

Council SUMMONS AND AGENDA

DATE: Thursday 8 July 2010

TIME: 7.30 pm

VENUE: Council Chamber, Harrow
Civic Centre

All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.

Hugh Peart
Director of Legal and Governance Services

Despatch Date: Wednesday 30th June 2010

PRAYERS

The Mayor's Chaplain, Imam Hafiz Muhammad Akram, will open the meeting with Prayers.

1. COUNCIL MINUTES: (Pages 1 - 44)

That the minutes of the annual meeting held on 25 May 2010 and the extraordinary meeting on 27 May 2010 be taken as read and signed as correct records.

2. DECLARATIONS OF INTEREST:

To receive declarations of personal or prejudicial interests arising from business to be transacted at this meeting, from all members of the Council.

3. MAYOR'S ANNOUNCEMENTS:

To receive any announcements from the Mayor.

[Note: Information as to recent Mayoral engagements will be tabled].

4. PROCEDURAL MOTIONS:

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting.

[Note: Notice of such procedural motions, received after the issuing of this Summons, will be tabled].

5. PETITIONS:

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners; or
- (iii) by the Mayor, on behalf of petitioners.

6. PUBLIC QUESTIONS:

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairmen of Committees, of which notice has been received no later than 5.00 pm two clear working days prior to the day of this Meeting.

[Note: Any such questions received will be tabled].

7. LEADER'S ANNOUNCEMENTS:

In accordance with Rule 4.3 a period of up to 20 minutes to receive announcements from the Leader of the Council on business since the last ordinary meeting, at the conclusion of which is an opportunity for Members to ask questions relating to issues raised in the presentation.

8. LICENSING POLICY: (Pages 45 - 48)

Recommendation I: Licensing and General Purposes Committee
(15 June 2010)

The revised Licensing Policy is included within the background papers pack.

9. SCRUTINY ANNUAL REPORT 2009/10: (Pages 49 - 52)

Recommendation I: Overview and Scrutiny Committee
(13 April 2010)

The revised Annual Scrutiny Report 2009/10 is included within the background papers pack.

10. OPERATION AND PROVISIONS FOR CALL-IN & URGENCY 2009/10: (Pages 53 - 60)

Report of the Director of Legal and Governance Services.

11. LOCAL GOVERNMENT PETITION SCHEME: (Pages 61 - 74)

Report of the Director of Legal and Governance Services.

12. QUESTIONS WITH NOTICE:

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chairman of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or
- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chairman to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

[Any such questions received will be tabled].

13. MOTIONS:

The following Motions have been notified in accordance with the requirements of Council Procedure Rule 15, to be moved and seconded by the Members indicated:-

(1) Council Transparency Motion

To be moved by Councillor Barry Macleod-Cullinane and seconded by Councillor Susan Hall:

“This Council welcomes the proposals recently put forward by the Department of Communities and Local Government (DCLG), as part of its efforts to improve local government transparency and accountability.

This Council therefore commits itself to complying with the DCLG recommendations, and by 1st January 2011 at the latest will publish and continue publishing online:

1. Details in full of total cumulative spending over £500.
2. Information on all staff earning over £50,000 per annum (including details of salaries, benefits, and expenses) and their job descriptions.
3. Councillor allowances and expenses (in a real-time rather than annual format).
4. Frontline service data, including rubbish and recycling rates, as well as council tax collection rates.
5. Automatic energy reading to measure energy consumption and enable residents to monitor the council's drive towards lower emissions and energy use.
6. Full answers to Questions with Notice at Council meetings (to be published in the Council minutes).

None of the above shall include information that:

- a) Relates to a commercial arrangement in negotiation.
- b) Is not publishable under the data protection act.
- c) Relates to the protection of vulnerable adults and children.

This Council also pledges that this information will be published at zero cost to taxpayers, with its collation and presentation forming part of other processes the Council already carries out.

With some of this information already available, this Council further pledges to make itself even more transparent by requiring that the various strands of information be collected and brought together on

the main council website – with a link from the frontpage – under the heading, “www.harrow.gov.uk /transparency” to make it easy for residents to find.

This Council believes that enacting these proposals will encourage financial responsibility, improve accountability, and be of substantial benefit to Harrow residents.”

(2) **2M Motion**

To be moved by Councillor Susan Hall and seconded by Councillor Barry Macleod-Cullinane:

“This Council welcomes the decision of the new Government to scrap proposals for a third runway at Heathrow Airport. A third runway and the resulting 220,000 extra flights per year would have blighted the lives of Harrow residents through increased levels of congestion, aircraft noise and pollution.

This Council is and will continue to be a proud member of the 2M Group; the alliance of 19 London and various other borough councils concerned about the environmental impact of Heathrow Airport.

This Council looks forward to working with the 2M Group in the future, as it strives to improve the quality of those for residents affected by Heathrow Airport. In particular, this Council welcomes 2M's campaigns to:

- Encourage the new Government to create an independent regulator for noise and air quality, which the previous Government failed to deliver; and in fact agreed an exemption to quality standards for Heathrow Airport.
- Alert the new Government to the significant amount of work needed to reduce NO2 levels, as the UK is currently not expected to comply with recommended NO2 limits until 2020.

This Council believes that a better, more environmentally friendly Heathrow Airport is in the best interest of all Harrow residents, and therefore instructs the Chief Executive to write to the 2M Group reaffirming our commitment to their goals.”

[Note: Under the provisions of Council Procedure Rule 14.6, it is considered that the subject matter of this Motion refers to matters within the powers of the Cabinet and the Motion therefore stands referred to its next meeting.

It may be moved that such referral should not apply and any procedural motion moved and seconded to that effect shall be voted on without discussion].

(3) **Magistrates' Court Motion**

To be moved by Councillor Chris Mote and seconded by Councillor Susan Hall:

“This Council notes that, as part of proposals recently put forward by the Ministry of Justice to reorganise magistrates' and county court services in London, Harrow Magistrates' Court is recommended for closure.

This Council believes it is in Harrow's best interests for Harrow Magistrates' Court to remain open, and therefore instructs the Chief Executive to prepare, in conjunction with all political groups, a robust response as part of the Ministry of Justice consultation process.”

(4) **Kenton Road Motion**

To be moved by Councillor Yogesh Teli and seconded by Councillor Vina Mithani:

“This Council notes that the removal of the right turning from Kenton Road into Kenton Lane has proven unpopular with residents, and that a petition on this issue was presented to the Mayor of London by Cllrs. Teli, Mithani and Zeid in March 2010. The removal of the turning has resulted in increased congestion and a larger number of vehicles travelling down the narrower back roads.

This Council therefore pledges to work with Brent Council – who maintain responsibility for the junction – to ensure that the right-turn is reintroduced, and to liaise with Transport for London to ensure that it is swiftly implemented once Brent has agreed to its reintroduction.”

[Note: Under the provisions of Council Procedure Rule 14.6, it is considered that the subject matter of this Motion refers to matters within the powers of the Traffic and Road Safety Advisory Panel and the Motion therefore stands referred to its next meeting.

It may be moved that such referral should not apply and any procedural motion moved and seconded to that effect shall be voted on without discussion].

COUNCIL 8 JULY 2010

MINUTES

ANNUAL COUNCIL MEETING - 25 MAY 2010

EXTRAORDINARY COUNCIL MEETING 27 MAY 2010

This page is intentionally left blank

COUNCIL MINUTES

25 MAY 2010

- Present:**
- * Mr Eric Silver (The Worshipful the Mayor)
 - * Councillor Chris Mote (The Deputy Mayor)
- Councillors:**
- | | |
|--|--|
| <ul style="list-style-type: none"> * Husain Akhtar * Sue Anderson * Nana Asante * Mrs Camilla Bath * Christine Bednell * James Bond * Mrs Lurline Champagnie OBE * Kam Chana * Ramji Chauhan * Mrinal Choudhury * John Cowan * Bob Currie * Mrs Margaret Davine * Mano Dharmarajah * Tony Ferrari * Keith Ferry * Ann Gate * Brian Gate * David Gawn * Stephen Greek * Mitzi Green * Susan Hall * Graham Henson * Thaya Idaikkadar * Nizam Ismail * Krishna James * Manji Kara * Zarina Khalid * Jean Lammiman * Barry Macleod-Cullinane * Kairul Kareema Marikar | <ul style="list-style-type: none"> * Ajay Maru * Jerry Miles * Mrs Vina Mithani * Janet Mote * John Nickolay * Joyce Nickolay * Christopher Noyce * Phillip O'Dell * Asad Omar * Paul Osborn * Varsha Parmar * David Perry * Bill Phillips * Raj Ray * Richard Romain * Anthony Seymour * Lynda Seymour * Navin Shah * Mrs Rekha Shah * Sachin Shah * Stanley Sheinwald * Victoria Silver * Bill Stephenson * William Stoodley * Krishna Suresh * Sasi Suresh * Yogesh Teli * Mark Versallion * Ben Wealthy * Simon Williams * Stephen Wright |
|--|--|

* Denotes Member present

PRAYERS

The meeting opened with Prayers offered by the Rabbi Mendel Lew.

1. ELECTION OF MAYOR

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

Councillor Navin Shah nominated and Councillor Susan Hall seconded that **COUNCILLOR ASAD OMAR** be elected Mayor for the Municipal Year 2010/11.

Councillors Nizam Ismail, John Nickolay, Nana Asante and John Nickolay also spoke in support of the nomination.

There being no other nominations, the Mayor put the nomination of Councillor Asad Omar to the meeting.

RESOLVED: That Councillor Asad Omar be elected Mayor of the London Borough of Harrow for the Municipal Year 2010/11.

2. INSTALLATION OF NEWLY-ELECTED MAYOR

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

The Mayor, Councillor Asad Omar, announced that in tribute to the memory of his late wife he named her posthumously his Mayoress. He advised that it was his intention that he would invite Councillor colleagues to attend ceremonial events with him, where appropriate.

The Mayor, Councillor Asad Omar, returned thanks for his election.

3. VOTE OF THANKS TO RETIRING MAYOR

Councillor Anthony Seymour formally moved a vote of thanks to the retiring Mayor and Mayoress, Mr and Mrs Eric Silver, which was seconded by Councillor Barry Macleod-Cullinane.

Councillors Mrinal Choudhury, Lurline Champagnie OBE, Brian Gate and Chris Noyce endorsed the vote of thanks.

The Council also agreed to hear from Honorary Alderman Toms who added his support to the vote of thanks.

RESOLVED: That the Council place on record its unanimous appreciation and sincere thanks to Mr Eric & Mrs Evelyn Silver for their year of office as Mayor and Mayoress of the London Borough of Harrow for 2009/10.

4. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR

Mr Eric Silver congratulated the incoming Mayor, Councillor Asad Omar, on his appointment and thanked Members of Council for their kind words.

In recalling his Mayoral Year, Mr Silver, expressed that he had attended many functions within the borough. He had also been fortunate to have the opportunity to meet the people of the Borough.

Mr Silver paid tribute to the voluntary organisations and the volunteers of Harrow. He spoke on the generous funding towards his Special Appeal "Easi-Riders Wheelchairs", advising that approximately £55,000 had been raised during the year.

Mr Silver registered his heartfelt thanks and appreciation of the Mayoral Team for their hard work during his year in office particularly during a period of significant change and challenge. He also thanked the Deputy Lieutenant and his Rabbi for their support at the many functions he attended.

He then thanked his wife for serving as his Mayoress and for the commitment and skill she had brought to her role and in serving alongside him. Finally, he thanked the Members of Council and the people of the Borough for granting him the privilege of serving as Mayor.

Mr Eric Silver then left the Dais and was escorted by the Macebearer to his seat in the Council Chamber.

5. PRESENTATION OF MEDALLIONS TO THE IMMEDIATE PAST MAYOR AND MAYORESS

The Mayor, Asad Omar, on behalf of the Council presented a replica of the Mayor's Medallion to Mr Eric Silver in commemoration of his Mayoralty of the Borough 2009/10.

The Mayor then presented to the immediate past Mayoress, Mrs Evelyn Silver, a Medallion to commemorate her year as Mayoress of the Borough 2009/10.

6. ELECTION AND INVESTITURE OF DEPUTY MAYOR

The Mayor called formally for nominations for Deputy Mayor of the London Borough of Harrow for the ensuing Municipal Year.

Councillor Bill Stephenson nominated and Councillor Phillip O'Dell seconded that **COUNCILLOR MRINAL CHOUDHURY** be elected Deputy Mayor for the Municipal Year 2010/11.

There being no other nominations, the Mayor put the nomination of Councillor Mrinal Choudhury to the meeting.

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

The Mayor then invested the Deputy Mayoress, **Mrs Rama Choudhury**, with her Medallion of Office.

The Deputy Mayor, Councillor Mrinal Choudhury, then returned thanks.

RESOLVED: That Councillor Mrinal Choudhury be elected Deputy Mayor of the London Borough of Harrow for the Municipal Year 2010/11.

7. APPOINTMENT OF CHAPLAIN

The Mayor confirmed to Council that he had appointed Imam Hafiz Muhammad Akram as his religious representative for the Municipal Year 2010/11.

8. RETURN OF COUNCILLORS AND NOTIFICATION OF MEMBERS OF POLITICAL GROUPS INCLUDING LEADERS, DEPUTY LEADERS AND PARTY WHIPS

RESOLVED: That the report detailing the return of Councillors elected at the Borough Council Elections on 6 May 2010, including the membership of the respective political groups, be noted.

9. APPOINTMENT OF THE LEADER OF THE COUNCIL

RESOLVED: That Councillor Bill Stephenson be elected Leader of the Council.

10. COUNCIL MINUTES

RESOLVED: That the minutes of the Council meeting held on 15 April 2010 be taken as read and signed as a correct record.

11. CIVIC FUNCTIONS

Council received tabled notification of forthcoming events for the Year. The Mayor also nominated Ovarian Cancer Action as his special appeal for the Municipal Year 2010/11.

RESOLVED: That the dates of the following Civic Functions be noted:

Civic Service at St Mary's Church	20 June 2010
Armed Forces / Veterans Flag Raising Ceremony	21 June 2010
Battle of Britain Thanksgiving Service	12 September 2010
Remembrance Day Parade and Service	14 November 2010
Mayoress' Committee Ball	27 November 2010

12. DECLARATIONS OF INTEREST

No interests were declared.

13. PROCEDURAL MOTIONS

No Procedural Motions were moved.

14. EXTRAORDINARY COUNCIL

RESOLVED: To note that an Extraordinary Meeting of Council would be held on Thursday 27 May 2010.

15. DATES OF COUNCIL MEETINGS 2010/11

RESOLVED: That the following dates for meetings of the Council in the Municipal Year 2010/11 be confirmed:

Thursday 8 July 2010

Thursday 11 November 2010

Thursday 17 February 2011 (Council Tax Meeting)

Thursday 14 April 2011

Thursday 12 May 2011 (Annual Meeting)

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 9.05 pm).

This page is intentionally left blank

COUNCIL (EXTRAORDINARY)

MINUTES

27 MAY 2010

- Present:**
- * Councillor Asad Omar (The Worshipful the Mayor)
 - * Councillor Mrinal Choudhury (The Deputy Mayor)
- Councillors:**
- | | |
|--|--|
| <ul style="list-style-type: none"> * Husain Akhtar * Sue Anderson * Nana Asante * Mrs Camilla Bath * Christine Bednell * James Bond * Mrs Lurline Champagne OBE * Kam Chana * Ramji Chauhan * John Cowan * Bob Currie * Mrs Margaret Davine * Mano Dharmarajah * Tony Ferrari * Keith Ferry * Ann Gate * Brian Gate * David Gawn * Stephen Greek * Mitzi Green * Susan Hall * Graham Henson * Thaya Idaikkadar * Nizam Ismail * Krishna James Manji Kara * Zarina Khalid * Jean Lammiman * Barry Macleod-Cullinane * Kairul Kareema Marikar * Ajay Maru | <ul style="list-style-type: none"> * Jerry Miles * Mrs Vina Mithani * Chris Mote * Janet Mote * John Nickolay * Joyce Nickolay * Christopher Noyce * Phillip O'Dell * Paul Osborn * Varsha Parmar * David Perry * Bill Phillips * Raj Ray * Richard Romain * Anthony Seymour * Lynda Seymour * Navin Shah * Mrs Rekha Shah * Sachin Shah * Stanley Sheinwald * Victoria Silver * Bill Stephenson * William Stoodley * Krishna Suresh * Sasi Suresh * Yogesh Teli * Mark Versallion * Ben Wealthy * Simon Williams * Stephen Wright |
|--|--|

* Denotes Member present

PRAYERS

The meeting opened with Prayers offered by the Imam Hafiz Muhammad Akram.

16. DECLARATIONS OF INTEREST

Councillor Navin Shah declared a personal interest in item 8 (Appointment of Representatives to Outside Bodies), as a Member of Harrow GMB, but considered that he could still speak and vote thereon.

17. NOTIFICATION BY THE LEADER OF THE COUNCIL OF CABINET MEMBERS AND RELATED MATTERS

- (i) Further to item 2 on the Summons, the Leader of the Council (Councillor Bill Stephenson) advised that he had appointed Councillor Phillip O'Dell as Deputy Leader of the Council.
- (ii) The Leader further reported that he had established a Cabinet of 10 Members including himself and the Deputy Leader. The Leader also informed Council of the appointments to his Executive (Cabinet) and allocation of Portfolios to Executive Members for the Municipal Year 2010/11.

RESOLVED: That

- (i) **it be noted that Councillor Phillip O'Dell is the appointed Deputy Leader of the Council;**
- (ii) **the membership of the Executive (Cabinet), allocation of Portfolios to Executive Members for 2010/11, together with the Terms of Reference of the Cabinet and the delegations to Portfolio Holders be noted, as set out in Appendices I and II to these minutes.**

18. DETERMINATION AS TO THE SIZE OF COMMITTEES OF THE COUNCIL AND THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES

The Mayor advised that formal notice of the calculations concerning the appointment to and proportional allocation of places on Standing Committees of the Council had been sent to the Leaders of the two Political Groups and had been accepted.

RESOLVED: That the item be noted.

19. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES

- (i) The Council received confirmation, in the Supplementary Summons and tabled documents, of the nominations by the Political Groups to places on Committees of the Council in accordance with their proportional entitlements.
- (ii) Councillor John Nickolay moved and Councillor Barry Macleod-Cullinane seconded an amendment proposing that the membership of the Standards Committee be increased by an additional Councillor and that this appointment be filled by Councillor Paul Osborn.
- (iii) Following a full debate and upon a vote, the amendment was not carried.
- (iv) Upon a further vote, the substantive proposal was adopted.

RESOLVED: That the Committees of the Council be established with the memberships now agreed for the Municipal Year 2010/11 and as detailed at Appendix III to these minutes.

20. APPOINTMENT OF INDEPENDENT MEMBERS TO STANDARDS COMMITTEE

Further to Item 5 on the Summons, the Council received a Recommendation from the Standards Committee meeting held on 22 April 2010. The Recommendation was formally moved by the Mayor.

RESOLVED: That

- (i) **Dr John Kirkland, Mohammed Rizvi, Derek John Lawrence and Anand Mantri be appointed as Independent Members of the Standards Committee until the Annual Council meeting to be held in May 2014;**
- (ii) **Mr James Coyle be appointed as Reserve Independent Member of the Standards Committee until the Annual Council meeting to be held in May 2014.**

21. APPOINTMENT OF CHAIRMEN TO COMMITTEES

- (i) In the tabled documentation, the Council received a proposal from the Leader of the Council as to the appointment of Chairmen to Committees of the Council for the Municipal Year 2010/11.
- (ii) Upon a request by more than 10 Councillors a roll call vote was held with regard to the proposal not to appoint a Member of the largest Opposition Group to the Chair of Overview and Scrutiny Committee.
- (iii) Upon a vote, the substantive proposal was adopted.

RESOLVED: That the following Chairmen of Committees be appointed for the Municipal Year 2010/11:

Governance, Audit & Risk Management Committee Councillor John Cowan

Licensing & General Purposes Committee Councillor Mano Dharmarajah

Overview & Scrutiny Committee Councillor Jerry Miles

Planning Committee Councillor Keith Ferry

Roll Call Vote:

FOR: Councillors Anderson, Asante, Bond, Currie, Davine, Dharmarajah, Ferry, Ann Gate, Brian Gate, Gawn, Green, Henson, Idaikkadar, Ismail, James, Khalid, Marikar, Maru, Miles, O'Dell, Parmar, Perry, Phillips, Ray, Navin Shah, Rekha Shah, Sachin Shah, Silver, Stephenson, Stoodley, Krishna Suresh, Sasikala Suresh and Wealthy.

AGAINST: Councillor Noyce.

ABSTAIN: Councillors Akhtar, Bath, Bednell, Champagnie, Chana, Chauhan, Cowan, Ferrari, Greek, Hall, Lammiman, Macleod-Cullinane, Mithani, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Osborn, Romain, Anthony Seymour, Lynda Seymour, Sheinwald, Teli, Versallion, Williams and Wright.

22. TERMS OF REFERENCE AND DELEGATED POWERS OF COMMITTEES

Item 7 on the Summons provided for the proposals for the Terms of Reference and Delegated Powers of Committees for the Municipal Year 2010/11, to be included at Part 3 of the Constitution.

RESOLVED: That the arrangements for the Terms of Reference and Delegated Powers of Committees circulated be approved and incorporated into the Constitution at Part 3.

23. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- (i) Item 8 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to serve on Outside Bodies for the Municipal Year 2010/11. The nominations of the Groups were notified in the Supplementary Summons and tabled documentation.
- (ii) In moving the nominations the Leader of the Council further proposed that where there was more than one nomination to an available role, the Labour Group nomination be agreed as substantive.

- (iii) Councillor Susan Hall moved and Councillor Barry Macleod-Cullinane seconded an amendment that the conservative representation on the following outside bodies be agreed as follows:

LBH Bus and Highways Liaison Meeting - Councillors John Nickolay and Manji Kara;

LBH Rail Liaison Meeting - Councillors John Nickolay and Manji Kara;
Reserve Forces and Cadets Association for Greater London -
Councillor Mark Versallion.

- (iv) Upon a vote the amendment outlined at (iii) above was not carried.
- (v) Upon a further vote, the substantive proposal at (ii) above was adopted.

RESOLVED: That the Outside Body appointments for the Municipal Year 2010/11, be approved as set out Appendix IV to these minutes.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 8.17 pm).

APPENDIX I

PORTFOLIO HOLDERS 2010-11

Portfolio	Councillor
Leader (Finance, and Business Transformation)	Councillor Bill Stephenson
Deputy Leader (Environment and Community Safety)	Councillor Phillip O'Dell
Adults Social Care, Health and Well-Being	Councillor Mrs Margaret Davine
Children's Services	Councillor Mitzi Green
Community and Cultural Services	Councillor Mrs Rekha Shah
Housing	Councillor Bob Currie
Performance, Customer Services and Corporate Services	Councillor Graham Henson
Planning, Development and Enterprise	Councillor Keith Ferry
Property and Major Contracts	Councillor Thaya Idaikkadar
Schools and Colleges	Councillor Brian Gate

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

THE EXECUTIVE (CABINET)

Responsibility of the Cabinet

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

- (a) The development of proposals for the budget (including the capital and revenue budgets the fixing of the Council Tax Base, and the level of council tax) and the financial strategy for the Council;
- (b) The monitoring of the implementation of the budget and financial strategy;
- (c) To recommend major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implement those approved by Council;
- (d) To prepare and agree other policies and plans for implementation by Portfolio Holders and others;
- (e) The approval of the Better Deal for Residents programme and of the implementation of projects emerging from the programme;
- (f) The approval and management of the Council's Capital Programme/Capital Strategy;
- (g) All other key decisions – namely:
 - a decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
 - is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;

A decision is significant for the purposes of (g) above if it involves expenditure or the making of savings of an amount in excess of £500,000 for capital expenditure or £100,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

- (h) The award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules;
- (i) All decisions, which are expected to result in variations to, agreed revenue or capital budgets;
- (j) Agreement to all virements between budgets as set by the Financial Regulations;
- (k) To determine all non-key decisions which fall outside the current Executive policy or agreed Executive guidelines;
- (l) To determine all non-key decisions referred to the Executive by the relevant Portfolio Holder;
- (m) To determine all recommendations and references from the Council or any of its Committees or sub-committees and which the Executive considers are appropriate for collective decision;
- (n) The approval of HRA Rents;
- (o) Quarterly to act as the Performance Board overseeing strategic performance issues.

Role and Areas of Responsibility of Portfolio Holders

General Responsibilities

- (a) All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of executive functions within their area of responsibility and within the following framework:
 - the Council's overall strategic, corporate and policy objectives and all statutory and other plans and strategies approved by the Council
 - the approved revenue and capital budgets
 - the law and the Council's Constitution
 - the decisions made at full meetings of the Cabinet.
- (b) All Portfolio Holders share the responsibility for ensuring:
 - the development, co-ordination, promotion and implementation of the Council's statutory plans and strategies and for the setting of the Council's objectives.

- the oversight, development, monitoring and promotion of all executive services provided by the Council within the appropriate performance management framework.
- that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services relating to executive functions, which are provided under contract to the Council.
- the promotion of the interests of the Borough, and of all the residents, businesses, other organisations and stakeholders within Harrow.
- that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
- the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.
- the promotion of services which are sustainable, improve community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement.
- proper arrangements for consultation and participation with residents and service users in decision making and the development of key statutory plans and local community plans.

**The Leader of the Council and
Portfolio Holder for Finance and Business Transformation**

The Leader of the Council shall have the following responsibilities:

(A) Corporate Matters

- When present to chair meetings of the Executive;
- Lead the development and implementation of the Council's statutory and other plans and strategies including:
 - the Council's corporate priorities, corporate plan and objectives,
 - the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
 - the Council's overall performance
- To oversee the allocation of resources to implement the Council's plans and strategies and to meet the Council's objectives;
- Take responsibility for the review of the pay and conditions of Chief Officers;

- Liaise on behalf of the Council with Government Departments, the Greater London Authority and other local and public bodies;
- Respond to Central Government, the Greater London Authority and Local Authority Associations' consultation exercises and to requests for information and to any other consultation papers and to request for information;
- To oversee the governance of the Harrow Strategic Partnership through Harrow Chief Executives, Harrow Strategic Partnership Board and Summits;
- Steer the development and implementation of the Sustainable Community Strategy through the management groups of the Harrow Strategic Partnership,
- Monitor the Council's Local Area Agreement;
- Make proposals for the appointment of Councillors or other persons on outside bodies as representatives of the Council;
- Make proposals to Council for the setting of the levels of Councillor allowances and expenses;
- To oversee the delivery of Council publications including Harrow People and A-Z of Council Services;
- Champion a set of marketing campaigns in support of the Council and its services;
- To oversee internal communications and staff awards;
- Give direction to the Council's media relations in support of promoting the Council's reputation;
- Promote the Council's branding to deliver consistency across services and to improve residents awareness of our services
- Champion Member development and oversee development of the Member development programme;
- Keep under review and make proposals for changes to the Constitution;
- To oversee the arrangements and overall budgets of the Members' Secretariats;
- To oversee the arrangements for all civic and ceremonial matters

- To take a lead on behalf of the Council in promoting and sustaining a high ethical standard of conduct by the elected Members as established in the adopted Code of Conduct for Councillors.
- To endeavour to ensure that the decisions and activities of the Council at all times have regard to the highest possible standards in furtherance of the ethical agenda and all Members of the Council adhere to the Code of Conduct.

(B) Finance and Procurement

To be responsible for the development and maintenance of the Council's finance and procurement functions including:

- To develop and maintain a coherent, sustainable financial strategy for Harrow;
- To ensure that the development of proposals for and consultation on the Annual budget takes place within the requirements of the Budget and Policy Framework Rules and good corporate governance practice;
- To oversee the development of clear systems and structures for budget development, management and monitoring;
- To ensure that the Council's arrangements for treasury management and pension fund investments are effective
- Bring forward proposals for any review of charges made by the Council;
- To ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level;
- Evaluate the financial procedures of the Council and recommend improvements;
- To ensure the Council's procurement strategies support local businesses and that the Council has effective procurement systems and processes in place;
- To ensure that the Council has effective procedures for the recovery of Council Tax, Business Rates and parking income;
- To ensure the effective administration of Housing Benefits.

(C) Business Transformation

To be responsible for the strategic development of the Council's Business Transformation Partnership and delivery of the Transformation Programme

- To oversee the development of the Council's Transformation Programme in support of delivering a balanced medium term budget
- Monitor the Council's Transformation Programme
- Steer the Council's commercial relationships with its Business Transformation Partners – Capita and PriceWaterHouseCoopers

**The Deputy Leader of the Council and
Portfolio Holder for Environment & Community Safety**

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

(A) Corporate Matters

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader;
- The chairing of meetings of the Executive in the absence of the Leader of the Council.
- To oversee the strategic and general management of the Prosperity Action Teams

(B) Environment and Community Safety

To be responsible for the development and delivery of the Council's Environment Services functions including:

- Environmental Health and Protection Services
- Licensing Services
- Public Realm Enforcement & Crime Reduction
- Waste Management
- Public Realm Infrastructure & Maintenance
- Operational Property Management & Maintenance
- External Sports Facilities Maintenance
- Facilities Management (excluding Schools)
- Property & Public Realm Investment Programmes
- Transportation policy
- Waste and public realm policy
- Community Safety
- To oversee the development and implementation of the Crime & Disorder Reduction Strategy (including Community Safety)
- To oversee the commissioning and support of the Harrow Strategic Partnership's approach to drugs and alcohol and crime reduction

- To oversee the development, and implementation of policies and strategies to address climate change
- To oversee the development, and implementation of policies and strategies and the monitoring of environmental and public protection services including:
 - Waste Management Strategy
 - Local Implementation Plan (Transportation)
 - Waste Strategy
 - Play Strategy in conjunction with Portfolio Holder for Community and Cultural services
- To oversee the development and implementation of the Council's Sports, Recreation & Open Spaces Strategy;
- To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to improve the transport services within Harrow in consultation with the Portfolio Holder for Planning & Economic Development;

Portfolio Holder for Planning, Development and Enterprise

To be responsible for the policy direction of the Council's Place Shaping, Regeneration, Planning development and enterprise functions including:

- Strategic planning policy and implementation including:
 - Planning policy and research
 - Economic Development
 - Housing policy (in consultation with the Portfolio Holder for Housing)
 - Development Management
 - Building Control
 - Conservation and Design
 - Open Spaces & Green Belt policy
 - Town Centre & Major Projects activity
 - Town Centre Management
- To oversee and direct the effective development and implementation of the following key Place Shaping strategies:
 - Local Development Framework, including core strategy and the opportunity and intensification area, area action plan
 - Economic Development Strategy
 - Town Centre Strategy
 - West London Sub-regional planning, economic development and waste planning.
- To oversee the development and maintenance of positive links and partnerships with other organisations and businesses to secure the improvement and development of essential social infrastructure.

- To ensure that all aspects of the Place Shaping Directorates' work involves appropriate and effective community engagement;
- Act as the Member level 'Design and Heritage Champion' for the Authority;
- To act as the lead Member for the Council's engagement with business
- To oversee the development and delivery of the Council's Vision in terms of strategic planning for the future social environmental and economic development and regeneration of Harrow;
- Chair the Council's Planning Committee or equivalent body
- To provide policy direction in respect of the Council's strategic Major Projects Programme in consultation with the relevant Portfolio Holders including:
 - The development of the central Harrow opportunity and intensification area and of district shopping centres
 - Relocation of the Civic Centre
 - Co-location of services with partners

Portfolio Holder for Children's Services

To be responsible for the development and delivery of the Council's Children's Services including:

- To be the lead member for Children's Services, including overseeing the maintenance, compliance with Statutory Duties and reporting requirements of the Council in relation to Children's Services as set out in the Children Act 2004;
- To oversee the strategic development and delivery of all aspects of Children's services including:
 - Safeguarding Family Placement and Support
 - Young People's Services
 - Special Needs Services
 - Integrated Early Years and Community Services
- To Chair the Children's Trust Board and to be a member of the Children and Young People's Partnership and the Local Safeguarding Children Board
- To oversee the performance of Children's Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of Ofsted;
- To oversee and promote the corporate parenting responsibilities of the Council for children looked after including chairing the

Corporate Parenting Panel and representation on the Fostering Panel and Adoption Permanence Panel;

- To oversee the Commissioning and monitoring, with Health, of Children's Health Services including Child and Adolescent Mental Health Services from health service providers and community and voluntary organisations;
- To oversee the development and review of the Children and Young People's Plan in consultation with the Portfolio Holder for Schools and Colleges;
- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the delivery of these services;
- To oversee consultation, liaison and the maintenance or positive links with the local Youth Parliament and Harrow members of the UK Youth Parliament;
- To oversee the development and implementation of policies, strategies and procedural arrangements in line with statutory requirements for the provision of the Council's social services functions;
- To oversee the commissioning and contracting arrangements for the provision of services within the council and jointly with other partner agencies;
- To oversee the quality assurance and inspection functions.

Portfolio Holder for Schools and Colleges

To be responsible for the development and delivery of policies, strategies and procedural arrangements in line with statutory requirements for the provision of Harrow's Schools and Colleges;

- To be responsible for the development and delivery of the Council's function as a Local Education Authority in relation to the provision of schools and commissioning post 16 provision within the Borough including:
 - Schools
 - Achievement and Inclusion
 - Ethnic Minority Achievement Service
 - Harrow Tuition Service
 - Teachers Centre
 - Education Business Partnership
 - Governor Services
 - Education Welfare Services
 - Admissions and Place Planning
 - School Organisation

- To oversee and ensure high quality relationships are built with all statutory and voluntary sector partners with particular emphasis on schools;
- To oversee the development, promotion and implementation of the following:
 - Harrow 14-19 Strategy
 - Student Advisory Group
 - Education Consultative Forum
 - School's Forum
 - Admissions Forum
 - Stakeholder Reference Group
- To be the lead member for Schools and Colleges, including overseeing the maintenance, compliance with Statutory Duties and reporting requirements of the Council in relation to Harrow's Schools and Colleges;
- To oversee education strategies to support the Narrowing the Gap agenda including achievement attendance, behaviour and exclusion issues;
- To oversee the performance of Harrow's Schools and Colleges in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of Ofsted;
- To discharge the Local Authorities responsibilities for the appointment of Local Authority Governors and complaints against LA Governors
- To oversee consultation, liaison or other partnership arrangements on education matters with, the Standing Advisory Committee on Religious Education, pupils/students, staff, parents, governing bodies and Government Departments including the Young People's Learning Agency and Skills Funding Agency;
- Jointly with other Portfolio Holders to oversee the development of a strategy for social inclusion
- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the development of Harrow's Schools and Colleges;

Portfolio Holder for Property and Major Contracts

To be responsible for the policy direction for the development of the Council's property assets and the development and delivery of the Council's major partnership contracts:

(A) Property

- To provide policy direction to ensure the effective development of the Council's property assets;
- To ensure that development of the Council's assets is undertaken in a coordinated and collaborative way with the HSP partners;
- To contribute to the development of the HSP property strategy;
- To authorise the acquisition or disposal of land holdings up to a value of £250k, other than disposal at less than best consideration, and to respond to any enquiry in relation to the Council's interests in land.

(B) Major Contracts

- To oversee the commercial and management arrangements of all major partnership contracts;
- To monitor, in consultation with the relevant Portfolio Holders, the performance of major strategic contracts with an annual value of over £1m including, for example, the ongoing operation of the existing contracts with Kier and MP(Accord)

Portfolio Holder for Adults Social Care, Health and Wellbeing

To be responsible for the promotion of public health and wellbeing and the development and delivery of the Council's Adults Social Care functions including:

- To be the lead member for Adult Care Services including overseeing the maintenance, compliance with the Statutory Duties and reporting requirements of the Council in relation to Adult Care Services;
- To lead on partnership with the Health Service in relation to Adults;
- To oversee the performance of Community Care Services in relation to national targets and priorities and to take account of any issues arising from external inspection and the performance assessment role of the Care Quality Commission;
- To oversee the protection and safeguarding of vulnerable adults;
- To oversee the development and implementation of Supporting People;
- To oversee the direct provision for Community Care Services and lead on service user engagement;
- To oversee joint commissioning responsibilities with Health for:

- Mental Health Services
 - Learning Disability Services
 - Older People and Physical, Sensory and Disability Services
 - Carers;
- To promote the wellbeing of over 18s across the Council and act as the Member level 'Well being of Adults Champion';
 - To oversee the development and implementation of policies and strategies for the provision of adults care services in the Borough including;
 - Adults Transformation
 - Personalisation
 - To lead on external relationships including the voluntary and private sector

Portfolio Holder for Housing

To be responsible for the development and delivery of the Council's housing services, including:

- To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough;
- To oversee development and delivery of the Housing Ambition Plan and Housing's vision to be recognised as one of the best services in London by 2012
- To ensure maximum opportunities exist to engage residents in the development and delivery of all housing services and that regular opportunities exist to test tenant and leaseholder satisfaction and to ensure that feedback is used to improve services.
- To ensure the HRA remains viable and provides value for money services
- To recommend variations in rent levels
- To ensure that residents can readily access housing services and that customers are empowered to make the best of their housing situation
- To ensure that housing services know who its customer profile and tailors its services accordingly
- To ensure that all services to tenants are set out in clear standards that comply with or exceed those required by the Tenant Services Authority

- To ensure accommodation provision for households in need, through Council provision, or in consort with Housing Associations and developers;
- To ensure that temporary accommodation is provided for those in urgent need or who are homeless;
- To ensure an assessment of future housing needs within the Borough is regularly taken and informs future services
- To oversee the maintenance, repair and improvement of the Council's housing stock;
- To oversee the development of high standard services to Council tenants and leaseholders;
- To promote satisfactory standards in housing accommodation in the private sector and ensure enforcement actions are taken as appropriate;
- Jointly with other Portfolio Holders to oversee the development of a strategy to support social inclusion in the provision of local housing;
- To oversee the development and delivery of the Council's Housing Strategy in consultation with the Portfolio Holder for Planning, Development and Enterprise.

Portfolio Holder for Community and Cultural Services

To be responsible for the development and delivery of the Council's Community and Cultural Services including:

- To oversee the strategic and general management of the following services and functions on behalf of the Council including:
 - All functions relating to the library service
 - Culture and Arts Services
 - Indoor Sports Leisure & Recreation services
 - Local History Collections (Archives)
 - The Harrow Museum and Headstone Manor
 - Community Engagement and Development Strategy
 - Community Premises and Grants Applications
 - Community Cohesion Management Group (HSP)
 - Community Learning
 - External Service Providers (e.g. Leisure Connections, Harrow Young Musicians)
- To oversee effective development and implementation of the following key plans and strategies:
 - Cultural Strategy

- Play Strategy in conjunction with the Portfolio Holder for Environment and Community Safety
 - Personal & Community Development Learning Plan
 - Community Grants Strategy
 - Community Engagement and Development Strategy
 - Library Plan
 - 'Third Sector' strategy
- To oversee the promotion and development of positive links, joint working arrangements and partnerships with the voluntary, community and faith sectors, reflecting the full diversity of the borough.

Portfolio Holder for Performance, Customer Services and Corporate Services

To be responsible for the strategic development and effective performance of the Council's corporate services including:

(A) Performance

- To oversee the ongoing development and delivery of the Council's performance management framework to set objectives and monitor progress against their delivery and to report progress and key issues to Cabinet
- To support Improvement Boards and Challenge Panels across Council services
- To oversee the Council's responses to its inspectorates as part of the Comprehensive Area Assessment (or future regulatory frameworks)
- To steer the development of the Council's priorities in response to performance, consultation, research and customer feedback
- To support the development of the Council's equalities framework and monitor progress to drive improvement
- To oversee the Council's Performance Management Framework and the Corporate Improvement Boards to ensure the Council is performing to its full potential;

(B) Customer Services

- To oversee all matters relating to Access Harrow, Customer Care and Complaints;
- To oversee the management and implementation of the Customer Access Strategy

(C) IT

- To ensure the development and maintenance of a coherent IT strategy;
- To ensure the effective delivery of IT services;
- To ensure that disaster recovery arrangements are developed, implemented and maintained;
- To ensure that the Council has effective information management and information security arrangements;

(D) Risk, Audit & Fraud

- To ensure that the Council has effective risk management and internal control systems and processes in place;
- To ensure the development and maintenance of effective business continuity and emergency planning;
- To oversee the Council's arrangements for health safety and welfare;
- To oversee the Council's arrangements for internal audit;
- To oversee all matters relating to corporate anti fraud activities;
- To oversee the Council's insurance arrangements

(E) Human Resources & Development

- To oversee all Human Resources matters including recruitment, learning and development, performance management, employment policies and procedures, employee relations and equal opportunities;
- To ensure the development and delivery of the Council's Strategy for People;
- To oversee the Council's relations with its Trades Unions;
- Chair the Council's Employee Consultative Forum (ECF) or equivalent body

(F) Shared Services

- To ensure that the Council has effective payroll and pensions administration systems and processes in place;
- To ensure the delivery of accounts payable and accounts receivable services

- To ensure the delivery of SAP support services
- To ensure the delivery of other shared services such as cashiers, post, print, and scanning and indexing services
- To ensure the delivery of the financial assessments service for social care clients

(G) Legal & Governance

- To oversee the conduct of litigation by or against the Council;
- To oversee the Corporate Governance of the Council in line with the Constitution
- To ensure the deliver of the Registry Office services
- To oversee the support of the Mayor's office

(MAY 2010)

LONDON BOROUGH OF HARROW COMMITTEE MEMBERSHIPS 2010/11

(Membership in order of political group nominations)

(I) GOVERNANCE, AUDIT & RISK MANAGEMENT COMMITTEE (7)

Labour

Conservative

(4)

(3)

**I.
Members**

**Mano Dharmarajah
Thaya Idaikkadar *
Nizam Ismail
Sachin Shah**

**John Cowan (CH)
Richard Romain
Yogesh Teli**

**II.
Reserve
Members**

**1. Ben Wealthy
2. Ajay Maru
3. Krishna Suresh
4. Krishna James**

**1. Tony Ferrari
2. Stephen Wright
3.**

(CH)

= Chair

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

(II) PLANNING COMMITTEE (7)

Labour

Conservative

(4)

(3)

**I.
Members**

**Mrinal Choudhury
Keith Ferry (CH)
Thaya Idaikkadar
William Stoodley**

**Stephen Greek
Joyce Nickolay *
Tony Seymour**

**II.
Reserve
Members**

**1. Graham Henson
2. Bill Phillips
3. Ajay Maru
4. Nizam Ismail**

**1. Simon Williams
2. Manji Kara
3. Husain Akhtar**

(CH)

= Chair

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

(III) LICENSING AND GENERAL PURPOSES COMMITTEE (15)

Labour

Conservative

(8)

(7)

**I.
Members**

**Mrinal Choudhury
Mano Dharmarajah (CH)
David Gawn
Thaya Idaikkadar
Krishna James
Ajay Maru
Raj Ray
Krishna Suresh**

**Husain Akhtar
John Cowan
Susan Hall
Manji Kara
John Nickolay
Stanley Sheinwald
Simon Williams**

**II.
Reserve
Members**

**1. Ben Wealthy
2. Nizam Ismail
3. Phillip O'Dell
4. Sachin Shah
5. Ann Gate
6. Sue Anderson
7. Bill Phillips
8. Varsha Parmar**

**1. Mrs Camilla Bath
2. Stephen Wright
3. Ramji Chauhan
4. Stephen Greek
5. -
6. -
7. -**

(CH)

= Chair

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

(IV) OVERVIEW AND SCRUTINY COMMITTEE (9)

Labour

Conservative

(5)

(4)

**I.
Members**

**Sue Anderson
Ann Gate
Jerry Miles (CH)
Bill Phillips
Sachin Shah**

**Kam Chana
Barry Macleod-Cullinane
Paul Osborn *
Stephen Wright**

**Reserve
Members**

1. Nana Asante
2. Varsha Parmar
3. Krishna Suresh
4. Sasikala Suresh
5. Krishna James

1. Stanley Sheinwald
2. Mark Versallion
3. Christine Bednell
4. Susan Hall

(CH) = Chair

[Note: The Scrutiny Leads should be main members of their respective committees].

(V) STANDARDS COMMITTEE (5 Councillors + 4 Independents)

Labour

(3)

**I.
Members**

**Mano Dharmarajah
Brian Gate *
Nizam Ismail**

Conservative

(2)

**John Cowan *
Joyce Nickolay**

**II.
Reserve
Members**

1. Mitzi Green
2. David Perry
3. Nana Asante

1. Husain Akhtar
2. Richard Romain
3. John Nickolay

**II.
Independent
Persons**

**(subject to agreement of Item 5 on the
Summons)**

Independent Persons (Quorum 2):-
and
Dr John Kirkland
Mr Derek Lawrence
Mr Anand Mantri
Mr Mohammed Rizvi

(appointed until 2014)

(Reserve: Mr James Coyle)

Membership rules:

- i. The Leader may not be a Member;
- ii. The Chairman of the Committee must be an Independent Member;
- iii. At least 25% of the membership must be Independent persons;
- iv. Only one member of the Executive can be a member of the Committee;
- v. The rules on political proportionality do not apply.

(VI) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)

Labour	Conservative
(2)	(1)

I. Members	Nana Asante Nizam Ismail	Camilla Bath
-------------------	-------------------------------------	---------------------

II. Reserve Members	1. Sasikala Suresh 2. Bill Phillips	1. Mrs Lurline Champagnie OBE 2. Manji Kara
----------------------------	--	--

(Note: Chairman to be appointed at a SACRE meeting).

(VII) HARROW ADMISSIONS FORUM (2)

Labour	Conservative
(1)	(1)

I. Members	Brian Gate	Husain Akhtar
-------------------	-------------------	----------------------

(Note: Chairman to be appointed at a HAF meeting).

APPOINTMENTS TO OUTSIDE BODIES 2010/11

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
(Brent and Harrow) Trading Standards Joint Advisory Board	3 (+ 3 deputies)	1. Cllr Keith Ferry 2. Cllr Phillip O'Dell 3. Cllr Susan Hall	1. Mano Dharmarajah 2. Ajay Maru 3. Cllr Vina Mithani
Age Concern Harrow	2	1. Cllr Victoria Silver 2. Cllr Manji Kara	N/A
Age Concern London Conference	1	Cllr Margaret Davine	N/A
Bentley Priory Nature Reserve Management Committee	4	1. Cllr Keith Ferry 2. Cllr Phillip O'Dell 3. Cllr Manji Kara 4. Cllr Joyce Nickolay	N/A
Central and NW London NHS Foundation Trust	1	Cllr Margaret Davine	N/A
Deputy Lord Lieutenant's Committee	5	1. Alderman Toms 2. Cllr Asad Omar 3. Cllr Camilla Bath 4. Cllr Chris Mote 5. Cllr Mark Versallion /	N/A
Edward Harvist Charity Appointment from May 2010 for a 4-year term	1	Howard Bluston	N/A
Greater London Enterprise Ltd	1	Cllr Keith Ferry	N/A
Greater London Provincial Council	1 (+ 2 deputies)	Cllr Bill Stephenson	N/A
Harrow Agenda 21 Environmental Forum	4 (+ 4 reserves)	1. Cllr Phillip O'Dell 2. Cllr Sachin Shah 3. Cllr Bill Phillips 4. Cllr Susan Hall	3. Cllr Stephen Greek 4. Cllr Stephen Wright
Harrow Association of Disabled People	3	1. Cllr David Gawn 2. Cllr Zarina Khalid 3. Cllr Jean Lammiman	N/A

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
Harrow Association of Voluntary Service Appointment from May 2010 for a 3-year term sought	3	1. Cllr Rekha Shah (to serve on Exec Cttee) 2. Cllr Zarina Khalid 3. Cllr Joyce Nickolay	N/A
Harrow Citizens' Advice Bureau	2	1. Cllr Brian Gate 2. Cllr Husain Akhtar	N/A
Harrow College Further Education Corporation Board	1 (+1 officer appointd)	1. Cllr John Cowan (until May 2013)	N/A
Harrow Hate Crime Forum	3 (+ 3 reserves)	1. Cllr Varsha Parmar 2. Cllr Nana Asante 3. Cllr Susan Hall	3. Cllr Chris Mote
Harrow Heritage Trust Executive Committee	4	1. Cllr Navin Shah 2. Cllr Keith Ferry 3. Cllr Janet Mote 4. Cllr Simon Williams	N/A
Harrow in Business	1 (+1 officer appointd)	Cllr Keith Ferry	N/A
Harrow in Europe Committee	5	1. Cllr Nana Asante 2. Cllr Brian Gate 3. Cllr David Gawn 4. Cllr Jean Lammiman 5. Cllr Manji Kara	N/A
Harrow Nature Conservation Forum	1	1. Cllr Sachin Shah	N/A
Harrow on the Hill Forum	6 (3 ward members 2 group mbrs)	Ward: 1. Cllr Ann Gate 2. Cllr David Gawn 3. Cllr Simon Williams Group: 1. Cllr Ben Wealthy 2. Cllr Barry Macleod-Cullinane 3. Cllr Stephen Greek	N/A

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
Harrow Police and Community Consultative Group	4	1. Cllr Sasikala Suresh 2. Cllr Phillip O'Dell 3. Cllr Vina Mithani 4. Cllr Susan Hall	N/A
Harrow Primary Care Trust Management Board / NHS Harrow	1	Cllr Margaret Davine	N/A
Harrow Refugee & Minorities Forum (appointments until May 2012)	2 (1 rep from each political group)	1. Cllr Rekha Shah 2. Cllr Manji Kara	N/A
Harrow Sports Council	3	1. Cllr David Perry 2. Cllr Kairul Marikar 3. Cllr Chris Mote	N/A
Harrow Town Centre Forum	3	1. Cllr Ben Wealthy 2. Cllr Sue Anderson 3. Cllr Simon Williams	N/A
Harrow Weald Common Board of Conservators Appointment from May 2010 for a 4-year term	5 (3 Ward Members + 2 (1 from each Group)	1. Cllr Ramji Chauhan 2. Cllr Stephen Greek 3. Cllr Tony Ferrari 4. Cllr Phillip O'Dell 5. Cllr Joyce Nickolay	N/A
Harrow Young Musicians Managing Body	2	1. Cllr Keith Ferry 2. Cllr Jean Lammiman	N/A
John Pardoe Charity	4	1. Cllr Mano Dharmarajah 2. Cllr Camilla Bath 3. Cllr Christine Bednell 4. Cllr Jean Lammiman	N/A

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
LBH Bus & Highways Liaison Meeting	4	1. Cllr Nizam Ismail 2. Cllr Jerry Miles 3. Cllr Mrinal Choudhury 4. Cllr John Nickolay	N/A
LBH Rail Liaison Meeting	4	1. Cllr Nizam Ismail 2. Cllr Jerry Miles 3. Cllr Mrinal Choudhury 4. Cllr John Nickolay	N/A
League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	1. Cllr Krishna James	
Lee Valley Regional Park Authority	1	Cllr Paul Osborn (until July 2013)	
Local Authorities Aircraft Noise Council	2 (+1 officer appointed)	1. Cllr Raj Ray 2. Cllr John Nickolay	N/A
Local Government Association - General Assembly Meetings	4 (+ 4 deputies)	1. Cllr Phillip O'Dell 2. Cllr Bill Stephenson 3. Cllr Barry Macleod-Cullinane 4. Cllr Susan Hall	1. Cllr Margaret Davine 2. Cllr Graham Henson 3. Cllr Paul Osborn 4. Cllr Stephen Greek
Local Government Association - Urban Commission	1 (+1 officer appointed)	1. Cllr Keith Ferry	N/A
Local Government Information Unit	1	1. Cllr Graham Henson	N/A
London Accident Prevention Council	2 (+1 officer appointed)	1. Cllr Jerry Miles 2. Cllr Manji Kara	1. Cllr Phillip O'Dell
London Councils' Children and Young People Forum	1 (+1 deputy)	1. Cllr Mitzi Green	Cllr Brian Gate

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
London Councils' Crime & Public Protection Panel	1 (+1 deputy)	1. Cllr Phillip O'Dell	Cllr Ajay Maru
London Councils' Culture, Tourism and London 2012 Forum	1 (+1 deputy)	1. Cllr Rekha Shah	Cllr Krishna James
London Councils' Economic Development Forum	1 (+1 deputy)	1. Cllr Keith Ferry	Cllr Ajay Maru
London Councils' Grants Committee (Associated Joint Committee)	1 (+ 4 deputies)	1. Cllr Rekha Shah	Cllr Thaya Idaikkadar
London Councils' Greater London Employment Forum	1 (+ 1 deputy)	1. Cllr Graham Henson	Cllr Nana Asante
London Councils' Health and Adult Services Forum	1 (+ 1 deputy)	1. Cllr Margaret Davine	Cllr Krishna James
London Councils' Housing Forum	1 (+ 1 deputy)	1. Cllr Bob Currie	Cllr Victoria Silver
London Councils' Leaders' Committee (s101 Joint Committee)	1 (+ 2 deputies)	1. Cllr Bill Stephenson	1. Cllr Phillip O'Dell 2. Cllr Margaret Davine
London Councils' Transport & Environment Committee (Associated Joint Committee)	1 (+ 4 deputies)	1. Cllr Phillip O'Dell	1. Cllr Jerry Miles 2. Cllr Nizam ismail
London Youth Games	2 (+ 2 deputies)	1. Cllr David Perry 2. Cllr Chris Mote	1. Cllr Brian Gate 2. Cllr Yogesh Teli

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
Mayor of Harrow's Charity Fund Trustees	3 (+ 4 Burgesses)	1. Cllr Asad Omar 2. Cllr Nizam Ismail 3. Cllr Christine Bednell Burgesses: 1. Mrs G Branch 2. Mr O Cock 3. Mrs B Cripps 4. Mrs R Feakins	N/A
Middlesex Guildhall Collection and Trust Fund	5 (+1 officer appointed)	1. Cllr Rekha Shah 2. Cllr Navin Shah 3. Cllr Phillip O'Dell 4. Cllr Jean Lammiman 5. Cllr Camilla Bath	
North West London Chamber Board	1	1. Cllr Ajay Maru	
North West London Community Foundation	1 (+ 1 deputy)	1. Cllr Nana Asante	Cllr Victoria Silver
Port of London Authority / London Home & Water Safety Council	1 (+1 officer appointed)	1. Cllr William Stoodley	
Promotion of Public Transport Users' Group	4 (+ 4 reserves)	1. Cllr Jerry Miles 2. Cllr Nizam Ismail 3. Cllr John Nickolay 4. Cllr Manji Kara	1. Cllr Sasikala Suresh 2. Cllr TBA 3. Cllr Stanley Sheinwald 4. Cllr Susan Hall
Relate London North West	3	1. Cllr Margaret Davine 2. Cllr David Gawn 3. Cllr Mrs Lurline Champagnie	N/A

Name of body	No. reps.	Proposed Appointee (for 2010/11)	Proposed Deputies where applicable (for 2010/11)
Reserve Forces and Cadets Association for Greater London	1	1. Cllr Kairul Marikar (until May 2013)	N/A
Sir John Wolstenholme Charity	2	1. Cllr Camilla Bath 2. Cllr Christine Bednell	N/A
Sir Lancelot Lake Charity	2	1. Cllr Nana Asante 2. Cllr John Cowan	N/A
St Dominic's College	1	1. Cllr Brian Gate (until May 2011)	N/A
Stanmore College Nomination for 4-year term	1	1. Cllr Margaret Davine (until May 2014)	N/A
Staying Put Scheme Advisory Committee	1	1. Cllr Margaret Davine	N/A
Victoria Hall, Harrow	1	1. Cllr Bill Phillips	N/A
West House and Heath Robinson Museum Trust	1	1. Cllr Keith Ferry	N/A
West London Alliance	1 (+1 officer appointed)	1. Cllr Bill Stephenson	
West London Waste Authority	1	1. Cllr Phillip O'Dell	N/A

This page is intentionally left blank

COUNCIL
8 JULY 2010

LICENSING AND GENERAL PURPOSES
COMMITTEE
RECOMMENDATION I

15 JUNE 2010

- LICENSING POLICY

This page is intentionally left blank

LICENSING AND GENERAL PURPOSES COMMITTEE MINUTES

15 JUNE 2010

Chairman: * Councillor Mano Dharmarajah

Councillors:

* Husain Akhtar	Ajay Maru
* Ramji Chauhan (3)	* John Nickolay
* Mrinal Choudhury	* Bill Phillips (5)
* John Cowan	* Raj Ray
* David Gawn	* Stanley Sheinwald
* Thaya Idaikkadar	* Krishna Suresh
* Krishna James	* Simon Williams

**In attendance:
(Councillors)** Sue Anderson
Varsha Parmar
Ben Wealthy

* Denotes Member present
(3) and (5) Denote category of Reserve Members
† Denotes apologies received

RECOMMENDED ITEMS

9. Recommendation I - Licensing Policy

The Committee received a report of the Corporate Director of Community and Environment that outlined the draft revised Licensing Policy for Harrow Council as the Licensing Authority and the responses to the consultation exercise in respect of it. An officer reported that:

- the licensing policy was a guide for submitting a licensing application and had been amended to capture legislative changes;

- the consultation process had taken place between 15 March and 21 May 2010. The draft policy had also been distributed to responsible authorities, existing premises licence holders and known local residents associations for comments. Officers had received two responses, one of which related planning issues. In response, officers had advised that planning matters did not form part of the licensing policy;

In response to questions raised by Members, officers advised that:

- licensing applications were considered and granted in accordance with the four licensing objectives, whereas, planning decisions were considered in accordance with planning legislation. Both applications were independent of each other, however, licensing applicants were advised to resolve any planning issues in order to operate according to their premises licence;
- applicants seeking planning permission could apply for a provisional licence and approach planning once the application was granted. Comments from licensing were invited when a planning application was made. Any changes made to a licensed premises may require planning consent and/or building regulations approval. Any new renovation work would require need to provide disabled access in accordance with current building regulations;
- officers response to comments received following the consultation process would be included in the report submitted to full Council on 8 July 2010;
- the licensing policy was reactive to other policies or initiatives that were implemented or exercised by the Council;
- if an isolated offence had been committed, officers would normally issue a written warning to a licensee advising them to discontinue any unauthorised activity. A simple caution was a formal legal sanction that was issued where licences were persistently breached. A record of this would remain on file for 3 years;

RESOLVED to Recommend: (to Council)

That the draft licensing policy be referred to full Council for approval.

RESOLVED: That the responses received following the consultation be noted.

COUNCIL 8 JULY 2010

OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATION I

13 APRIL 2010

**- SCRUTINY ANNUAL REPORT
2009/10**

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE MINUTES

13 APRIL 2010

Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* John Cowan (1) † Mrs Margaret Davine * B E Gate * Mitzi Green * Ashok Kulkarni (3) * Jerry Miles	* Mrs Vina Mithani * Paul Scott (1) * Mrs Rekha Shah * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting Co-opted:	(Voluntary Aided) † Mrs J Rammelt Reverend P Reece	(Parent Governors) * Mr R Chauhan Mrs D Speel
In attendance: (Councillors)	* Paul Osborn	Minute item: 709 & 711

- * Denotes Member present
- (1) and (3) Denote category of Reserve Members
- † Denotes apologies received

RECOMMENDATION I

710. Recommendation I - Draft Scrutiny Annual Report 2009/10

The Committee were informed that the Overview and Scrutiny Committee was required to present an annual report of its activities to Council and that the draft report was being presented to Members for approval. An officer explained that, as this was the final Scrutiny Annual Report for the current

administration, the report did not include work programme proposals for the next municipal year.

RESOLVED: That

- (1) the Scrutiny Annual Report be approved;
- (2) the Scrutiny Annual Report be referred to Council.

COUNCIL
8 JULY 2010

**OPERATION AND PROVISIONS FOR CALL-IN
AND URGENCY 2009/10**

This page is intentionally left blank

REPORT FOR: **COUNCIL**

Date of Meeting:	8 July 2010
Subject:	OPERATION AND PROVISIONS FOR CALL-IN AND URGENCY 2009/10
Responsible Officer:	Hugh Peart – Director of Legal and Governance Services
Exempt:	No
Enclosures:	None

SECTION 1 – SUMMARY

RECOMMENDATION:

That the operation of the call-in and urgency procedures be noted.

SECTION 2 – REPORT

Background

- 2.1 In accordance with paragraph 47.7 of the Council's Committee Procedure Rules, Members are required to consider the operation of the provisions for call-in and urgency on an annual basis and a report submitted with proposals for review if necessary.
- 2.2 Call-in is the process whereby a decision of the Executive, Portfolio Holder or officer (when taking a key decision) taken but not implemented may be examined by the Overview and Scrutiny Committee prior to implementation. They may recommend that the Executive re-consider the decision.

- 2.3 Any six Members of the Council comprising Members from at least two Political Groups can call in a decision of the Executive which has been taken but not implemented. In relation to Executive decisions on education matters only, the number of Members required to call in a decision which has been made but not implemented is six; being representatives from either two political groups or representatives of the voting co-opted members and at least one political group on Overview and Scrutiny Committee.
- 2.4 Decisions of the Executive shall not be implemented for 5 clear working days following the publication of the decision and a decision can only be called in during this period. This does not, however, apply to urgent decisions. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The Chairman of Overview and Scrutiny Committee must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.
- 2.5 Call-In of a decision of the Executive, which has been taken but not implemented, may also be invoked by 150 members of the public (defined as anyone registered on the electoral role of the Borough) upon receipt of a signed request setting out the grounds for the Call-In.

Use of Urgency Procedures

- 2.6 The Council Constitution has been in operation since May 2002. During the municipal year 2009/10, there were 12 urgent individual Portfolio Holder decisions and 37 non-urgent Portfolio Holder decisions as at 5 May 2010. The relevant Head of Service is required to confirm urgency in each case.
- 2.7 During the municipal year 2009/10, the urgency process has been used on 3 occasions in relation to decisions of Cabinet, the details of which are set out below:-

<u>Date</u>	<u>Subject</u>	<u>Reason for Urgency</u>
18 March 2010	Budget Update	A Delay in authorising the expenditure indicated in this report would significantly effect implementation. In the case of highways repairs it would extend the period in which there is a safety risk. In the case of the transformation programme it would delay the realisation of benefits.

18 March 2010	Mill Farm Close Regeneration Proposal	The decision is urgent as failure to enter into a binding contract by 31 March 2010 may jeopardise funding from the Homes and Communities Agency (HCA) for the regeneration proposal
18 March 2010	Grant Funding 2010/11	To enable grant agreements to be put in place by 1 April 2010 To allow for the distribution of the grants in a timely manner to the voluntary and community sector from April 2010 so that organisations can deliver services within the community without delay.

The urgency process has not been used in relation to officer decisions.

2.8 In accordance with paragraph 47.6 of the Committee Procedure Rules decisions taken as a matter of urgency have been reported to the next available Council meeting following taking of the decision. The reports to Council have set out the reason for urgency in each case.

Use of Call in procedure

2.9 The Call in Sub-Committee met on 2 occasions during the municipal year 2009/10 and considered the following matters:-

Decision maker	Subject	Date of Call-In Sub-Committee
Portfolio Holder - Environment Services & Community Safety	West Harrow Proposed CPZ	30 July 2009
Portfolio Holder – Communications & Corporate Services	Learning and Development Managed Service	22 September 2009

2.10 For Members' information, the Call in Sub-Committee during the period 2002-2010 has met as follows:

<u>Municipal Year</u>	<u>Number of occasions Call in Sub-Committee Met</u>	<u>Number of Issues Considered</u>
2002/03	3	7
2003/04	0	0
2004/05	3	4
2005/06	3	4
2006/07	3	16
2007/08	3	4
2008/09	1	1
2009/10	2	2

SECTION 3 – FURTHER INFORMATION

None.

SECTION 4 – FINANCIAL INFORMATION

None.

STATUTORY OFFICER CLEARANCE

Name: George Curran	<input checked="" type="checkbox"/>	on behalf of Chief Financial Officer
Date: 29 June 2010		
Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of Monitoring Officer
Date: 29 June 2010		

SECTION 4: CONTACT DETAILS AND BACKGROUND PAPERS

Contact:

Pauline Ferris, Democratic & Electoral Services Manager. Tel: 020 8424 1269.

Background Papers

The Council's Constitution, the Cabinet Minutes as well as all public reports and decision notices are available through the 'Council and Democracy' Page at www.harrow.gov.uk

Council Constitution

Council – 12 May 2005 - operation and provisions for call in and special urgency

Council – 27 April 2006 – agreed amendments to the Constitution.

Council – 15 April 2010 – agreed amendments to the Constitution.

This page is intentionally left blank

COUNCIL
8 JULY 2010

LOCAL GOVERNMENT PETITION SCHEME

This page is intentionally left blank

Date of Meeting:	8 July 2010
Subject:	Local Government Petition Scheme
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson
Exempt:	No
Enclosures:	Appendix A – Petition Scheme Appendix B – Consequential Constitutional amendments.

Section 1 – Summary and Recommendations

The Local Democracy, Economic Development and Construction Act 2009 (The Act) imposes a duty on principal local authorities in England and Wales to implement a scheme for handling petitions made to the authority by people who live, work or study in the authority's area.

The Act provides that the petition scheme must be approved by a meeting of the full Council before it comes into force.

Recommendations:

That the Council:

1. approves the Petition Scheme attached at Appendix A and
2. approves the consequential amendments to the Constitution attached at Appendix B

SECTION 2 - REPORT

1. Background

- 1.1 Petitions are a long-established way for members of the public to express their concerns and priorities to their local authority. The Council has a

history of using petitions to inform its discussions and decisions and already allows the presentation of petitions at Council, Cabinet and Committee meetings.

- 1.2 The Local Democracy, Economic Development and Construction Act 2009 (The Act) which is taking effect in stages during the course of 2010 includes some statutory obligations concerning local authority petitions and obliges the Council to implement a written petition scheme.
- 1.3 The mandatory requirements of the Act include: referring petitions that meet certain criteria to Council for discussion; a provision for calling senior officers to attend an Overview and Scrutiny Committee meeting; and a right of review by the Overview and Scrutiny Committee of the action taken in response to a petition.
- 1.3 The Act also requires the Council to develop a facility for submission of electronic petitions on the Council's website. This particular requirement does not take effect until later in 2010, which will allow time for development of the facility following approval of the Scheme.
- 1.4 Some minor consequential amendments to the Constitution must be made in order to reconcile the current provisions with the requirements of the Act.

2. Legal Implications

- 2.1 The Local Democracy, Economic Development and Construction Act 2009 imposes a legal duty on local authorities to implement a petition scheme setting out how petitions will be handled.

3. Financial Implications

- 3.1 The costs of dealing with petitions under the Petition Scheme, if adopted, cannot be ascertained in advance, as they will depend upon the number of petitions received. However, given that the Council already takes appropriate action in relation to the petitions it receives, it is not envisaged that the new obligations will create any significant additional cost. There is a small officer cost in setting up the petitions website. The costs will be contained within existing budgets.

Section 3 - Statutory Officer Clearance

Name: Steve Tingle

on behalf of the
Chief Financial Officer

Date: 21 June 2010

____ on behalf of the

Name: George Curran

Monitoring Officer

Date: 21 June 2010

Section 4 - Contact Details and Background Papers

Contact: Louise Humphreys Assistant Lawyer - Administrative Law

Email: LouiseA.Humphreys@Harrow.gov.uk

Tel: 0208 4209 414 ; Extension: 5414

Background Papers:

Local Democracy, Economic Development and Construction Act 2009

Listening to Communities – Statutory Guidance on the duty to respond to petitions

If appropriate, does the report include the following considerations?

1.	Consultation	NO
2.	Corporate Priorities	NO

London Borough of Harrow Petition Scheme

1. Petitions

- 1.1 Harrow Council recognises that petitions can be a good way to highlight issues that people feel strongly about. A petition may be used by people who live, work or study in the borough to formally register a collective request or concern about the Council or its services. We have a duty to consider and respond to all petitions we receive.
- 1.2 All petitions submitted to the Council will be acknowledged within 15 working days of receipt by the Legal and Governance Services Department, setting out what will happen to the petition. We will treat as a petition anything that is identified as a petition or seems to us intended to be a petition.
- 1.3 Paper petitions can be sent to:
- The Monitoring Officer
Legal and Governance Services Department
Harrow Council
PO Box 2
Civic Centre
Station Road
Harrow HA1 2UH
- 1.4 E-petitions can be created, signed and submitted online by following [this link](#).
- 1.5 Alternatively, petitions may be presented at a meeting of the Council, Executive or a committee. Please follow [this link](#) to the Council's Constitution which contains Procedure Rules for the Council, the Executive and the committees. These rules explain the procedure for presenting petitions at meetings of the different bodies.

2. What must a petition include?

- 2.1 Petitions submitted to the Council must include
- a clear and concise statement covering the subject of the petition, including the action the petitioners wish to take; and
 - the names addresses and signatures of people who support the petition and who live, work or study in the Borough of Harrow. The address given must be a home, work or study address in the Borough.
- 2.2 Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on our website.
- 2.3 Petitions which are considered by the Monitoring Officer to be vexatious, abusive or otherwise inappropriate will not be accepted or published and no further action will be taken.
- 2.4 If a petition does not follow the guidelines set out above we may decide not to do anything further with it. In that case we will write to you to explain this.

2.5 In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss any revised timescale which will apply.

3. What will the Council do when it received my petition?

3.1 Acknowledgement

3.1.1 We will send an acknowledgement to the petition organiser within 15 working days of receiving the petition. The acknowledgement will explain what will happen next and when they can expect to hear from us again.

3.1.2 If we think it is appropriate to take the action requested immediately, the acknowledgement will explain this, and the petition will be closed.

3.1.3 If another procedure is more suitable for dealing with the petition (for example, if the petition applies to a planning or licensing application, or if the matter is already in the process of being dealt with under another procedure) we will inform the petition organiser of this. We will not take any action on a petition which the Monitoring Officer considers is vexatious, abusive or otherwise inappropriate, and will explain the reasons for this in our acknowledgement of the petition.

3.2 Publication

3.2.1 To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, except where this would be inappropriate. We will also publish correspondence relating to a petition as appropriate (all personal details will be removed). When a person signs an e-petition they can elect to receive this information by email. We will not send anything which is not relevant to the e-petition, unless the signatory chooses to receive other emails from us.

4. What will happen next?

4.1 The next steps will depend on what a petition asks for and how many people have signed it. An officer of the Council will consider the petition initially and decide how to deal with it most effectively. For example, this might involve the officer writing to the petition organiser; undertaking research or an inquiry; or organising a meeting with the petitioners or other interested parties.

4.2 If the petition concerns a particular area of Council business, it will usually be referred to the committee or sub-committee or other body that deals with that area and may be considered at a meeting. Committee meetings are usually held in public, so people who are interested in the petition will be able to observe any discussion that takes place.

5. Petitions involving partners / other authorities

5.1 If the petition is about something over which we have no direct control (for example the local railway or hospital) we will consider referring the matter to the Executive to take up the matter on behalf of the community with the relevant body. We work with a large number of official partners and where possible will work with these partners to

respond to your petition. If we are unable to do this then we will explain why. You can find out more about the services for which we are responsible by following [this link](#).

- 5.2 If the petition is about something that is the responsibility of a different Council we will forward the petition to the other Council, or take other appropriate action, and will notify the petition organiser about what we have done.

6. Petitions with over 2000 signatures

- 6.1 If a petition contains more than 2000 signatures of people who live, work or study in the Borough (the address in the Borough at which they live, work or study must be provided), it will be considered / debated by the full Council, unless it is a petition asking for a senior Council officer to give evidence at a public meeting (see section 7 below). This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although in some circumstances this may not be possible - for example, when the petition is submitted too close to the meeting date, in which case consideration will take place at the following meeting. The petition organiser will be invited to the meeting to present the petition and the petition will then be discussed by Councillors. The presentation must last no longer than one minute and the discussion will last a maximum of 10 minutes.
- 6.2 Following consideration / discussion the Council may refer the petition to the Cabinet, a committee or a Corporate Director to determine the matter, taking into account the views expressed by the Council.
- 6.3 The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

7. Officer evidence

- 7.1 A petition may ask for a senior Council officer to give evidence at a meeting about something for which the officer is responsible as part of their job. The petition must relate solely to the officer's job and not their personal circumstances or character. For example, your petition may ask a senior official to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.
- 7.2 Only staff in the following senior posts may be called to give evidence:
- Head of Paid Service (Chief Executive)
 - Assistant Chief Executive
 - Director of Legal and Governance Services
 - Corporate Director, Finance
 - Corporate Director, Children's Services
 - Corporate Director, Community and Environment
 - Corporate Director, Adults and Housing
 - Corporate Director, Place Shaping
- 7.3 If a petition contains at least 1000 signatures of people who live, work or study in the Borough the relevant senior officer will be called to give evidence in public at a meeting of our overview and scrutiny committee. The committee may decide that it

would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call a relevant Councillor or invite relevant officers from one or more partner agencies to attend the meeting. Committee members will ask the questions at this meeting, but the petition organiser will be able to suggest questions to the chair of the committee up to three working days before the meeting.

8. E-petitions

- 8.1 We welcome e-petitions which are created and submitted through our website (www.harrow.gov.uk). E-petitions must follow the same guidelines as paper petitions set out above. The petition organiser will need to provide us with their name, postal address and email address. They must also decide how long the petition will be open for signature. Most petitions run for 6 months but you can choose for a shorter or longer timeframe, up to a maximum of 12 months.
- 8.2 When you create an e-petition, it may take up to 10 working days before it is published online and made available for signature.
- 8.3 If we cannot publish your petition, we will contact you to explain why. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 days of us contacting you, a summary of the petition and the reasons why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 8.4 When an e-petition has closed, the petition organiser will be sent an acknowledgement within 15 working days.
- 8.5 A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgement and response will also be published on the website. The petition will then be dealt with in the same way as paper petitions.

9. How to 'sign' an e-petition

- 9.1 When you sign an e-petition you will be asked to provide your name, postcode and a valid email address. When you have submitted this information you will be sent an email to the address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

10. Reviewing the Council's response to a petition

- 10.1 If you feel that we have not dealt with your petition adequately, the petition organiser has the right to request that the Council's overview and scrutiny committee reviews the steps taken in response to the petition. The petition organiser should provide a short explanation of the reasons why our response is not considered to be adequate.
- 10.2 The committee will endeavour to consider the request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine that we have not dealt with your petition adequately, it may make recommendations on how to put this right.

10.3 Once the review has taken place the petition organiser will be informed of the outcome within 5 working days. The outcome of the review will also be published on our website.

11. Alternatives to a petition

11.1 There are other ways in which you can let us know what you think about our actions and decisions that may be more appropriate than a petition. Follow [this link](#) to see how else you can have your say.

Annex B

Petition Scheme Consequential Constitutional Amendments

1. Council Procedure Rules

The following minor amendments are required:

Petitions

10.1 Presentation of Petitions

10.1.1 All petitions received shall normally be dealt with in accordance with the Council's Petition Scheme (at Appendix A to these Rules) and will be referred to the appropriate Council Committee or sub-committee, or to the Executive, Portfolio Holder, Advisory Panel or Consultative Forum of the Executive. If the petitioners request that the petition be presented at a meeting of Council this can be done in the following ways:

10.1.1.1 a representative of the petitioners may attend at the time stated for the start of the Council meeting and request to read the petition to the meeting;

10.1.1.2 the petitioners may approach a Councillor and ask the Councillor to read the petition on their behalf;

10.1.1.3 the petitioners may send the petition to the Monitoring Officer and request for the Mayor to read the petition.

Deleted: who will arrange

10.1.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Mayor determines that this time limit should be extended or reduced.

10.2 Notice and Consideration of Petitions

10.2.1 There is no need for any advance notice to be given of the wish to present a petition to Council but if 7 clear working days notice is given to the Monitoring Officer a note of the petition will appear on the summons for the meeting.

10.2.2 After all petitions have been read they shall stand to be dealt with in accordance with the Petition Scheme and will usually be referred to the appropriate Council Committee, sub-committee or Executive, Advisory Panel, Consultative Forum or

Portfolio Holder. [Subject to 10.2.3](#) Unless the Mayor decides otherwise, no discussion shall take place on any petition.

- 10.2.3 [Petitions that meet the criteria set out in Section 6 of the Petition Scheme will be considered by the Council in accordance with the provisions of that Section.](#)

Formatted: Indent: Left: 0 pt, Hanging: 49.6 pt

2. Executive Procedure Rules

The following minor amendments are required:

Petitions

15.1 Presentation of petitions

15.1.1 All petitions received relating to Executive functions shall [be dealt with in accordance with the Council's Petition Scheme \(at Appendix A to the Council Procedure Rules\)](#) and will normally be referred to the Executive or appropriate Portfolio Holder, Advisory Panel or Consultative Forum. If the petitioners request that the petition be presented at a meeting of the Executive this can be done in the following ways:

15.1.2 a representative of the petitioners may attend at the time stated for the start of the Executive meeting, or prior to an individual Executive member making a decision, and request to read the petition to the meeting;

15.1.3 the petitioners may send the petition to the Monitoring Officer [and request](#) for the Leader, Deputy Leader or an Executive Member to read the petition.

Deleted: who will arrange

15.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Chair determines that this time limit should be extended or reduced.

15.3 Notice and consideration of petitions

15.3.1 Save as is mentioned in paragraph 15.1.3 above there is no need for any advance notice to be given of the wish to present a petition to the Executive but if 10 days notice is given to the Monitoring Officer a note of the petition will appear on the agenda for the meeting.

3. Committee Procedure Rules

The following minor amendments are required:

Petitions

15.1 Presentation of Petitions

15.1.1 Petitions relating to a function of a Committee or sub-committee shall be dealt with in accordance with the Council's Petition Scheme (at Appendix A to the Council Procedure Rules) and will usually be presented to the appropriate meeting of the Committee or sub-committee. If the petitioners request that the petition be presented at a meeting of a Council Committee or sub-committee this can be done in the following ways:

15.1.1.1 a representative of the petitioners may attend, at the time stated for the start of the Committee or sub-committee meeting, and request to read the petition to the meeting;

Deleted: who will arrange

15.1.1.2 the petitioners may approach a Councillor and ask the Councillor to read the petition on their behalf;

15.1.1.3 the petitioners may send the petition to the Monitoring Officer and request for the Chair to read the petition.

15.1.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Chair determines that this time limit should be extended or reduced.

15.2 Notice and Consideration of Petitions

15.2.1 There is no need for any advance notice to be given of the wish to present a petition to a Committee or sub-committee but if seven clear working days notice is given to the Monitoring Officer a note of the petition will appear on the agenda for the meeting.

4. Overview and Scrutiny Terms of Reference

The additional of the following power of the Overview and Scrutiny Committee is required:

...

13. 'to call senior officers to give evidence in response to petitions and/or to review the actions taken by the Council in response to petitions in accordance with the Council's Petition Scheme'.

This page is intentionally left blank