



# **PORTFOLIO HOLDER DECISION MEETING**

**THURSDAY 30 NOVEMBER 2006  
1.00 PM**

**COMMITTEE AGENDA**

**COMMITTEE ROOM 6  
HARROW CIVIC CENTRE**

**MEMBERSHIP**

**Leader**

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

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**HARROW COUNCIL**  
**PORTFOLIO HOLDER DECISION MEETING**  
**THURSDAY 30 NOVEMBER 2006**

**AGENDA - PART I**

**PROCEDURAL**

1. **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.
  
2. **Minutes:** (Pages 1 - 2)  
That the meeting held on 25 July 2006, having been circulated, be taken as read and signed as a correct record.
  
3. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Executive Procedure Rule 15 (Part 4D of the Constitution).
  
4. **Public Questions:**  
To receive questions (if any) under the provisions of Executive Procedure Rule 16 (Part 4D of the Constitution).  
  
(Note: Paragraph 16 of the Executive Procedure Rules stipulates that questions will be asked in the order notice of them was received and that there be a time limit of 15 minutes).
  
5. **Matters referred to the Executive Member (if any):**  
In accordance with the provisions contained in Overview and Scrutiny Procedure Rule 22 (Part 4F of the Constitution).
  
6. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**  
(if any)

**PEOPLE FIRST**

- KEY
7. **Building Schools for the Future - One School Pathfinder:** (Pages 3 - 10)  
Report of the Director of Strategic Services (People First)
  
  8. **Any Other Urgent Business:**  
Which cannot otherwise be dealt with.

**AGENDA - PART II - Nil**

**Local Government (Access to Information) Act 1985:** In accordance with the Local Government (Access to Information) Act 1985, this meeting is being called with less than 5 clear working days' notice by virtue of the special

circumstances and ground for urgency stated below:-

**Special Circumstances/Ground for Urgency:** Under Access to Information Procedure Rule 5.2, where a meeting is convened at shorter notice than set out in Rule 4, copies of the agenda and reports shall be open to inspection from the time the meeting is convened.

There is a Department for Education and Skills (DfES) requirement for the detailed proposal in relation to the school selected for Harrow's One-School Pathfinder (OSP) project to be submitted by 30 November 2006. In order to meet this deadline, and to be eligible to receive the substantial capital funding, it is necessary for a school to be selected by this date. As a representative cross-party Member Panel only met on 27 November 2006, this Portfolio Holder Decision Meeting therefore had to be arranged at short notice and it was not possible for the agenda to be published 5 clear working days prior to the meeting. The DfES will be informed that Cabinet on 14 December 2006 will be requested to give formal approval to move forward with the Building Schools for the future One-School Pathfinder project.

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**PORTFOLIO HOLDER DECISION MEETING**

**25 JULY 2006**

Councillors: \* David Ashton

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

1. **Declarations of Interest:**

**RESOLVED:** To note that no interests were declared in relation to the business to be transacted at this meeting.

2. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 May 2006, having been circulated, be taken as read and signed as a correct record.

3. **Petitions:**

**RESOLVED:** To note that no petitions were received under the provisions of Executive Procedure Rule 15 (Part 4D of the Council's Constitution).

4. **Public Questions:**

**RESOLVED:** To note that no public questions were received under the provisions of Executive Procedure Rule 16 (Part 4D of the Constitution).

5. **Matters referred to the Executive Member:**

**RESOLVED:** To note that no matters had been referred to the Executive Member for reconsideration in accordance with the provisions contained in Overview and Scrutiny Procedure Rule 22 (Part 4F of the Council's Constitution).

6. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**

**RESOLVED:** To note that no reports had been received.

7. **Key Decision - The Setting of Statutory Fees for Licensing Houses in Multiple Occupation:**

In the absence of the Leader, the Deputy Leader, in accordance with the paragraph 4 (Temporary Arrangements) of the Delegated Powers of Portfolio Holders (Appendix to Executive Procedure Rules, Part 4D of the Constitution), presided at the meeting.

The Deputy Leader considered the report which related to the Setting of Statutory Fees for Licensing Houses in Multiple Occupation (HMO), and involved the taking of an urgent key decision.

The report advised that the Housing Act 2004 had introduced a mandatory national licensing scheme for HMO. The legislation had become operative on 6 April 2006 and the report set out the proposed charging scheme for licensing of HMO in respect of this legislation. The report also advised that, until the fee was set, the Council could not invite applications under the new legislation from Landlords of relevant properties.

**RESOLVED:** That (1) the fee for mandatory HMO licensing be set at £613.36 for a Premise Licence Application;

(2) where the application was incomplete the fee would comprise the set fee of £613.36 as detailed in resolution (1) above, plus a standard hourly charge at calculated corporate rates for administration and for the inspection of each habitable room in the property.

**Reason for Decision:** To set the fee, as required by legislation, to enable the Council to meet its statutory duty to licence HMO. The Housing Act 2004 allowed the Council to set fees to meet the full costs associated with the issuing of a licence in respect of a HMO. The fee structure agreed reflected the actual costs of administering the licensing scheme.

(Note: The meeting having commenced at 5.45 pm, closed at 5.46 pm)

(Signed) COUNCILLOR DAVID ASHTON  
(See Minute 7).



Ref: PHD 044/06

Subject:	Building Schools for the Future One-School Pathfinder
Responsible Officer:	Geoff Wingrove Director of Strategic Services, People First
Portfolio Holder:	Councillor Chris Mote, Leader of the Council
Key Decision:	Yes
Urgent:	Yes
Power to be exercised:	Urgent - Portfolio Holder Responsibilities (Allocation of Responsibilities) - Paragraph 3 of the Delegated Powers of Portfolio Holders Appendix to the Executive Procedure Rules - Part 4D of the Constitution.
Exempt:	No
Enclosures:	Report to Member Panel on 27 November 2006

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out the reasons for urgent Leader of the Council decision prior to approval being sought at December Cabinet.

### **RECOMMENDATIONS:**

The Leader of the Council is requested to decide that Whitmore High School be selected for Harrow's One-School Pathfinder project.

### **REASON:**

A representative cross-party Member Panel met on 27 November and unanimously recommended that Whitmore High School be selected for Harrow's One-School Pathfinder project.

## SECTION 2 - REPORT

### 2.1 Background

Harrow has been invited to participate in the second phase of the Government's Building Schools for the Future One-School Pathfinder (OSP) scheme. An application and selection process has been undertaken in order to determine the school that will be selected for Harrow's OSP project.

### 2.2 Member Panel

A representative cross-party Member Panel was convened to recommend which school should be selected. Officers evaluated the two applications from high schools, and the report to the Member Panel is attached.

### 2.3 Recommendation

The Member Panel met on 27 November 2006 and unanimously recommended that Whitmore High School be selected for Harrow's One-School Pathfinder project.

### 2.4 Urgency for Portfolio Holder decision

There is a Department for Education and Skills (DfES) requirement for the detailed proposal about the school that is selected for Harrow's OSP project to be submitted by 30 November 2006. In order to meet this deadline, and to be eligible to receive the substantial capital funding, it is necessary for a school to be selected. December Cabinet will be requested to approve Harrow's OSP project, and DfES will be informed that Harrow's detailed proposal is subject to Cabinet approval.

## SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Financial Officer	<input type="checkbox"/>
Signature.....	Date 29 November 2006
Name (print) Paula Foulds	
Monitoring Officer	<input type="checkbox"/>
Signature.....	Date 29 November 2006
Name (print) Helen White	

## SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Chris Melly, Senior Professional,  
Project Management & Policy Team, People First  
020 8420 9270

**Background Papers:**

Report to Member Panel dated 27 November 2006

Signature: .....

Position Director of Strategic Services, People First

Name Geoff Wingrove

Date: 29 November 2006

**FOR PORTFOLIO HOLDER/LEADER**

\* I do agree to the decision proposed

\* I do not agree to the decision proposed

\* Please delete as appropriate

Notification of personal interests (if any):

(Note: if you have a prejudicial interest you should not take this decision)

Additional comments made by and/or options considered by the Portfolio Holder

Signature: .....

Leader of the Council

Date:

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Meeting:	Member Panel
Date:	27 November 2006
Subject:	Building Schools for the Future One-School Pathfinder
Responsible Officer:	Geoff Wingrove Director of Strategic Services People First
Portfolio Holder:	Councillor Janet Mote People First

## **SECTION 1 – SUMMARY AND RECOMMENDATIONS**

This report sets out the background to the Building Schools for the Future One-School Pathfinder, and presents the officer evaluation of the applications received from the high schools.

### **RECOMMENDATIONS:**

The Members' Panel is requested to recommend to Councillor Janet Mote, Portfolio Holder for People First Children's Services, which school should be selected.

The outcome of the officer evaluation is a recommendation that Whitmore High School be selected for the One-School Pathfinder project.

### **REASON:**

The application from Whitmore High School is considered to exceed the criteria for this project.

## **SECTION 2 - REPORT**

### **2.1 Background about Building Schools for the Future**

- 2.1.2 Building Schools for the Future (BSF) is a Government capital spend programme with the aim to rebuild or refurbish every secondary school in England over a 10-15 year period. There is a phased approach to the allocation of BSF funding to local authorities. Harrow is in Tranche E (waves 13-15), which means that the substantial capital allocation to modernise the secondary schools is not expected to be available before 2011-2013. The original Harrow submission for BSF funding was to change the age of transfer to 11+ and provide post 16 on all High School sites.
- 2.1.2 As part of its capital announcement in November 2004, the Government set out its ambition that all local authorities should have capital funding allocated to rebuild at least one secondary school by 2011. This could be achieved through the BSF programme, the academies programme, or the BSF One-School Pathfinder (OSP) scheme. This means that local authorities such as Harrow, who will be joining BSF in wave 10 or later, and who are not being targeted for an academy, will receive funding to rebuild one school as a 'down payment' on BSF via the OSP scheme.
- 2.1.3 Harrow is one of 25 authorities that have been invited to participate in the second phase of the OSP scheme. A letter signed by both the Chief Executive and the Leader of the Council was sent to DfES on 14 July confirming that the Council wishes to take up this funding.

### **2.2 Aims of the One-School Pathfinder scheme**

- 2.2.1 The aim of the OSP scheme is for local authorities to achieve BSF outcomes in one school, in order to help develop good practice for when they join the main BSF programme.
- 2.2.2 The Building Schools for the Future programme gives local authorities, in close collaboration with all other stakeholders, the opportunity to consider from first principles the secondary school buildings that are needed, where they should be, and what facilities they should have.
- 2.2.3 It is for the local authority to select the school to receive the investment. The school selected for investment should be such that the project will be able to deliver transformational change within the allocated resources. The project must be consistent with the authority's long term existing secondary strategy and Children and Young Peoples' Plan. The school can be community or voluntary aided, secondary or a special school for secondary students.
- 2.2.4 The project should be consistent with the terms on which BSF schools are funded. The funding may be joined up with other capital resources. The school selected for BSF Pathfinder funding will, in effect, have received its capital BSF investment, and will not be re-visited as part of the main BSF programme.

## **2.3 Harrow Building Schools for the Future Pathfinder**

- 2.3.1 In July, letters were sent to all Harrow's high schools outlining the Government's invitation and the actions we would be taking. The majority of the high schools expressed initial interest in being selected for the project.
- 2.3.2 At the end of August, in accordance with DfES timescales, an Initial Proposal for a Harrow Building School for the Future Pathfinder was submitted to the DfES. A copy is attached. This Initial Proposal was very general and outlined Harrow's long term strategic vision for its schools, which is to change the age of transfer to 11+ and provide post 16 choice and opportunities. This brief summary of initial thinking was requested by the DfES from participating authorities to assist with planning for the BSF Design Event, planned originally for early September but delayed until 12-13 October. Officers attended this DfES launch event.
- 2.3.3 Following the DfES event, a letter, dated 19 October, was sent to all Harrow's high schools inviting them to apply to be selected for this project. Criteria, with specific issues for assessment relevant to Harrow's long term strategic vision for its schools, were enclosed to enable the schools to decide whether to apply, and to assist them focus their applications.
- 2.3.4 At a meeting on 1 November the high school headteachers stated that they wanted the local authority to take a leadership role in the selection of the school to be involved in this project. They asked that the local authority identify the 2-3 schools it thought best met the criteria that was sent to them on 19 October. Those schools identified would then consider whether to apply.
- 2.3.5 Officers undertook an exercise considering all the high schools using a selection of the criteria which have little or no flexibility. On 9 November a letter was sent to all high schools about the outcome of this exercise. The schools that met the selected criteria most closely were Canons, Hatch End and Whitmore. These three schools were invited to apply to be selected for the Pathfinder project.
- 2.3.6 The three schools were invited to submit applications by 5.00 pm on Monday, 20 November on up to 6 sides of A4. The Canons High School Headteacher emailed Geoff Wingrove on 20 November informing him the School had decided not to apply on this occasion.
- 2.3.7 On 8 November the Headteacher of Salvatorian College delivered an application to Harrow Civic Centre. Strong representations have been made to officers and to the Leader of the Council to request that this application be considered for the Pathfinder project. The Salvatorian College application has not been considered because the officer exercise identified that it is not one of the schools that meets most closely the criteria.

## **2.4 The applications**

2.4.1 High quality applications have been received from Hatch End and Whitmore High Schools. Both applications were submitted on time and in the agreed format. The applications were sent to the Members of the Selection Panel on 21 November, together with the guidance notes on the specific issues for assessment. The applications needed to address specific DfES and Harrow criteria.

## **2.5 Evaluation**

2.5.1 Nine officers from the Place Planning and Admissions to Schools Strategy Group have evaluated the two applications. The officers on this group represent sections from within People First Children's Services and Strategic Services Departments, including Achievement and Inclusion, Commissioning and Strategic Planning, Project Management and Policy, Capital Development, Finance, Admissions.

2.5.2 The outcome of the officer evaluation is a recommendation to the Member Panel that Whitmore High School be selected for the One-School Pathfinder project.

## **SECTION 3 - CONTACT DETAILS AND BACKGROUND PAPERS**

**Contact:** Chris Melly, Senior Professional,  
Project Management & Policy Team,  
Strategic Services Department, People First  
020 8420 9270

**Background Papers:**  
Application from Hatch End High School  
Application from Whitmore High School  
Guidance notes on the specific issues for assessment