holders to link social inclusion objectives to regeneration and other corporate and communities strategies.

**Portfolio Holder For People First - Children's Services**

**(A) Children's Services**

- To be the lead member for Children's Services;
- To support education strategies addressing education achievement and attendance and exclusion issues;
- To oversee the performance of Children's 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 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 oversee and promote the corporate parenting responsibilities of the whole Council for children looked after;
- Commissioning responsibilities with Health for:
  - Child and Adolescent Mental Health Services
- To oversee the provision of the following services:
  - Achievement and Inclusion Services
  - Youth 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
- The direct provision for Children's Services including children's safeguarding;
- Jointly with other Portfolio Holders to develop a strategy for social inclusion by assessing and identifying strategies to address education achievement, attendance and exclusion issue;

- To oversee the development and review of the Children and Young Persons Plan

**(B) People First Strategy**

To develop, promote and implement policies, strategies and procedural arrangements for the provision of the following functions:

- education in schools including SEN
  - youth and connexions services
  - early years and childcare services (in conjunction with the Early Years Development and Childcare Partnership)
- To ensure that development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services.
  - 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 and monitor the development and provision of health services with health service bodies and community and voluntary organisations;
  - 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.

**Portfolio Holder for Legal Services and Issues Facing Young People**

**(A) Legal Services**

Jointly with the Portfolio Holder for Strategic Overview and External Affairs to:

- 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;
- Make proposals to Council for the setting of the levels of Councillor allowances and expenses;

**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 on the content of the Borough publications and electronic communications

**(B) Issues Facing Young People****General Responsibilities**

- To act as the Member champion for younger people;
- Work with other Portfolio Holders on developing strategies and policies for younger people;
- Challenging all services to respond effectively to the needs of younger people;
- Leading on the Council's engagement with younger people;
- Ensuring the Council manages performance in and delivery of Value for Money in its services to younger people;
- Representing the Council as appropriate with partners including voluntary and community organisations, businesses, public services;
- Work with other Portfolio Holders on the preparation for inspections and external assessments which focus on the whole Council's services to younger people;
- Ensuring the Council is an attractive employer for younger people;
- Ensuring the vision the Borough in its Community Strategy and other key strategies considers the needs of younger people;
- Ensuring the needs of younger people are considered in the Council's communication and marketing activity;
- Work with other Portfolio Holders and the Overview & Scrutiny Committee and its Sub-committee in all activities to ensure the Council have an integrated programme of work relating to younger people;
- Work with other Portfolio Holders on service reviews to ensure continuous improvement of the Council's services for younger people.

**Specific Responsibilities**

- Work with other Portfolio Holders on the development and review of Children and Young Person's Plan

**Portfolio Holder for Community Development****(A) General Responsibilities**

- To act as the Member champion for community equality;
- Work with other Portfolio Holders on developing strategies and policies for community equality;
- Challenging all services to respond effectively to the needs of the community;

- Leading on the Council's engagement with the community;
- Ensuring the Council manages performance in and delivery of Value for Money in its services to the community;
- Representing the Council as appropriate with partners including voluntary and community organisations, businesses, public services;
- Work with other Portfolio Holders on the preparation for inspections and external assessments which focus on the whole Council's services to the community;
- Ensuring the vision the Borough in its Community Strategy and other key strategies considers the needs of the entire community;
- Ensuring the needs of the community are considered in the Council's communication and marketing activity;
- Work with other Portfolio Holders and the Overview & Scrutiny Committee and its Sub-committee in all activities to ensure the Council have an integrated programme of work relation to the community;
- Work with other Portfolio Holders service reviews to ensure continuous improvement of the Council's services to the community.

**(B) Specific Responsibilities**

- Taking the lead within the Executive in promoting and developing the Authority's equal opportunities policies;
- To develop and monitor with other Portfolio Holders the equalities impact charges;
- To promote good community relations within the Borough;
- 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 shortfall;
  - Developing a holistic social inclusion strategy;
- To oversee the support for and operation of key community fora:
  - Cultural Strategy Forum
  - Black History Month (as part of Harrow Culture Month)
  - Community Cohesion Management Group
  - Harrow Earthquake Relief Action Group
- The oversee the promotion, development and co-ordination of community development with other Portfolio Holders, promoting good community relations within the Borough, strengthening community cohesion.



---

**Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs**

**(A) Adult Community Care Services**

- To be the lead member for Adult Community Care Services;
- To oversee the performance of 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 the protection of vulnerable adults;
- To oversee the development and implementation of Supporting People;
- The direct provision for Community Care Services;
- Commissioning responsibilities with Health for:
  - Mental Health Services
  - Learning Disability Services
  - Older People and Physical, Sensory and Disability Services
  - Carers

**(B) Issues Facing People with Special Needs**

**General Responsibilities**

- To act as the Member champion for people with special needs;
- Work with all Portfolio Holders on developing strategies and policies for people with special needs;
- Challenging all services to respond effectively to the needs of the people with special needs;
- Leading on the Council's engagement with people with special needs;
- Ensuring the Council manages performance in and delivery of Value for Money in its services to people with special needs;
- Representing the Council as appropriate with partners including voluntary and community organisations, businesses, public services;
- Work with other Portfolio Holders on the preparation for inspections and external assessments which focus on the whole Council's services to people with special needs;
- Ensuring the vision the Borough in its Community Strategy and other key strategies considers the needs of the people with special needs;
- Ensuring the needs of the community are considered in the Council's communication and marketing activity;

- Work with other Portfolio Holders and the Overview & Scrutiny Committee and its Sub-committee in all activities to ensure the Council have an integrated programme of work in relation to people with special needs;
- Work with other Portfolio Holders on service reviews to ensure continuous improvement of the Council's services to people with special needs.

**Specific Responsibilities**

- Ensure the Council has effective arrangements to promote the take-up of welfare benefits across the Borough;
- Work with other Portfolio Holders to overview the work of the Council with its learning disability and physical disability partners;

**APPENDIX 5****COUNCIL – 19 OCTOBER 2006****REVISED CALENDAR ARRANGEMENTS – PLANNING COMMITTEES**

Following the establishment by the Council of the two new Planning Committees the following revised meeting arrangements apply, utilising the dates already provided in the Calendar for the former Development Control Committee.

<b>DATE</b>	<b>COMMITTEE</b>	
8 NOVEMBER 2006	STRATEGIC PLANNING	
23 NOVEMBER 2006		DEVELOPMENT MANAGEMENT
6 DECEMBER 2006	STRATEGIC PLANNING	
13 DECEMBER 2006		DEVELOPMENT MANAGEMENT
10 JANUARY 2007	STRATEGIC PLANNING	
25 JANUARY 2007		DEVELOPMENT MANAGEMENT
7 FEBRUARY 2007	STRATEGIC PLANNING	
28 FEBRUARY 2007		DEVELOPMENT MANAGEMENT
14 MARCH 2007	STRATEGIC PLANNING	
29 MARCH 2007		DEVELOPMENT MANAGEMENT
18 APRIL 2007	STRATEGIC PLANNING	

These arrangements will be submitted to the Planning Committees for their endorsement.