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## REPORT OF CABINET

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### MEETING HELD ON 14 FEBRUARY 2008

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Chairman: \* Councillor Chris Mote

Councillors:	* David Ashton	* Janet Mote
	* Marilyn Ashton	* Paul Osborn
	* Mrs Camilla Bath	* Mrs Anjana Patel
	* Miss Christine Bednell	* Eric Silver
	* Susan Hall	

\* Denotes Member present

[Note: Councillors Margaret Davine, Navin Shah and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 360 below].

#### **PART I - RECOMMENDATIONS**

##### **Corporate Plan and Budget**

The Chief Executive introduced the summary report on the Council's Corporate Plan 2008-11 and the Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11. He outlined the Council's vision and how resources would be directed towards achieving and meeting residents' aspirations. Accountability would be at the forefront in delivering these aspirations. He identified the key elements of the Council's medium term planning process, and the step change for the Council in presenting the Corporate Plan and the Budget together and thanked officers and Members for their contributions and achievements in the area.

##### **RECOMMENDATION I - Key Decision - Harrow Council Corporate Plan 2008 - 11**

The Corporate Director of Strategy and Business Support introduced the Council's Corporate Plan for 2008-11 setting out the Council's vision 'To be recognised as one of the best London Councils by 2012, in a borough that was cosmopolitan, confident and cohesive'. The vision was supported by new corporate priorities for the next three years. The Corporate Plan had been developed as part of the integrated planning and budgeting framework and, more importantly, would direct resources to priorities.

The vision, supported by specific aspirations, would be delivered with the commitment of the Council's staff and partners. Within the aspirations, the Council had adopted corporate priorities, which included a number of flagship actions demonstrating what the corporate priorities meant in practice.

The Corporate Director explained that, in addition to the Corporate Plan, the Council had a detailed Corporate Improvement Plan and each Directorate had a Service Improvement Plan 'sitting' below the Corporate Plan. Both of these translated into action through individual staff objectives. These Plans were used to determine priorities and monitor progress throughout the year and which reported to Cabinet through the strategic performance reports.

The Portfolio Holder for Strategy and Business Support also outlined the Council's vision and the importance of the coming together of the Corporate Plan and the Budget, which was key to directing resources to priorities. This integrated process was a positive move from the previously disjointed approach.

The Portfolio Holder outlined the flagship actions, which were important to the people of Harrow and explained how these would be measured. He identified flagship actions that would make a real difference to the people of Harrow. All flagship action were measurable and would ensure accountability.

Having agreed that the commitments the Corporate Plan 2008-2011 proposed for the Council were compatible with Harrow's visions, priorities and strategy, it was

##### **Resolved to RECOMMEND:**

That the Corporate Plan 2008-11 be adopted.

**Reason for Recommendation:** To outline what the Council was going to achieve in relation to the Administration's corporate priorities.

(See also Minute 355)

**RECOMMENDATION II - Key Decision - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11**

The Corporate Director of Finance introduced the report, which set out the proposed revenue budget for 2008-09 and the medium term financial strategy (MTFS) for 2008-09 to 2010-11. She referred to the emergency measures that had been put in place in 2005/06, the savings plan in August 2006, the three budget rounds for 2006-07, 2007-08 and 2008-09, which had culminated in a major drive to raise financial awareness and improve financial management in the Council. Having embedded a stringent culture of financial management in the organisation, the budget before Members was a major achievement on part of both Members and officers to put the Council on a stable financial footing.

The Corporate Director reported that the budget included :-

- £1.9m of new investment in priority services, £6.1 for unavoidable growth pressures where the biggest single issues were increasing demand for social care, waste management and disposal;
- savings of £9.9m and how these had been achieved. Every effort had been made to maximise efficiency savings and minimise its impact on services;
- a detailed analysis of the figures, including an analysis of changes between the draft and final budget;
- an impact assessment that had been carried out for each savings proposal and which had been shared with all interested parties. Action necessary to ensure that discrimination and disadvantage did not arise from these potential savings would be undertaken;
- proposals for investment in Access Harrow;
- assumptions that had been made in relation to the Business Transformation Partnership and future efficiency savings;
- the grant increase of 2% in 2008-09, 1.75% in 2009-10 and 1.5% in 2010-11, which equated to around £1m a year and did not cover the pressures facing the Council;
- an average increase of 2% for fees and charges. There was no increase at all for some major items such as home care and car parking;
- the schools' budget which was funded through the Dedicated Schools Grant and was set by central government with no local involvement. Education continued to be a priority for central government and schools funding would increase by 4.5% next year;
- a reserves policy intended to add £1m to reserves and provisions each year until such time as general balances exceed £5m. This prudent policy would contribute to ensuring a robust budget and deal with unexpected situations;
- the medium term Housing Revenue Account that allowed for additional investment in the stock to achieve the decent homes standard by 2010;
- an average rent increase for 2008-09 is 5.61%. The planned average service charge increase for 2008-09 is 4.26%;
- Members' allowance scheme;
- a Council Tax increase of 2.74%, which was the combined Harrow and GLA precept increase, reflecting the final GLA budget.

The Corporate Director referred to the consultation undertaken with stakeholders. She stated that a balanced budget was being presented to Council and referred to the funding gaps in future years of £5.4m and £6.9m, which were being addressed. The

GLA precept was different to the one in the report; the GLA budget having been approved on 13 February 2008.

The Portfolio Holder for Finance and Portfolio Coordination stated that the Budget represented a very significant step in the Council's financial transformation. It delivered a reasonable Council Tax increase, included additional investment in priority areas, identified savings without impacting on front line services, included growth, and a policy for reserves. Despite the challenging financial context, the budget was robust and prudent. The Portfolio Holder added that the budget included an increased grant to the voluntary sector, and that scrutiny had been asked to carry out a review on the funding of this sector.

In summary, the Portfolio Holder added that the administration intended on building for the future and to ensure a strong financial platform. He referred to the ongoing campaign on the unfair settlement received by the Council from Central Government and acknowledged that radical changes in the formula applied by the government would be required. However, Harrow Council would continue to campaign for a better settlement and grants that were ring-fenced.

Having approved the MTFs, proposals in relation to fees and charges, the Medium Term Budget Strategy for the Housing Revenue Account, revenue income optimisation, and the budget in relation to schools, and having noted the new investment policy and the reserves policy, it was

**Resolved to RECOMMEND:**

That (1) budget be approved to enable the Council Tax for 2008-09 to be set;

(2) the model Council Tax resolution set out at Appendix 1 be approved;

(3) the Housing Revenue Account for 2008-09 set out at Appendix 2 be approved and in particular to agree to:

- (a) increase rents by 5.61% on average from 1 April 2008
- (b) increase service charges by 4.26% on average from 1 April 2008
- (c) increase energy (heating) charges by £3.78 on average from 1 April 2008
- (d) increase water charges, garage rents and car park rents by 3% on average from 1 April 2008;

(4) Members' Allowances Scheme, attached at Appendix 3, be approved.

**Reason for Recommendation:** To publish the final budget proposals and set the Council Tax and rents for 2008-09.

(See also Minutes 355 and 364).

**Summary**

In summing up, the Leader of the Council was positive about the production of the Council's Corporate Plan and the Budget as a single entity for the first time by the Administration. The Corporate Plan had been developed as part of an integrated process with the Council's Budget. It ensured that resources supported the priorities. The combined process was vital to effective service planning and delivery. He recommended this process to other authorities.

The Leader thanked Cabinet Members for driving the process to develop new priorities and flagship actions, which would be monitored through Improvement Boards. The Administration intended to be clear and transparent and held accountable on these flagship actions. Accountability through public question time would also be welcomed.

He looked forward to a productive and successful year and on achieving the flagship actions, which were considered to be 'stretch' targets.

**RECOMMENDATION III - Key Decision - Treasury Management Strategy 2008-2009 and Prudential Indicators 2008-2009 to 2010-2011**

The Corporate Director of Finance introduced the report, which set out the Council's Treasury Management Strategy for 2008-2009 and the levels at which the Prudential Indicators should be set for the three financial years 2008-2009 to 2010-2011. She highlighted the key aspects of the report, including the decision to bring back an external portfolio in-house due to poor management and performance.

The Portfolio Holder for Finance and Portfolio Co-ordination referred to the advice received from consultants and the resultant savings achieved in debt management and borrowing. In recommending the report, he stated that the Council would continue to re-evaluate the position particularly in the current volatile financial market.

**Resolved to RECOMMEND:**

(1) Approval of the Treasury Management Strategy for 2008-2009, as set out in paragraphs 5 to 17 of the report of the Corporate Director of Finance;

(2) approval of the Prudential Indicators for 2008-2009 to 2010-2011, as set out in paragraphs 18 to 39 of the report of the Corporate Director of Finance, be approved.

**Reason for Recommendation:** To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and relevant guidance.

(See also Minute 366).

**PART II - MINUTES**354. **Councillor Dhirajlal Lavingia:**

A minute of silence was observed in memory of Councillor Dhirajlal Lavingia.

355. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:-

Agenda Item 9(b) – Harrow Council Corporate Plan 2008-2011

The following Members declared personal interests, as set out below, and remained in the room to participate in the discussion and decision relating to this item:-

- (i) Councillor Paul Osborn stated that he lived in Vaughan Road, within the vicinity of the Travis Perkins site, a flagship action of the administration. He added that he had not participated in the discussion relating to the flagship action and would therefore vote on this item;
- (ii) Councillor Susan Hall stated that her interest related to Wealdstone.

Agenda Item 9(c) - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11

1. The following Members declared personal interests, as set out below, and remained in the room to participate in the discussion and decision relating to this item:-

- (i) Councillor Chris Mote stated that his sister worked part-time as a teacher in Harrow;
- (ii) Councillor Janet Mote stated that her sister-in-law worked part-time as a teacher in Harrow;
- (iii) Councillor Miss Christine Bednell stated that she was a governor of Whitmore High School. She had not been party to any discussion relating to the proposals at Whitmore School and would not be speaking on the matter that evening.

2. The following Member, who was not a Member of Cabinet, declared a personal interest, as set out below, and remained in the room during the discussion and decision relating to this item:-

Councillor Mrs Margaret Davine stated that her mother received meal on wheels and social care from the Council.

356. **Minutes:**

**RESOLVED:** That, subject to the following amendment, the minutes of the meeting held on 17 January 2008, be taken as read and signed as a correct record:-

Minute 345(2), delete reference to '1,178' signatures and replace with '1,781'.

357. **Arrangement of Agenda:**

**RESOLVED:** That all business be considered with the press and public present with the exception of the following items for the reasons set out below:-

<u>Item</u>	<u>Reason</u>
17. Treasury Management Strategy 2008-09 and Prudential Indicators (Appendix 2)	The appendix contained exempt information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, in that it contained relating to the financial or business affairs of a particular person - company, other than the Council.
18. Temporary to Permanent Housing Initiative	The report, which related to item 10 on the agenda, contained exempt information under paragraph 3 of Part I of

Schedule 12A to the Local Government Act 1972, in that it contained information relating to the financial or business affairs of a particular person (including the Authority holding that information).

358. **Petitions:**

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

359. **Public Questions:**

**RESOLVED:** To note that the following public questions had been received:-

1.

**Questioner:** Mr Nameer Ahmed

**Asked of:** Councillor Anjana Patel, Portfolio Holder for Community and Cultural Services

**Question:** Why has the Council decided to spend £300,000 building a new skate park and demolish a frequently used, legendary skate park when they could use it to buy other land such as the bowls club to build the new leisure centre? There are plenty of bowls clubs scattered generously around the borough, they are all the same but there is nothing like Harrow Skatepark anywhere in the world, where £300,000 is nowhere near enough to provide an adequate replacement.

**Answer:** The new Byron Leisure site was determined to be the best suited on the skate park site so that the existing leisure site (with over 1 million annual users) is kept open. To prevent a loss to the skatepark users, nearby replacement was considered to be the option.

Working closely with the skatepark users group we are jointly designing, pre-qualifying and tendering for a replacement park of a like or better quality to the existing one. We have set aside £300K as a starting point for this investment, but cannot comment further on cost until we have the tenders returned.

In terms of the planned budget, however, top international skateboard pro, Tony Hawk, has said that compared with most parks in the US, £300,000 is a healthy budget and could be enough to make a decent park with some 1970s flair.

The Council is also championing to regional partners that the skatepark users deserve an Olympic quality park since Harrow has the UK BMX Champion and potential 2008 and 2012 Olympic hopefuls. We hope this raises profile and potential additional funding to make it even better.

**Supplemental Question:** I'm aware of what you've said, but I've been informed that the new park can't be built on the old driving school or the bowls club as it can't be seen from the road. So does the Council truly think that being able to see the new leisure centre from the road is more important than the needs of the users of this legendary skatepark?

**Answer:** I don't think we've ever said that we want people to see it from the road that is why we built it there, that is the best location that we can build the leisure centre and that is why we have chosen that, so that we can keep the other one open until the new one is built and we can open it, so that this one can close and the other will re-open at the same time.

2.

**Questioner:** Alex Reeve

**Asked of:** Councillor Chris Mote, Leader and Portfolio Holder for Strategic Overview, HSP, External Affairs and Property

- Question:** Why has the Council decided to redevelop the leisure centre at all?
- Answer:** Harrow Council is keen to invest in leisure to improve the lives of all residents and our current facilities are no longer fit for purpose. We are investing £36 million into sports and leisure facilities across Harrow, at no cost to the taxpayer.
- In looking at all the options on the available Byron site, while balancing with the need to keep the existing building open, a careful review was made of the best place to site the new building and all potential options for acquisition. The result is that the proposed site on the skate park is the best option.
- Supplemental Question:** The Council said that they are improving the sporting facilities in Harrow, as far as I can see all they are doing is reducing the number of squash courts, reducing the size of the swimming pool, reducing the table-tennis facilities, and building over a great skatepark that's been there for decades. So what is this really? A sporting investment, if it is, please explain how, or is that the Council is just looking to build more yet flats at the expense of sporting facilities in the borough?
- Answer:** No they are not. It is actually a new state of the art facility that the residents of Harrow needs and that is what we are building at the cost of £36 million, and no it isn't just that we are doing it for the sake of doing it and that we are getting rid of all the facilities that we have, and we are listening to people, we are consulting the groups and the users and, accordingly, we are reviewing our plans as well so we are not reducing all the facilities that we have in the existing leisure centre but obviously we are going to do it in a way that is used all the time and is used by more people and not just lying there and not used.
- Councillor Chris Mote:** Can I just add to that. It's the first of a leisure centre build, as we've stated before, there will be more than one leisure centre built, spreading across the borough, so it's not all located, so yes it may appear small on the first one, but if you add up the total number there will be more facilities than there were before.
- Supplemental Question:** But in the plans it has left room for housing, which was the idea in general.
- Councillors Chris Mote:** Yes, I accept that. But that's how you pay for it in no cost to the ratepayer. Thank you.
- 3.
- Questioner:** Yvonne Lee
- Asked of:** Councillor Eric Silver, Portfolio Holder for Adult Services
- Question:** Could you tell us if there is a joint commissioning strategy for people with learning disabilities in Harrow?
- Answer:** Yes, it was published by the Council and Harrow PCT in March 2006. This will be reviewed in the next financial year. The document published in March 2006 is still relevant and is used today by the officers when setting service priorities. The current strategy will be reviewed after April in the light of further developments, including the new Local Area Agreement, the recent inspection of services that will be reported in May 2008, and the new Government directives such as personalised services. In fact what I've done for you if you'd like it, I've got you the agreement. I thought it might be of use. Would you like a copy?
- Supplemental Question:** I would like it yes, but what I'd like to know is if the strategy exists, why in 2005 after partners were asked to comment on the draft strategy, they were told by managers that the strategy wouldn't be taken forward, and there would be an over arching strategy for client reviews and the strategy would no longer be relevant.

**Answer:** You are saying it is 2005 you are talking about.

**Supplemental Question:** We are asked to comment on the draft strategy that was coming in 2006, we made comments and then we were told that it was no longer of use.

**Answer:** Actually, we weren't in power by then, so unfortunately I can't speak for the previous administration. If you'd like to ask the previous administration I am positive that they'll be able to help.

4.

**Questioner:** Marie-Louise Nolan, Harrow Mencap

**Asked of:** Councillor Eric Silver, Portfolio Holder for Adult Services

**Question:** How many people have been reassessed and now fall into the 'moderate' needs category and therefore are no longer eligible for social care support?

**Answer:** The Council aims to review services users needs annually. This can happen sooner if service users needs warrant it. Every year there are significant numbers of users who cease to receive services. There are a number of reasons for this – changes, charges, empowerment, re-assessment, passing away, leaving the borough, becoming health responsibilities. So all these things can cause reasons for change. Currently our IT system does not allow us to break down the reasons for the end of the service.

**Supplemental Question:** My organisation, Harrow Mencap, has got evidence from service users that there has been an increase and would you say that it is rather merely a coincidence that once the Vaughan Centre closed last year that there is a lot of day placements that was done concurrently with equals needs being reassessed and in fact we have evidence that some service users, whilst I appreciate you say that they may be done annually or sooner, were done twice within a three-month period. This seems to be extremely frequent, so is it a coincidence that the loss of certain day centre places comes consequent with the change with people falling in and out of that category and into moderate needs?

**Answer:** Let me remind you that the Borough has never met moderate needs under the identical Fair Access to Care criteria a number of years ago. We know the Department of Families gives the care to a small number of users in 06/07. The new Corporate Director has reviewed this position and ensured that all those cases have been put right where appropriate.

Change to our charges have been made within the borough into line with other boroughs. I am grateful that tonight's 08/09 budget which shows a significant investment to improve Adult Services in the future.

**Councillor Chris Mote:** If you have the evidence, could you let us have it?

**Questioner:** Yes.

**Councillor Silver:** Happy to meet you, whenever.

(Note: Both the question and the first supplemental question in relation to Question 2 were answered by the Portfolio Holder for Community and Cultural Services).



360. **Councillor Question Time:**

**RESOLVED:** To note the following Councillor Questions had been received:

1.

**Questioner:** Councillor Margaret Davine

**Asked of:** Councillor Eric Silver, Portfolio Holder for Adult Services

**Question:** Would you please clarify where Harrow's portion of the £520 million which was announced by the government in December to enhance the personalisation of social care features in the Revenue Budget being considered at the Cabinet Meeting tonight.

**Answer:** I think you are referring to the Social Care Reform Grant. The amounts for Harrow are £336k in 2008-09, £783k in 2009-10, and £926k in 2010-11.

This grant is not shown explicitly in the budget report and in fact it was not confirmed until last week. The money will be added to the Adults and Housing Directorate budget, and used to support service transformation for Adults.

(Questioner queries a figure.)

**Supplemental Question:** As there was a circular that announced the determination of the yearly grants to different boroughs on 17 January, I am quite surprised that you haven't had anything to put forward that shows how this will specifically be used by - because I realise that those - investment in Adult Services, and that is very welcome but this is particularly ring-fenced grant personalisation and I shall be very interested to see how you make sure those issues for those outcomes.

**Answer:** I will make sure that you are kept in the loop with everything that's being done. In fact we'll go together to Paul and we'll make sure of that. Is that all right?

2.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor Camilla Bath, Portfolio Holder for Housing

**Question:** Would Councillor Bath state how many of Harrow's major Council housing estates, out of what total have been fully externally decorated/refurbished in (i) the last seven years, (ii) the last nine years, (iii) the last eleven years?

**Answer:** You are asking three questions here but actually it comes down to six. Are we talking about decorate - external decoration, refurbishment - inside or outside but anyway, I will answer.

(Questioner speaks - Certainly my intention was external.)

The Council currently owns 5,068 tenanted homes and manages 1,164 leases. It is assumed that the questioner is asking how many of those properties have been decorated externally in each of the last eleven years.

It will take about 14 days to collate the information from earlier reports and to retrieve data from store to be able to provide the response to this question. I don't wish to be political but I was wondering if you had any of the other years when you were in power.

**Supplemental Question:** I, actually very carefully, talk about the major Council housing estates, which I have a list down here but I understand many of them have not been decorated in the last eleven years and a

particular one in my own ward, on the Kingswood Estate has not been redecorated for eleven years and I just say to Councillor Bath, is this the right way of looking after our estates and what happens to leaseholders where it is expected to have a cycle provided year on year of redecoration, when they get billed for very expensive external decoration with people who have lived there for so long?

(What is the question?)

Will she say when they are redecorating the external decoration of Kingswood Estate, which has not been decorated for eleven years and leaseholders are saying why should they have to wait for the Council's obligations?

**Councillor  
Chris Mote  
Answer:**

The question is when is it going to be redecorated?

What I said was that in 14 days we collate the information from earlier reports and I think it is necessary for us to do that and for you also to see it. So, as soon as that is done, I think then we'll have a chat about it and look at all areas that do need doing.

3.

**Questioner:**

Councillor Bill Stephenson

**Asked of:**

Councillor Camilla Bath, Portfolio Holder for Housing

**Question:**

Under the new contract with Kiers it would seem that all major external repairs are now carried out by Kiers without any competitive tendering and that a 20% 'administrative charge' is added to the cost. Would Councillor Bath agree that this is totally unfair to leaseholders and does not encourage anyone to have competitive prices?

**Answer:**

The Council re-tendered the contract for major and minor works to Council Homes in 2006. A public notice was published in the Official Journal of the European Union inviting tenders. A Section 20 Consultation Notice was sent to all leaseholders informing them of this on 17 July 2006 and inviting their comments. Competitive tenders were submitted and an evaluation team that included Council officers and tenants and leaseholder representatives selected Kier Building Maintenance. On 14 March 2007 a Section 20 Consultation Notice was sent to Leaseholders informing them that Harrow would enter into a contract with Kier Building Maintenance. The minor works contract is effective for five years and the major works contract for four years. The process that the Council applied provided opportunity for necessary competition and met the requirements of the Commonhold and Leasehold Reform Act 2004.

A 20% administration charge is applied to cover the cost of managing the contracts including the consultation process, pre and post inspections, supervision of the works, dealing with queries from leaseholders and invoicing the service charges. It is a requirement that leaseholders are invoiced for full costs and are not subsidised by tenants within the Housing Revenue Account.

**Supplemental  
Question:**

In my own Ward, the tenants have been billed, for example by £3,000, for moving satellite dishes when many of the independent leaseholders don't have any satellite dishes and have been billed £5,000 to this purpose and they have no way of actually being able to query these claims. What is convenient for the Council, is it fair to leaseholders who do not have competitive tendering and that these are Kier's problems.

**Answer:**

I read it out here that we went through this process and we went through a competitive tendering process to get to where we are. I think that what you are asking, and I have dealt with it in other areas when people have come to me, that they go outside and they're looking at what it would cost just to have perhaps a single

roof done some place or a set of windows or something but they are forgetting that with a major block of flats or something, there are so many other things you have to take into consideration and also, with that, there is the 20% charge that is added but that includes all the other protection that they get while the work is being done.

4.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Marilyn Ashton, Portfolio Holder for Planning, Development and Enterprise

**Question:** How much money has been received in Section 106 agreements in the last two years and how much of this has been spent?

**Answer:** A total of £3,096,647 has been received during 2006 and 2007.

£29,500 has been spent. The remainder will be spent as the conditions of the S106 agreements are triggered or when expenditure becomes due. As you know S106 payments can only be spent in accordance with the provisions of the agreement.

5.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Marilyn Ashton, Portfolio Holder for Planning, Development and Enterprise

**Question:** In the last two years how much money has been spent in defending planning appeals broken down as (i) payments to external consultants and legal advisers, (ii) costs awarded against the Council, and how much internal staff time - approximately - has been spent on such matters?

**Answer:** Before I answer the question formally, I just want to explain what costs awards means to those people who don't know. Costs awards mean that the Council have had to pay the cost at appeal of the appellants. It doesn't mean the cost of fighting the appeal. I just thought I'd mention that because it can be quite confusing. I know that you know that, Councillor Shah, but lots of people don't.

In 2006 there were two costs awards against the Council totalled £10,751. These related to applications refused in November 2004. In 2007, no costs were awarded against the Council. In 2006, the Council spent £19,138 on external consultants/lawyers to defend planning appeals. For 2007 the expenditure for this purpose totalled £185,050, £184,000 of which was spent on the Honeypot Lane appeal by Berkeley Homes. Any planning applicant whose application is refused has the right of appeal and therefore the number and timing of appeals is unpredictable. Within the Council's current financial situation the Planning Service is not staffed to deal with the major appeals and hence it is necessary and I would say, indeed essential, to employ external consultants to ensure the Council's decisions are properly defended. In the time available it has not been possible to make an assessment of the staff time spent on dealing with appeals.

(Note: Councillor Navin Shah asked no supplemental questions in relation to questions 4 and 5).

361. **Forward Plan 1 February 2008 - 31 May 2008:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 February – 31 May 2008.

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

**RESOLVED:** To note that there were no reports to be considered.

363. **Key Decision - Harrow Council Corporate Plan 2008 - 11:**  
(See Recommendation I and Minute 355).

364. **Key Decision - Revenue Budget 2008-09 and Medium Term Financial Strategy 2008-09 to 2010-11:**  
(See also Recommendation II and Minute 355).

Having recommended the Revenue Budget 2008-09, the model Council Tax resolution, the Housing Revenue Account for 2008-09 and the Members' Allowance Scheme to Council for approval, it was

**RESOLVED:** That (1) the Medium Term Financial Strategy at Appendix B to the Corporate Director's report, be approved;

(2) the new investment in services be noted, and, in relation to Access Harrow, the performance targets set out in Appendix F to the Corporate Director's report be approved;

(3) in relation to revenue income optimisation, the following be approved:

(a) the project outlined at Appendix I to the Corporate Director's report

(b) the proposed framework at Appendix J to the Corporate Director's report;

(4) an average increase in non-statutory fees and charges of 2% from 1 April 2008 be approved;

(5) in relation to schools, the budget be approved and that it be noted that no changes to the LMS formula were proposed (Appendix K to the Corporate Director's report refers);

(6) the reserves policy be noted (Appendix M to the Corporate Director's report refers);

(7) the Medium Term Budget Strategy be approved for the Housing Revenue Account at Appendix P to the Corporate Director's report be approved.

**Reason for Decision:** To publish the final budget proposals and set the Council tax and rents for 2008-09.

365. **Key Decision - Capital Programme 2008-09 to 2010-11:**

Cabinet considered the report of the Corporate Director of Finance, which set out the proposed capital programme for 2008-09 to 2010-11. The Corporate Director stated that the Capital Programme:-

- represented an investment of some £84m in 2008-09. It included projects such as the new leisure centre at Byron Park, the new Whitmore school, a range of education modernisation projects and improvements to the Council's housing stock to achieve decent homes standard by 2010, the development of the Town Centre and further investment in new technology to drive out efficiencies in the future;
- included ongoing investments in social care facilities, highways, lighting, transportation and parks;
- £10k for 2008/09 for the Prosperity Action Team in each ward (£210k in total) along with a total of £105k for tree planting across the borough;
- The capital programme would be funded through a combination of government grants, capital receipts (from the sale of assets) and borrowing.

The Portfolio Holder for Finance and Portfolio Co-ordination recommended the Capital Programme to Cabinet.

**RESOLVED:** That the Capital Programme for 2008-09 to 2010-11 be agreed.

**Reason for Decision:** To confirm and ensure that the Council had an approved capital programme for 2008-09 to 2010-11.

366. **Key Decision - Treasury Management Strategy 2008-2009 and Prudential Indicators 2008-2009 to 2010-2011:**  
(See also Recommendation III).

Having recommended the Treasury Management Strategy for 2008-2009 and the Prudential Indicators for 2008-2009 to 2010-2011, and having considered a confidential paper (Appendix 2), it was

**RESOLVED:** That the Council's lending list, as set out at Appendix 2 to the report of the Corporate Director of Finance, be approved.

**Reason for Decision:** To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and other relevant guidance.

367. **Quarter 3 Revenue and Capital Monitoring as at 31 December 2007:**  
Cabinet considered the report of the Corporate Director of Finance, which set out the Quarter 3 monitoring statement of Council's revenue and capital budgets 2007-2008.

The Corporate Director of Finance stated that it remained critical to monitor effectively the Council's revenue and capital budgets and that the position at quarter 3 showed a net forecast overspend of £200,000. The Council was working hard to contain the expenditure and come in on budget. Savings proposals would be actively monitored and reports submitted to the Improvement Boards.

The Director highlighted the positive aspects in relation to the Capital Programme, the Housing Revenue Account and the work being done in relation to income collection, details of which were set out in her report. She referred to the risk assessments being carried out and how these were updated quarterly to ensure that potential impacts were assessed regularly.

The Portfolio Holder for Finance and Portfolio Co-ordination referred to the cultural change within the organisation that was being encouraged in order to ensure that the budgets were managed effectively. He added that the Council intended to add £1m to reserves and provisions each year until such time as general balances exceeded £5m. This policy would not be altered. Additionally, the administration was confident that, by March 2008, the Council would hold at least £2.3m of reserves. There was an impetus to build on the reserves position in order to release money for growth in future years.

**RESOLVED:** That the current revenue and capital monitoring position at the end of Quarter 3 for 2007-2008 be noted.

**Reason for Decision:** To monitor effectively the Council's revenue and capital budgets.

368. **Key Decision - HARP Programme Approval:**  
The Portfolio Holder for Strategy and Business support introduced the report on the HARP Programme, which covered projects in Housing, Revenues and Benefits and Planning. He added that the Programme would help transform some of the existing working processes to improve performance. It was also expected to deliver savings of £1.843m over a 10-year period and improve performance at the same time.

**RESOLVED:** That the HARP programme be approved to proceed in line with its agreed Business Case.

**Reason for Decision:** To enable the programme to formally start development and implementation. To improve performance and deliver savings.

369. **Key Decision - Temporary to Permanent Housing Initiative:**  
Prior to the consideration of items 13-15 (Minutes 369-371), the Interim Corporate Director of Adults and Housing provided an overview of the work being carried out in Adults and Housing with a view to improving service provision to clients and to deliver on efficiency savings. A report setting out a 3-year transformation programme would be submitted to a future meeting of Cabinet.

The Interim Corporate Director commended the reports at items 13-15 to Cabinet, which had been developed over a period and were examples of prudent and innovative use of finance.

The Divisional Director of Housing introduced the report, which set out proposals for a West London temporary to permanent housing initiative. It involved the purchase of

properties on the open market that would be let initially at market rents and used as temporary housing. In the long term they would be converted to permanent housing and let at affordable rents. An accompanying confidential report detailed the tender negotiations and the procurement process with a further recommendation for Cabinet's agreement.

The Divisional Director explained that the initiative was driven by the requirement from the government to reduce the number of households in temporary accommodation. She added that two of the participating authorities had received approval from their respective Cabinets.

The Portfolio Holder for Housing commended the report to Cabinet.

**RESOLVED:** That (1) it be agreed in principle to award the contract to the Lloyds Bank consortium to procure, manage and maintain 1400 units of temporary to permanent housing across West London, of which 100 would be under a leasing arrangement with Harrow Council;

(2) the draft Heads of Terms for the contract, as set out in paragraph 3.6 of the Interim Corporate Director's report, be noted and it be further noted that the legal documentation would be finalised in conjunction with other participating boroughs and reported to Cabinet for final approval;

(3) the procurement process followed, which had resulted in resolution 1 above, be noted.

**Reason for Decision:** To increase the supply of permanent affordable housing, using the existing housing stock in accordance with national, regional and local housing strategies.

370. **Mill Farm Close Regeneration Proposal:**

The Divisional Director of Housing introduced the report, which set out proposals to improve and regenerate the Mill Farm estate, Pinner, following an options appraisal carried out with residents from May – September 2007. She added that authority was being sought to progress to comprehensive redevelopment proposals, details of which would be submitted to Cabinet for final approval in nine months' time.

The Portfolio Holder for Housing commended the report to Cabinet.

**RESOLVED:** That (1) officers be authorised to progress a comprehensive redevelopment proposal for the Mill Farm estate along the principles set out in Option 3 by formally inviting Registered Social Landlords to submit proposals on a competitive basis for consideration and assessment by Members, officers and local residents;

(2) a resident steering group be set up to work with the Council in taking this project forward and that reports on progress be submitted to the Tenants' and Leaseholders' Consultative Forum.

**Reason for Decision:** To enable a comprehensive improvement of the Mill Farm estate to meet and exceed Decent Home Standards and provide a better mix of housing to meet existing and future residents needs.

(See also paragraphs 1 and 2 in the preamble to Minute 369)

371. **Key Decision - LIFT/PFI Project:**

The Portfolio Holder for Adult Services introduced the report, which informed Members on the outcome of the Stage 2 approval process of the LIFT/PFI Project for the development of three Neighbourhood Resource Centres (NRCs) at Byron Park (formerly Christchurch Avenue), Kenmore and Vaughan (Projects) for people with learning disabilities. The report sought approval to conclude the final agreements with the LIFT Company (LIFTCo).

The Portfolio Holder added that the main purpose of this initiative was to ensure a holistic approach to service provision for people with learning difficulties. It would help support their quality of life, provide flexible day and outreach support, and introduce a positive welcoming environment for users. The completion dates had been set for June 2009. This was an exciting and a news worthy initiative.

The Interim Corporate Director of Adults and Housing referred to the desire of his Directorate to play a mainstream role within the Council and provide an integrated service for the benefit of clients. The report of the recent Learning Disability Inspection

was likely to urge further modernisation of the service. This project was crucial to this aim.

An officer stated that flexibility would be retained within the buildings.

**RESOLVED:** That (1) the Council to enter into the Land Retained Agreement, the Subordinated Credit Agreement, the Independent Tester Contract, the Lenders' Direct Agreement and all other documents ('Project Documents') to finalise and complete the Projects;

(2) the finalisation and completion of the Project Documents by the Council was necessary and expedient for the purpose of and in connection with the exercise of the Council's functions;

(3) to facilitate the closing of the Projects, the Interim Director of Adults and Housing ('the Authorised Officer') was hereby authorised by the Council to do all acts or things considered by him to be necessary or desirable in connection with or arising out of the Projects including, without limitation, the following:

- (a) to negotiate and, finalise the Project Documents on such terms as he (in his absolute discretion) sees fit, and such decision will be binding on Harrow Council;
- (b) to negotiate, approve any other agreements, deeds, notices, forms, letters or other documents to be entered into pursuant to the Project Documents which he considers necessary or desirable in relation to the Projects, in each case in such manner as he considers necessary or desirable in relation to the Projects;
- (c) to issue and sign certificates under the Local Government Contracts Act 1997;
- (d) complete all the Project Documents;

(4) that all the Project Documents considered by the Director of Legal and Governance Services as requiring the seal of the Council be sealed in accordance with the Constitution and such decision be binding on the Council;

(5) that the Authorised Officer be and is hereby authorised to execute (whether as a deed or otherwise) such of the Project Documents as the Director of Legal and Governance Services may direct (in his absolute discretion) and such decision be binding on the Council;

(6) the grant of a loan (which at the date of this meeting is likely to be in the region of £136,800 but could be more or less depending on the financial market) be authorised to LIFTCo as subordinated debt.

**Reason for Decision:** To allow construction of the NRCs to proceed.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.01 pm).

(Signed) COUNCILLOR CHRIS MOTE  
Chairman

**APPENDIX 1**

**HARROW COUNCIL**

**COUNCIL TAX RESOLUTION 2008-2009**

Cabinet to approve as part of the Summons for Council, the model budget and Council Tax resolutions reflecting the recommendations of Cabinet and the GLA precept.

Council is requested to determine the level of the Council Tax for 2008-2009 in the light of the information on the precept and make the calculations set out in the resolution shown below.

- (1) To note that at its meeting on 17 January 2008 the Council calculated the amount of 85,466 as its Council Tax Base for the year 2008-2009 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (2) That the following amounts be now calculated by the Council for the year 2008-2009, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
  - (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £518,871,202
  - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £356,033,572
  - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £162,837,630
  - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit) £64,333,462
  - (v) Being **the amount to be raised from Council Taxes** Calculated as the amount at 2 (iii) above less the amount at 2 (iv.) above. £98,504,168
  - (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 17 January 2008 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax )** £1,152.55
  - (vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	768.37	896.43	1,024.49	1,152.55	1,408.67	1,664.79	1,920.92	2,305.10

Being the amounts given by multiplying the amount at (vi.) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (3) That it be noted that for 2008-2009 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below



Valuation Bands

	A	B	C	D	E	F	G	H
£	207.50	242.08	276.67	311.25	380.42	449.58	518.75	622.50

- (4) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2007-2008 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	975.87	1,138.51	1,301.16	1,463.80	1,789.09	2,114.37	2,439.67	2,927.60

## HARROW COUNCIL

## REVENUE BUDGET SUMMARY 2008-2009

	2007-2008 Original Budget £000	2008-2009 Original Budget £000
<b>Local Demand - Borough Services</b>		
Adults and Housing	52,058	54,417
Children's	31,211	29,698
Community and Environment	41,303	43,306
Corporate Strategy	17,490	17,841
Corporate Finance	17,230	17,603
<b>Total Directorate Budgets</b>	<b>159,292</b>	<b>162,865</b>
Inflation and Corporate items	4,170	7,710
Capital Financing adjustments	(3,460)	(3,460)
Interest on Balances	(4,688)	(4,688)
<b>Total – Baseline</b>	<b>155,314</b>	<b>162,427</b>
Capitalisation	(1,240)	(590)
Contribution to Balances	1,000	1,000
<b>Total Net Expenditure</b>	<b>155,074</b>	<b>162,837</b>
Contribution re Collection Fund Deficit b/f	350	1,365
National Non-Domestic rate (NNDR)	(51,676)	(57,670)
Revenue Support Grant (RSG)	(8,673)	(8,028)
<b>Local Demand on Collection Fund</b>	<b>95,075</b>	<b>98,504</b>
<b>Funds / Balances</b>		
Balances Brought Forward	1,354	2,154
Adjustment to Balances	800	1,000
Balances Carried Forward	<b>2,154</b>	<b>3,154</b>
<b>Council Tax for Band D Equivalent</b>		
Harrow (£)	<b>1,119.50</b>	<b>1,152.55</b>
<u>Increase</u>		
Harrow (%)	<b>4.90%</b>	<b>2.95%</b>
<b>Taxbase</b>	<b>84,926</b>	<b>85,466</b>

APPENDIX 2HOUSING REVENUE ACCOUNT (HRA) 2008-09 to 2010-11

	Revised Budget 2008-09 (Feb 08)	Revised Budget 2009-10 (Feb 08)	Original Budget 2010-11 (Feb 08)	Key areas of change from the December budget report
<b>Expenditure</b>				
Employee Costs	3,065,408	3,000,389	3,045,395	Budgets from 2009-10 reflects savings from the new HARP project.
Supplies & Services	2,065,771	2,265,771	2,292,771	
Central Recharges	1,411,180	1,411,180	1,411,180	Increase to energy costs to reflect recent industry indicative price increases. Budgets from 2009-10 reflects savings from the new HARP project.
Employee Costs - Needs / Strategy	427,425	438,111	449,063	
Recharge to other services	-502,530	-502,528	-502,528	Contribution to Housing General Fund reflects actual estimated costs uplifted for pay inflation at 2.5%.
Home Ownership service	68,921	69,955	71,004	
Baseline expenditure	6,536,175	6,682,878	6,766,886	Reflects increased admin and insurance costs to be recovered from leaseholders.
Contingency	200,000	200,000	200,000	
<b>Operating Expenditure</b>	<b>6,736,175</b>	<b>6,882,878</b>	<b>6,966,886</b>	
Charges for Capital	5,520,644	5,866,672	6,020,207	Borrowing costs reflects a reduced estimated consolidate rate of interest (CRI) at 4.5% (previously 5.08%) in line with the Council's restructured debt.
Contribution to Repairs Account	4,617,000	4,661,000	4,705,000	
Bad or Doubtful Debts	100,000	100,000	100,000	Estimated service improvement costs to be contained within identified budget.
<b>Total Expenditure</b>	<b>16,973,819</b>	<b>17,510,549</b>	<b>17,792,093</b>	
	<b>Revised Budget 2008-09 (Feb 08)</b>	<b>Revised Budget 2009-10 (Feb 08)</b>	<b>Original Budget 2010-11 (Feb 08)</b>	<b>Key areas of change from the December budget report</b>

<b>Income</b>				
Rent Income – Dwellings	-21,160,318	-22,345,296	-23,592,163	Average rent to increase by 5.61% (previously 5.66%) in 08-09 in line with final determination.
Rent Income – Non Dwellings	-990,810	-1,013,599	-1,036,911	
Service Charges - Tenants	-1,079,423	-1,126,162	-1,175,375	Average tenant service charges to increase by 4.26% (previously 3.50%) in 08-09 in line with final determination.
Service Charges - Leaseholders	-210,000	-219,093	-228,667	Average leaseholder service charge to increase by 4.26% in line with charges to tenants.
Facility Charges	-469,980	-616,980	-643,980	Heating charges to increase to ensure full recovery of costs and to reflect recent indicative industry price increases.
Interest	-19,000	-19,000	-19,000	
Other Income	-8,010	-8,010	-8,010	
Transfer from General Fund	-83,000	-83,000	-83,000	
HRA Subsidy	6,837,598	7,678,736	8,607,902	Negative subsidy payable reflects the final determination and the revised CRI at 4.50%.
<b>Total Income</b>	<b>-17,182,943</b>	<b>-17,752,404</b>	<b>-18,179,206</b>	
<b>Net Operating Expenditure</b>	<b>-209,124</b>	<b>-241,854</b>	<b>-387,113</b>	
<b>Revenue Contribution to Capital</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	
<b>In Year Deficit / (Surplus)</b>	<b>790,876</b>	<b>758,146</b>	<b>612,887</b>	
<b>BALANCE</b>	<b>-5,287,534</b>	<b>-4,529,388</b>	<b>-3,916,501</b>	

APPENDIX 3LONDON BOROUGH OF HARROW  
MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2009. It replaces all former schemes.

**Basic Allowance**

2. A basic allowance of £8,000 per annum shall be paid to each Councillor.

**Special Responsibility Allowances and Mayoral Allowances**

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.  
(2) An allowance of £10,050 per annum shall be paid to the Mayor and an allowance of £2,000 per annum shall be paid to the Deputy Mayor.  
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

**Uprating the Basic and Special Responsibility Allowances**

4. The basic allowance and special responsibility allowances will be uprated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

**Travel and Subsistence Allowances**

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

**Carers' Allowance**

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix 1.  
(2) The maximum basic rate of pay is £2.84 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.  
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).  
(4) Actual costs will be paid **on production of an invoice or receipt**.  
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).  
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.  
(7) The allowance is not to be paid where the carer is a member of the Member's household.  
(8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

**Co-optees' Allowance**

7. A basic allowance of £435 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

**Claims and Payments**

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
  - (2) Payment shall be made
    - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
    - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

**Backdating**

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

**Pensions**

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

**Renunciation**

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

**Withholding Allowances**

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
  - (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

**Appendix A****Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

## SCHEDULE 1

## SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

There are 7 bands of SRAs:-

<b>Band</b>	<b>Post</b>	<b>SRA -£/annum</b>
<b>1</b>	Leader of the third largest Group Deputy Leader of the second largest Group Chief Whips of the two largest Groups Chairman of Governance, Audit and Risk Management Committee Chairman of Licensing and General Purposes Committee Chairman of Standards Committee Support Members for Cabinet x 11	<b>£2,000</b>
<b>2</b>	Performance Lead Members for Scrutiny x 4 Policy Lead Members for Scrutiny x 4	<b>£3,000</b>
<b>3</b>	Nominated Member of the largest party not holding the Chair of the Strategic Planning Committee ( <i>see Note 1</i> ) Nominated Member of the largest party not holding the Chair of the Development Management Committee ( <i>see Note 1</i> ) Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel	<b>£4,500</b>
<b>4</b>	Chairman of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee	<b>£6,500</b>
<b>5</b>	Chairman of the Strategic Planning Committee ( <i>see Note 2</i> ) Chairman of the Development Management Committee ( <i>see Note 2</i> ) Chairman of the Overview and Scrutiny Committee Leader of the Second Largest Group	<b>£8,500</b>
<b>6</b>	Deputy Leader Cabinet Members x 8	<b>£19,500</b>
<b>7</b>	Leader	<b>£30,500</b>

NOTES

- (1) If the same person is the Nominated Member of the largest party not holding the chair on both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 2 allowance.
- (2) If the same person is the Chairman of both the Strategic Planning Committee and the Development Management Committee, they will receive 1.5 times the Band 4 allowance.
- (3) In the Council for 2006 to 2010, the Groups are as follows:-  
Largest Group = Conservative Group  
Second Largest Group = Labour Group  
Third Largest Group = Liberal Democrat Group



## SCHEDULE 2

## CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

**Duties Undertaken Out-of-Borough**

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
  - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
  - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
  - (c)
    - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
    - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
  - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
  - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
  - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-
  - (a) Political meetings or events.
  - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
  - (c) Meetings of the Governing Bodies of Schools.