



HARROW BUSINESS CONSULTATIVE PANEL

**WEDNESDAY 15 NOVEMBER 2006
7.30 PM**

PANEL AGENDA (ADVISORY)

**COMMITTEE ROOM 6
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chairman: Councillor Manji Kara

Councillors:

Susan Hall

**Mrinal Choudhury (VC)
Keith Ferry**

Reserve Members:

1. Yogesh Teli
2. Mrs Vina Mithani
3. Mrs Myra Michael

1. Idaikkadar
2. Mrs Sasi Suresh
3. -

**Issued by the Democratic Services Section,
Legal Services Department**

**Contact: Kevin Unwin, Committee Administrator
Tel: 020 8424 1265 E-mail: kevin.unwin@harrow.gov.uk**

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

HARROW COUNCIL

HARROW BUSINESS CONSULTATIVE PANEL

WEDNESDAY 15 NOVEMBER 2006 AT 7.30 PM

COMMITTEE ROOMS 1 & 2, CIVIC CENTRE

AGENDA - PART I

1. **Attendance by Reserve Members:**

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

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1972 (as amended).

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

That the minutes of the meeting held on 18 July 2006 be taken as read and signed as a correct record.

Enc. 5. **Matters Arising from the Minutes:** (Pages 5 - 6)

To note the matters arising from the last meeting of the Panel.

6. **Public Questions:**

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

7. **Petitions:**

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

8. **Deputations:**

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

9. **Harrow Business Against Crime - Update:**

Russell Barr, Business Crime Reduction Manager Harrow Business Against Crime, will be in attendance for this item.

Enc. 10. **Harrow Economic Development and Regeneration Review - Update:**

(Pages 7 - 10)

Report of the Director of Planning Services.

11. **Any Other Urgent Business:**

Which cannot otherwise be dealt with.

AGENDA - PART II - NIL

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HARROW BUSINESS CONSULTATIVE PANEL

18 JULY 2006

Chairman: Councillor Manji Kara

Councillors: * Mrinal Choudhury * Susan Hall (in the Chair)
* Keith Ferry * Yogesh Teli (1)* Denotes Member present
(1) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**

1. **Appointment of Chairman for the Meeting:**
In the absence of the Chairman, Councillor Manji Kara, (previously appointed to that office by the Cabinet - see Minute 2 below), it was
RESOLVED: That Councillor Susan Hall be appointed Chairman for this meeting.
2. **Appointment of Chairman:**
RESOLVED: To note the appointment, at the Cabinet meeting on 8 June 2006, of Councillor Manji Kara as Chairman of the Panel for the Municipal Year 2006/2007.
3. **Attendance by Reserve Members:**
RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Manji Kara	Councillor Yogesh Teli
4. **Declarations of Interest:**
RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.
5. **Appointment of Vice-Chairman:**
RESOLVED: To appoint Councillor Mrinal Choudhury as Vice-Chairman of the Panel for the Municipal Year 2006/2007.
6. **Arrangement of Agenda:**
RESOLVED: That all items be considered with the press and public present.
7. **Minutes:**
RESOLVED: That the minutes of the meeting held on 2 February 2006, having been circulated, be taken as read and signed as a correct record.
8. **Matters Arising from the Minutes:**
An officer advised that there was an error contained under this item in the circulated papers. It was pointed out that, under item 18, 'the total incomes from parking fines...' should read 'the total income from fees and charges...'
RESOLVED: That the above be noted.
9. **Public Questions:**
RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
10. **Petitions:**
RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

11. **Deputations:**

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

12. **Terms of Reference:**

RESOLVED: That the terms of reference for the Panel be noted.

13. **Harrow Business Against Crime:**

The Panel received a presentation from the Crime Reduction Manager, setting out progress on the Harrow Business Against Crime (HBAC) initiative. The Panel heard that key parts of the scheme comprised:

- A radio link with CCTV support;
- subscription to the National Business Information System (NBIS), a database that would allow sharing of sensitive offender information in real-time;
- the employment of a full-time Business Crime Intelligence Manager (BIM) responsible for collecting and disseminating information to members of the scheme;

It was explained that HBAC currently focused on the town centre area, but it was hoped that the scheme would eventually be implemented Borough-wide. It was added that there were opportunities to share information cross-borough to support the Initiative.

Upon being opened for discussion, the Panel heard that a number of other boroughs, including Hillingdon, were implementing similar schemes.

The Panel requested an update on this subject to the next meeting.

RESOLVED: That the above be noted.

14. **Business Continuity Management:**

The Panel received a presentation of the Business Continuity Officer, which explained the principles of Business Continuity Management (BCM) as well as the Council's current position in this regard.

During the course of the presentation, the following points were raised:

- That BCM was a process designed to ensure the operation of services in a time of a disruption, such as in the case of severe weather or system failure;
- that the same formula for BCM was being used across West London;
- that Harrow was currently at 'Stage 1' of the Business Continuity Institute's recommended process, that of collating information across service areas;
- further to this, that a Business Impact Assessment (BIA) was being conducted across the Council, after which Business Continuity Options would be identified.

The Panel was informed that Harrow currently backed up all data to a separate site, which could be accessed within 24 hours.

A business representative suggested that the Council might actively assist local businesses with BCM. An officer stated that efforts were being made to engage with community business federations to this end, and that the concerns of the representative would be noted.

RESOLVED: That the above be noted.

15. **Economic Regeneration:**

An officer gave a presentation to the Panel on economic regeneration. He explained that economic regeneration focused on increasing employment, encouraging business growth and investment, and addressing economic disadvantage. The presentation addressed the following areas:

Harrow Economic Regeneration and Development Review

The Harrow Economic Development and Regeneration Review had been instigated, the Panel heard, to analyse local patterns of economic change and disadvantage, as well as to identify areas where action might be needed. It was reported that the Review was currently at the data-gathering stage, and that a business needs survey of over 1,000 businesses had been conducted, amongst other research activities.

Harrow's classification as a 'commuter borough' was emphasised, along with the corresponding need to ensure that the local economy was a strong one, with steps taken to maximize local employment.

Harrow Business Mapping

It was explained that a Business Mapping exercise had been conducted, in order to establish key issues facing local businesses. These were reported as:

- difficulty finding new clients
- lack of marketing expertise in the workforce
- insecure financial position

It was added that approximately 7% of small businesses contacted had considered moving out of the Borough, which was higher than the national average. Of these however, 5.5% expressed a desire to remain in Harrow.

Business Incubator Development

The presentation also set out progress on a business incubation scheme for Harrow. Of those surveyed, 10% of small businesses had expressed interest in business incubation. It was remarked that there was shortage of business incubation schemes across West London as well as Harrow.

It was added that the incubator would initially be set up virtually, before being allocated a permanent site in the Borough.

In the course of discussion, the following points were raised:

- the need to promote Harrow as a tourist centre;
- the need to ensure Harrow benefits from the 2012 Olympics;
- the importance of securing adequate employment in the service-sector;
- the need to promote the Council's ability to empower local businesses;

The Chairman requested that figures on bankruptcy in the Borough be brought to the Panel's next meeting, in order to gain a fuller picture of the economic health of the Borough.

The low attendance of business community representatives at the meeting was also noted, to which the Chairman suggested an informal meeting between Members and officers to discuss ways to increase their participation.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 9.34 pm)

(Signed) COUNCILLOR SUSAN HALL
Chairman for the Meeting

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Action Sheet HBCP 18 July 2006

Minute Number	Action Required	To be carried out by	Completion Date	Comments from the Chair
12.	The Panel requested an update on this subject to the next meeting.	Ian Pearce, Crime Reduction Manager		
14.	The Chairman requested that figures on bankruptcy in the borough be brought to the Panel's next meeting, in order to gain a fuller picture of the economic health of the borough.	Claire Codling, Senior Professional Strategic Planning		
14.	The low-attendance of business community representatives at the meeting was also noted, to which the Chairman suggested an informal meeting between Members and officers to discuss ways to increase their participation.	Officers Present/Members.		

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Cabinet/Committee:	Harrow Business Consultative Advisory Panel
Date of Circulation:	3.11.2006
Subject:	INFORMATION REPORT –
Responsible Officer:	Claire Codling Senior Professional Strategic Planning
Portfolio Holder:	Marilyn Ashton Planning, Development and Enterprise
Exempt:	No

SECTION 1 – SUMMARY

This report provides the update on the Harrow Economic Development and Regeneration Review (HEDRR) requested following the presentation at the July Business Consultative Forum

FOR INFORMATION

SECTION 2 - REPORT

At the July meeting the Senior Professional Strategic Planning officer, presented the work that had taken place on the HEDRR so far.

Over the summer the following further actions have been completed:-

- Harrow Economic Profile has been further refined and signed off
- GHK have provided a further report, 'Towards a revised Economic Regeneration Strategy' which utilises all the information in the Economic Profile, contextualises it and gives guidance on the future direction of a revised strategy.

- Summary feedback on the reports, and seeking support on the direction of the revised strategy was sent to:- all participants in the focus groups, officers and colleagues via HSP, the 41 businesses and organisations employing more than 200, and via email all SMEs on HIB's email list.

The deputy leader met for an informal briefing with the Director of Strategic Planning and the Senior Professional leading on this work on the 1st August 2006. It was agreed to establish a network of the largest businesses and organisations in the borough. The first meeting has been set up for 14th December 2006.

A summary of the second report was used as the basis of a briefing to Members of the Strategic Planning Advisory Panel and Harrow Council Cabinet, who following the submission of a committee report to October Cabinet have endorsed the new direction of the revised strategy.

The Portfolio Holder for Planning and Development's title has had Enterprise added to it to champion the revised strategy.

A similar briefing was taken to colleagues team meetings across the Council and relevant partner organisations:

Transportation, procurement, the Grants Unit, Forward Planning, Youth, Connexions, Lifetime Careers, HCRE, HAVS, the PCT, Lifelong Learning, HSP officers and West London Business.

As a result of the briefings with HSP and Forward Planning, the new draft Community Plan and the LDF have made use of the Economic Profile and the second GHK report.

The briefing was also used as the basis of the Scrutiny Challenge meeting, held on the 18th October 2006. The report is awaited.

The steering group for HEDRR has been widened to include representation from officers involved in regulatory work with businesses as well as other agencies e.g West London Business who provide a sub-regional Commercial Property database and the LSC. At the meeting held on the 19th October 2006, initial work to scope the revised workstreams was undertaken by the whole group, this is being used to kick start the rewriting of the strategy itself, which is being undertaken by officers.

Next Steps

- Fully scope revised areas of work
- Build in comments from consultation and Scrutiny
- Assess suggested actions, interventions
- Bearing in mind: best practice, Council priorities, resources etc
- Agree partner and Council roles
- Draw up the revised enterprise focused strategy
- Circulate draft strategy for consultation

- Identify performance indicators, outcomes and impact measures

In Conclusion

The HEDRR steering group have agreed that the revised strategy will have 8 workstreams covering:-

- A. Securing inward investment and active business retention
- B. Tackling skills shortages
- C. Supporting the development of enterprise skills and acumen
- D. Technical support, supply chain development and market information
- E. Land and premises e.g. incubator development
- F. A 'Supportive' regulatory environment
- G. Sector support e.g. tourism and the creative business sector
- H. Promotion of the business base to encourage local use e.g. Retail

A draft strategy will be circulated early in the New Year, with the aim of having a published strategy by the end of March 2006.

SECTION 3 – FURTHER INFORMATION

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: both the Harrow Economic Profile, and Towards a Revised Economic Regeneration Strategy compiled by GHK can be obtained from C Codling Senior Professional Strategic Planning 0208 429 9399

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