

# **Council SUMMONS AND AGENDA**

**DATE:** Thursday 24 July 2014

**TIME:** At the rising of the Extraordinary Council Meeting, which commences at 7pm

**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 16<sup>th</sup> July 2014

**1. COUNCIL MINUTES** (Pages 1 - 28)

That the minutes of the ordinary meeting held on 27 February 2014, the extraordinary meetings held on 1 May 2014 and 12 June 2014 and the annual meeting held on 12 June 2014, be taken as read and signed as correct records.

**2. DECLARATIONS OF INTEREST**

To receive declarations of disclosable pecuniary or non pecuniary 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. 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. 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;
- (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 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

## **7. PETITION - CARPENDER'S PARK CEMETARY**

The Council received a Petition of over 2,000 signatures, on behalf of petitioners and outlining the following terms:

*“Brent and Harrow Councils have decided to return Carpenders Park Cemetery to grass and plan to sow grass seed over the graves. They have requested that ‘all items be removed except authorised plaques and vases’ including the wooden crosses on each grave and personal memorials, to be replaced by an approved plaque and one small vase. The cost of a plaque varies but it is in the region of £1,200 and takes weeks to make, leaving the grave unmarked before completion. We have obtained backing from Bob Blackman (MP Harrow East, Conservative) and Gareth Thomas (MP Harrow West, Labour) but need 500 signatures on a petition, to demonstrate support of retaining the wooden crosses, at the very least, on much loved graves of family and friends. May they rest in peace.*

*We, the undersigned, petition Brent and Harrow Councils to allow the wooden crosses on graves in Carpenders Park Cemetery, particularly sections HA and HB, to be retained. We appeal they reconsider their request and permit memorials, including headstones, as allowed in other cemeteries across both boroughs.”*

The Petition has been subject to the validation process and meets the threshold of signatures needed to engender a Council debate.

The Lead Petitioner will be invited to read the terms of the petition on behalf of the petition signatories. There is a period of one minute allocated to present. A period of 10 minutes is permitted for Members to debate the Petition terms and issues.

Following discussion the Council may choose to refer the petition to the Cabinet to determine the matter, taking into account the views expressed by Council.

## **8. LEADER AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

To receive a presentation from the Leader of the Council and Portfolio Holders on business since the last ordinary meeting, followed by a question and answer session. The item is allotted 20 minutes.

## **9. CABINET MEMBERSHIPS (Pages 29 - 52)**

Report of the Director of Legal and Governance Services.

## **10. CORPORATE PLAN 2014-15 (To Follow)**

- (A) Recommendation I: Overview and Scrutiny Committee  
(23 July 2014)
- (B) Recommendation II: Cabinet  
(17 July 2014)

**11. REVISED TERMS OF REFERENCE FOR THE EMPLOYEES CONSULTATIVE FORUM (ECF) AND EMPLOYEES CONSULTATIVE FORUM SUB-GROUP**  
(Pages 53 - 64)

Report of the Divisional Director of Human Resources, Development & Shared Services.

**12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODY** (To Follow)

Report of the Director of Legal and Governance Services.

**13. 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.

**14. MOTIONS**

No Motions have been notified.

**15. DECISIONS TAKEN UNDER URGENCY PROCEDURE BY PORTFOLIO HOLDERS, LEADER AND DEPUTY LEADER AND USE OF SPECIAL URGENCY PROCEDURE** (Pages 65 - 70)

Report of the Director of Legal and Governance Services.

**\* Data Protection Act Notice**

The Council will audio record items 6 and 13 (Questions with Notice) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

# **COUNCIL 24 JULY 2014**

## **MINUTES**

**COUNCIL MEETING – 27 FEBRUARY 2014  
EXTRAORDINARY COUNCIL MEETING – 1 MAY 2014  
EXTRAORDINARY COUNCIL MEETING – 12 JUNE 2014  
ANNUAL COUNCIL MEETING – 12 JUNE 2014**

This page is intentionally left blank

# COUNCIL (COUNCIL TAX)

## MINUTES

### 27 FEBRUARY 2014

- Present:**
- \* Councillor Nana Asante (The Worshipful the Mayor)
  - \* Councillor Mrs Camilla Bath (The Deputy Mayor)
- Councillors:**
- |                              |                     |
|------------------------------|---------------------|
| * Husain Akhtar              | * Amir Moshenson    |
| * Sue Anderson               | * Chris Mote        |
| * Marilyn Ashton             | * Janet Mote        |
| * Christine Bednell          | * John Nickolay     |
| * James Bond                 | * Joyce Nickolay    |
| * Mrs Lurline Champagnie OBE | * Christopher Noyce |
| * Kam Chana                  | * Phillip O'Dell    |
| * Ramji Chauhan              | * Asad Omar         |
| * Mrinal Choudhury           | * Paul Osborn       |
| * Bob Currie                 | * Varsha Parmar     |
| * Margaret Davine            | * David Perry       |
| * Mano Dharmarajah           | * Bill Phillips     |
| * Tony Ferrari               | * Raj Ray           |
| * Keith Ferry                | * Christine Robson  |
| * David Gawn                 | * Richard Romain    |
| * Stephen Greek              | * Anthony Seymour   |
| * Mitzi Green                | * Lynda Seymour     |
| * Susan Hall                 | * Navin Shah        |
| * Glen Hearnden              | * Mrs Rekha Shah    |
| * Graham Henson              | * Sachin Shah       |
| * Thaya Idaikkadar           | * Stanley Sheinwald |
| * Nizam Ismail               | * Victoria Silver   |
| * Krishna James              | * Bill Stephenson   |
| * Manji Kara                 | * William Stoodley  |
| * Zarina Khalid              | * Krishna Suresh    |
| * Jean Lammiman              | * Sasi Suresh       |
| * Barry Macleod-Cullinane    | * Yogesh Teli       |
| * Kairul Kareema Marikar     | * Ben Wealthy       |
| * Ajay Maru                  | * Simon Williams    |
| * Jerry Miles                | * Stephen Wright    |
| * Mrs Vina Mithani           |                     |

\* Denotes Member present

## PRAYERS

The meeting opened with Prayers offered by Dr Suzanne Nti.

### 359. COUNCIL MINUTES

**RESOLVED:** That the minutes of the meeting held on 14 November 2013 be taken as read and signed as a correct record.

### 360. DECLARATIONS OF INTEREST

The Mayor invited appropriate declarations of interest.

#### Item 8 – Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17

Councillor Sue Anderson declared non-pecuniary interests in that her son received support from Harrow Council and she was registered as a carer.

Councillor David Gawn declared a non-pecuniary interest in that he was in receipt of mobility allowance.

Councillor Mitzi Green declared a non-pecuniary interest in that her son was in receipt of Disability Living Allowance and her mother had a care package.

Councillor Glen Hearnden declared a non-pecuniary interest in that he was a Harrow foster carer.

Councillor Graham Henson declared a non-pecuniary interest in that his wife worked for a company that procured services from the Council.

Councillor Thaya Idaikkadar declared a non-pecuniary interest in that his mother was in receipt of Council Tax benefit.

Councillor Barry Macleod-Cullinane declared a non-pecuniary interest in that he was employed by London Councils Ltd.

Councillor Kairul Kareema Marikar declared a non-pecuniary interest in that her son received Disability Living Allowance.

Councillor Jerry Miles declared a non-pecuniary interest in that his wife was in receipt of Disability Living Allowance.

Councillor Chris Mote declared a non-pecuniary interest in that his brother was in receipt of Disability Living Allowance and his mother-in-law would be having a care assessment.

Councillor Janet Mote declared a non-pecuniary interest in that her brother-in-law was in receipt of Disability Living Allowance and her mother would be having a care assessment.



Councillor Paul Osborn declared a non-pecuniary interest in that he was Vice-Chairman of Lee Valley Park Regional Authority.

Councillor Anthony Seymour declared a non-pecuniary interest in that his sister was in receipt of Council Tax benefit.

Councillor Lynda Seymour declared a non-pecuniary interest in that her sister-in-law was in receipt of Council Tax benefit.

Councillor Krishna Suresh declared a non-pecuniary interest in that his mother received a number of benefits.

Councillor Sasi Suresh declared a non-pecuniary interest in that her mother - in-law received a number of benefits.

Councillor Yogesh Teli declared a non-pecuniary interest in that his uncle was in receipt of Disability Living Allowance.

#### Item 15 – Proposed New Museum Building Adjacent to West House, Pinner

Councillor Mrs Lurline Champagnie OBE declared a non-pecuniary interest in that she was a patron of West House.

Councillor Keith Ferry declared a pecuniary interest in that was a trustee of West House and would leave the Chamber during the discussion and voting on this item.

Councillor Jean Lammiman declared a non-pecuniary interest as she was a trustee of West House.

Councillor Barry Macleod-Cullinane declared a non-pecuniary interest as he attended Councillor Chris Mote's practice.

Councillor Chris Mote declared a pecuniary interest and would leave the Chamber during the discussion and voting on this item.

Councillor Janet Mote declared a pecuniary interest and would leave the Chamber during the discussion and voting on this item.

Councillor Navin Shah declared a pecuniary interest and would leave the Chamber during the discussion and voting on this item.

#### Item 22(2) – Motion – Land Registry

Councillor Chris Noyce declared a non-pecuniary interest in that he was a solicitor and regularly corresponded with the Land Registry.

Councillor Anthony Seymour declared a non-pecuniary interest in that he had previously been employed as an adjudicator by the Land Registry and as a solicitor corresponded with the Land Registry.

Councillor Lynda Seymour declared a non-pecuniary interest in that her husband had previously been employed as an adjudicator by the Land Registry and as a solicitor corresponded with the Land Registry.

Councillor William Stoodley declared a non-pecuniary interest in that he had previously been employed by the Land Registry.

### **361. MAYOR'S ANNOUNCEMENTS**

The Mayor requested that Council note the engagements she had undertaken.

The Mayor thanked the Deputy Mayor, Past Mayors and Honorary Alderman for their support.

The Mayor also congratulated, on behalf of the Council, those Harrow residents that had been awarded in the recent Queen's New Year's Honours List.

**RESOLVED: That the report of the Worshipful the Mayor, as tabled, be noted.**

### **362. PROCEDURAL MOTIONS**

- (i) The Leader of the Council, Councillor Susan Hall, moved a procedural motion under Rule 25.1 that, in line with previous years and for the purposes of the debate on the Final Revenue Budget 2014/15 and Medium Term Financial Strategy 2014/15 to 2016/17, the rules of debate be varied, as set out in the tabled documents, and that the procedure therein be also applied to the reports on the Corporate Plan 2014-15, the Capital Programme 2014/15 to 2017/18, the Housing Revenue Account Budget 2014/15 and Medium Term Financial Strategy 2015/16 to 2017/18 and the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provisions Policy Statement and Annual Investment Strategy for 2014/15 and Pay Policy Statement 2014/15, insofar as the recommendations and amendments be debated jointly. This was agreed.
- (ii) The Mayor announced that she had received notice, within the tabled papers, of amendments in respect of the recommendations from Cabinet on item 7 – Corporate Plan 2014/15, item 8 – Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17, item 9 - Capital Programme 2014/15 to 2017/18, item 20 – Recommended Constitutional Changes.
- (iii) Having asked whether there were any further Procedural Motions, Councillor Susan Hall moved that item 21 – Questions with Notice, be taken after item 6 – Public Questions. This was seconded by Councillor Macleod-Cullinane and was agreed. Councillor Thaya Idaikkadar moved that item 20 – Recommended Constitutional

Changes, be taken before the guillotine. This was seconded by Councillor Asad Omar and was agreed.

**RESOLVED: That**

- (1) the partial suspension under Rule 25.1, regarding the moving of recommendations from Cabinet and the rules of debate (including extended time for opening speeches by the three political groups), as set out in the tabled papers, be approved for the purposes of the debate upon

Item 7 –	Corporate Plan 2014/15
Item 8 –	Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17
Item 9 –	Capital Programme 2014/15 to 2017/18
Item 10 –	Housing Revenue Account Budget 2014/15 and Medium Term Financial Strategy 2015/16 to 2017/18
Item 11 –	Treasury Management Strategy Statement, Prudential Indicators, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2014/15
Item 12 –	Pay Policy Statement 2014/15;

- (2) the amendments to the recommendations from Cabinet in respect of item 7 – Corporate Plan 2014/15, item 8 – Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17, item 9 - Capital Programme 2014/15 to 2017/18, item 20 – Recommended Constitutional Changes contained in the Tabled Documents be noted;
- (3) the amendments tabled by the Independent Labour Group in respect of item 8 – Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17, and item 9 - Capital Programme 2014/15 to 2017/18 be noted;
- (4) the amendments in respect of item 20 – Recommended Constitutional Changes contained in the Tabled Documents, be noted.

**363. PETITIONS**

In accordance with Rule 10, the following petitions were presented:

- (i) Petition submitted by Councillor David Perry containing 149 signatures of residents requesting that the Council to re-instate Harrows Flagship Community Festival ‘Under One Sky’.

[The petition stood referred to the Portfolio Holder for Community and Culture].

- (ii) Petition submitted by Councillor David Perry containing 1,276 signatures of residents requesting that a period of free parking be introduced in district centres.

[The petition stood referred to the Portfolio Holder for Community and Environment].

#### **364. PUBLIC QUESTIONS**

To note that four questions from members of the public had been received and responded to, and the recording of the questions and answers given had been placed on the Council's website.

#### **365. CORPORATE PLAN 2014/15**

**RESOLVED: That the Corporate Plan be adopted.**

#### **366. FINAL REVENUE BUDGET 2014/15 AND MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2014/15 TO 2016/17**

- (i) Further to Item 8 on the Summons, the Council received Recommendation II of the Cabinet meeting held on 13 February 2014.
- (ii) The Leader of the Council, Councillor Susan Hall, formally moved the Recommendation.
- (iii) Councillor James Bond tabled an amendment. Councillor James Bond moved and Councillor Chris Noyce seconded the amendment which included specific proposals for the Authority's budget for 2014/15.
- (iv) The Independent Labour Group tabled an amendment to the Recommendation. Councillor Thaya Idaikkadar moved and Councillor Asad Omar seconded the amendment, which included specific proposals for the Authority's budget for 2014/15.
- (v) The Labour Group tabled an amendment to the Recommendation. Councillor David Perry moved and Councillor Sachin Shah seconded the amendment, which included specific proposals for the Authority's budget for 2014/15 and 2015.
- (vi) Further to the decision outlined at Resolution 362 above, the amendments and the Recommendation were debated jointly.
- (vii) Following a full debate, the amendment by Councillor James Bond was voted upon but not carried. The voting was as follows

**In Favour of the Motion:** Councillors Akhtar, Bond and Noyce.

**Against the Motion:** The Worshipful The Mayor Councillor Asante, Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Dharmarajah, Ferrari, Greek, Hall, Idaikkadar, Ismail, James, Kara, Khalid, Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Omar, Osborn, Romain, Anthony Seymour, Lynda Seymour, Stoodley, Teli, Williams and Wright.

**Abstain:** Councillors Anderson, Choudhury, Davine, Ferry, Gawn, Green, Hearnden, Henson, Marikar, Maru, Miles, O'Dell, Parmar, Perry, Phillips, Ray, Robson, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Sasikala Suresh, Krishna Suresh and Wealthy.

- (viii) The amendment by Councillor Idaikkadar was voted upon but not carried. The voting was as follows

**In Favour of the Motion:** The Worshipful The Mayor Councillor Asante, Councillors Dharmarajah, Gawn, Idaikkadar, Ismail, James, Khalid, Omar and Stoodley.

**Against the Motion:** Councillors Anderson, Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Choudhury, Davine Ferrari, Ferry, Greek, Green, Hall, Hearnden, Henson, Kara, Lammiman, Macleod-Cullinane, Marikar, Maru, Miles, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, O'Dell, Osborn, Parmar, Perry, Phillips, Ray, Robson, Romain, Anthony Seymour, Lynda Seymour, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Sasikala Suresh, Krishna Suresh, Wealthy, Teli, Williams and Wright.

**Abstain:** Councillors Akhtar, Bond and Noyce.

- (ix) The amendment by Councillor David Perry was voted upon but not carried. The voting was as follows

**In Favour of the Motion:** Councillors Anderson, Choudhury, Davine, Ferry, Green, Hearnden, Henson, Marikar, Maru, Miles, O'Dell, Parmar, Perry, Phillips, Ray, Robson, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Sasikala Suresh, Krishna Suresh and Wealthy.

**Against the Motion:** The Worshipful The Mayor Councillor Asante, Councillors Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Dharmarajah, Ferrari, Gawn, Greek, Hall, Idaikkadar, Ismail, James, Kara, Khalid, Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Omar, Osborn, Romain, Anthony Seymour, Lynda Seymour, Stoodley, Teli, Williams and Wright.

**Abstain:** Councillors Akhtar, Bond and Noyce.

- (x) Upon the meeting moving to a vote upon the substantive Recommendation and was lost. The voting was as follows:

**In Favour of the Motion:** Councillors Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Ferrari, Greek, Hall, Kara, Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Osborn, Romain, Anthony Seymour, Lynda Seymour, Teli, Williams and Wright.

**Against the Motion:** The Worshipful The Mayor Councillor Asante, Councillors Akhtar, Anderson, Choudhury, Davine, Dharmarajah, Ferry, Gawn, Green, Hearnden, Henson, Idaikkadar, Ismail, James, Khalid, Marikar, Maru, Miles, O'Dell, Omar, Parmar, Perry, Phillips, Ray, Robson, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Stoodley, Sasikala Suresh, Krishna Suresh and Wealthy

**Abstain:** Councillors Bond and Noyce.

- (xi) Having agreed that the guillotine be extended until the completion of business, Members agreed to proceed with the remaining items on the Summons with the exception of item 20 – Recommended Constitutional Changes (see Minute 362 – Procedural Motions).
- (xii) Following an adjournment, Councillor Susan Hall proposed and Councillor Thaya Idaikkadar seconded that the Cabinet Recommendations be agreed together with a further tabled amendment.
- (xiii) Upon the meeting moving to a vote upon the tabled amendment to the Recommendation it was carried. The voting was as follows:

**In Favour of the Amendment:** The Worshipful The Mayor Councillor Asante, Councillors Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Dharmarajah, Ferrari, Greek, Hall, Idaikkadar, Ismail, James, Kara, Khalid Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Omar, Osborn, Romain, Anthony Seymour, Lynda Seymour, Stoodley, Teli, Williams and Wright.

**Against the Amendment:** Councillors Anderson, Choudhury, Davine, Ferry, Green, Hearnden, Henson, Marikar, Maru, Miles, O'Dell, Parmar, Perry, Phillips, Ray, Robson, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Sasikala Suresh, Krishna Suresh and Wealthy.

**Abstain:** Councillors Akhtar, Bond, Gawn and Noyce.

- (xiv) Upon the meeting moving to a vote upon the substantive Recommendation as amended it was carried. The voting was as follows:

**In Favour of the Motion:** The Worshipful The Mayor Councillor Asante, Councillors Ashton, Mrs Bath, Bednell, Mrs Champagnie, Chana, Chauhan, Dharmarajah, Ferrari, Greek, Hall, Idaikkadar, Ismail, James, Kara, Khalid Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, John Nickolay, Joyce Nickolay, Omar, Osborn, Romain, Anthony Seymour, Lynda Seymour, Stoodley, Teli, Williams and Wright.

**Against the Motion:** Councillors Anderson, Choudhury, Davine, Ferry, Green, Hearnden, Henson, Marikar, Maru, Miles, O'Dell, Parmar, Perry, Phillips, Ray, Robson, Navin Shah, Mrs Rekha Shah, Sachin Shah, Silver, Stephenson, Sasikala Suresh, Krishna Suresh and Wealthy.

**Abstain:** Councillors Akhtar, Bond, Gawn and Noyce.

**RESOLVED: That**

- (1) **the budget, as amended, be approved to enable the Council Tax for 2014/15 to be set;**
- (2) **the Medium Term Financial Strategy at Appendices 1 and 2 of the Cabinet report be endorsed;**
- (3) **the policy on the use of the contingency at Appendix 5 of the Cabinet report be approved;**
- (4) **in relation to schools, the schools' budget at Appendix 6 of the Cabinet report be approved;**
- (5) **the Members' Allowance Scheme at Appendix 13 of the report be adopted for 2014/15;**
- (6) **the Model Council Tax Resolution, at appendix I to the Council report, be approved;**
- (7) **in accordance with section 38(2) of the Local Government Finance Act 1992, Council instructs the Chief Finance Officer to place a note of the amounts set out in paragraph (4) of appendix I to the Council report within a period of 21 days following the Council's decision.**

**367. CAPITAL PROGRAMME 2014/15 TO 2017/18**

**RESOLVED: That the Capital Programme, as detailed within Appendix 1 to the Cabinet report, be approved.**

**368. HOUSING REVENUE ACCOUNT BUDGET 2014/15 AND MEDIUM TERM FINANCIAL STRATEGY 2015/16 TO 2017/18**

**RESOLVED: That**

- (1) the Housing Revenue Account Budget (HRA) for 2014/15 be approved;**
- (2) the Housing Revenue Account (HRA) Capital Programme, as detailed in Appendix I to the Cabinet report, be approved.**

**369. TREASURY MANAGEMENT STRATEGY STATEMENT, PRUDENTIAL INDICATORS, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY FOR 2014/15**

**RESOLVED: That**

- (1) the Treasury Management Strategy Statement and Prudential Indicators for 2014/15 be approved;**
- (2) the Minimum Revenue Provision Policy Statement for 2014/15 be approved;**
- (3) the Annual Investment Strategy for 2014/15 be approved;**
- (4) the lower limit for borrowing of between 5 and 10 years be reduced from 10% to 5%;**
- (5) the limit of investments for over one year be increased to £30m for 1-2 years and £10m for over 2 years.**

**370. PAY POLICY STATEMENT 2014-15**

**RESOLVED: That the Pay Policy Statement 2014/15 be agreed for publication on the Council's website.**

**371. REVENUE AND CAPITAL MONITORING FOR QUARTER 3 AS AT 31 DECEMBER 2013**

**RESOLVED: That an increase in the Empty Property Grants budget of £0.100m, as detailed in paragraph 58 of the Cabinet report, in respect of additional grant funding received in the current year be approved.**

**372. REVISED PROPOSED WEST LONDON WASTE PLAN: PRE-SUBMISSION CONSULTATION DOCUMENT**

**RESOLVED: That the draft West London Waste Plan, attached at Appendix 1 to the Cabinet report, be approved for publication for a**



minimum six-week public consultation period in March 2014 and, subject to representations, be submitted to the Secretary of State for Examination in Public.

**373. PROPOSED NEW MUSEUM BUILDING ADJACENT TO WEST HOUSE, PINNER**

**RESOLVED:** That the Council, acting as trustee of the Pinner Memorial Park Trust,

- (1) authorise the Director of Finance and Assurance to transfer to The West House and Heath Robinson Museum Trust without recouplement the current balance of funds of circa £25,000 held by the Pinner Memorial Park Trust for the purpose of the construction of the new museum facility, subject to any necessary approval of the Charity Commission;**
- (2) authorise the Corporate Director of Environment and Enterprise, acting in the best interests of the Council as trustee, in consultation with the Portfolio Holder for Property and Major Contracts, to take all necessary steps to agree and implement changes to the existing lease of West House in order to enable the construction and use of the new museum building.**

**374. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY - MID-YEAR REVIEW 2013/14**

**RESOLVED:** That the minimum credit criterion for The Royal Bank of Scotland be amended from F1 to F2 as discussed in paragraphs 5.2 and 5.3 of the Cabinet report.

**375. APPOINTMENT OF STATUTORY OFFICERS**

**RESOLVED:** That

- (1) Paul Najsarek, Corporate Director Community Health & Wellbeing be appointed as Interim Head of Paid Service; and**
- (2) Hugh Peart, Director Legal & Governance Services be appointed as Returning Officer.**

**376. HONORARY ALDERMAN**

**RESOLVED:** That a Special Council meeting be convened on 12 June 2014 to consider conferring the honour of Honour Alderman on Councillor Richard Romain upon his retirement from the Council as at 22 May 2014.

**377. HONORARY FREEDOMS OF THE LONDON BOROUGH OF HARROW**

**RESOLVED:** That a Special Council meeting be convened to consider conferring the honour of Freedom of the Borough of Harrow on Girls Brigade North West London District and 1454 (Harrow) Squadron Air Training Corps.

**378. RECOMMENDED CONSTITUTIONAL CHANGES**

Having received an amendment in the name of Councillor William Stoodley that Paragraph 5.3 to the Executive Procedure Rules should state that there should be a minimum of one Non-Executive member from the opposition parties this was carried.

**RESOLVED:** That the proposed constitutional changes outlined in the report and above be approved for adoption and addition to the Constitution where appropriate.

**379. QUESTIONS WITH NOTICE**

To note that three questions from Councillors to Portfolio Holders had been received and responded to, and the recording of the questions and answers given had been placed on the website.

**380. MOTION - HARROW COUNCIL TO BACK THE CHARTER TO STOP THE PAY DAY LOAN RIP-OFF**

(i) At Item 22(1) the Council received a Motion in the names of Councillor William Stoodley and Mano Dharmarajah in the following terms:

“That this Council, on cross-party basis:

- A) notes that payday lenders are trapping millions of people in spirals of debt.
- B) believes that the Financial Conduct Authority (FCA)’s new proposals for regulating payday lenders are a step in the right direction, but do not go far enough.
- C) further believes:
  - i that the FCA’s proposals would not prevent payday lenders from drip-feeding new loans to people who already have payday debts and are struggling to pay them back.
  - ii that the FCA’s proposals would not prevent people from being hit with escalating penalty fees.

- iii that the FCA's proposals would not stop payday lenders from raiding people's bank accounts without telling them.
- D) welcomes that some of Britain's biggest debt, consumer and anti-poverty organisations – including Which?, Citizens Advice, StepChange Debt Charity, Church Action on Poverty and the Centre for Responsible Credit – and MPs from every Party represented at Westminster have come together to support the Charter to Stop the Payday Loan Rip-Off.
- E) resolves to:
- i endorse the Charter to Stop the Payday Loan Rip-Off which calls on the FCA to introduce tougher regulation of payday lenders.
  - ii encourage residents of Harrow to support the Charter by signing the online petition at <http://www.change.org/paydayloancharter>
  - iii promote and publicise more affordable lending through credit unions and better facilities be given to local credit unions by the Council.
  - iv work with partners on campaigns against increasing levels of personal debt.
  - v Council should have more robust and better controls in relation to the local Pay Day Loan sharks and facilitate prosecution, in conjunction with the Police, wherever possible so the hard working and vulnerable residents are not exploited.
- F) agrees that Head of Paid Service send a copy of this motion to Martin Wheatley, Chief Executive of the Financial Conduct Authority, issue a Press Release and to all local Members of Parliament, copying all local Party Leaders.”

(ii) Upon a vote, the Motion was agreed.

**RESOLVED: That the Motion as set out at (i) above, be adopted.**

### **381. MOTION - LAND REGISTRY**

- (i) At Item 22(2) the Council received a Motion in the names of Councillor William Stoodley and Krishna James in the following terms:

"This Council believes that Her Majesty's Land Registry should remain in the public domain and not be sold off to the private sector. This Council believes that in the interest of national security it is the Government itself that should hold and be the keeper of all records

appurtenant to land ownership in England and Wales, not the private sector. Furthermore this Council acknowledges the monumental efforts that H.M. Land Registry has made with respect to streamlining, efficiency, employment above the north/south divide and its excellent customer service record. This Council therefore believes that there is neither necessity nor reason to privatise H.M. Land Registry and wishes this view to be presented to the Public Consultation on the privatisation of H.M. Land Registry."

(ii) Upon a vote, the Motion was agreed.

**RESOLVED: That the Motion as set out at (i) above, be adopted.**

**382. MOTION - YES TO HOMES**

In accordance with Rule 14.7, this Motion stood referred to the Executive.

**383. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE - COUNCIL**

**RESOLVED: That the decision taken under delegation by the Director Legal and Governance Services, on behalf of Council be noted.**

**384. DECISIONS TAKEN UNDER URGENCY PROCEDURE BY PORTFOLIO HOLDERS, LEADER AND DEPUTY LEADER AND USE OF SPECIAL URGENCY PROCEDURE**

**RESOLVED: That the report be noted.**

**385. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED: That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) for the reasons set out below:**

<u>Item</u>	<u>Title</u>	<u>Reason</u>
26.	Information Report – Remuneration Packages and Severance Payments of £100,000 or Greater	Information under paragraph 1 (contains information relating to any individual).

**386. INFORMATION REPORT - REMUNERATION PACKAGES AND SEVERANCE PAYMENTS OF £100,000 OR GREATER**

**RESOLVED: That the report be noted.**

### **387. PROCEDURE FOR TERMINATION OF MEETING**

At 10.20 pm, in the course of consideration of item 8 – Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17 the meeting adjourned until 10.26 pm. The Mayor sought agreement to the extension of the guillotine until 10.45 pm. This was agreed.

At 10.40 pm, Members agreed that the guillotine procedure be suspended. At 10.46 pm, the meeting adjourned until 11.44 pm.

**RESOLVED:** That the provisions of Rules 9.2 and 9.3 be applied as set out above.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 11.55 pm).

This page is intentionally left blank

# COUNCIL (EXTRAORDINARY)

## MINUTES

### 1 MAY 2014

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

- \* Denotes Member present
- † Denotes apologies received

## **PRAYERS**

The meeting opened with Prayers offered by Dr Suzanne Nti.

### **388. EXTRAORDINARY COUNCIL MEETING**

**RESOLVED:** To note that this Extraordinary Meeting had been convened in accordance with Rule 3.1.

### **389. DECLARATIONS OF INTEREST**

There were none.

### **390. HONORARY FREEDOMS OF THE LONDON BOROUGH OF HARROW**

**RESOLVED:** That in accordance with the provisions of Section 249 of the Local Government Act 1972, the Council of the London Borough of Harrow agrees to:

(i) invoke the provisions of Section 249 of the Local Government Act 1972 to confer the honour of Freedom of the Borough of Harrow on:

- (a) Girls Brigade North West London District; and
- (b) 1454 (Harrow) Squadron Air Training Corps

In recognition of its continuous service to the London Borough of Harrow.

(ii) Subject to (i) above, the granting of the Freedom be recorded in an illuminated scroll and presented to the recipients, and the commissioning and associated costs be approved.

(iii) The presentation of the scrolls be made at a later date.

### **391. VOTE OF THANKS**

**RESOLVED:** That the Council's vote of thanks be recorded to those Councillors who would not be seeking re-election at the Local Elections on 22 May 2014.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 8.16 pm).



# COUNCIL (EXTRAORDINARY)

## MINUTES

### 12 JUNE 2014

**Present:** (The Worshipful the Mayor) Nana Asante  
(The Deputy Mayor) Camilla Bath

**Councillors:**

* Ghazanfar Ali	* Ajay Maru	* Jerry Miles
* Richard Almond	* Mrs Vina Mithani	* Amir Moshenson
* Mrs Chika Amadi	* Chris Mote	* Janet Mote
* Jeff Anderson	* Christopher Noyce	* Phillip O'Dell
* Sue Anderson	* Paul Osborn	* Nitin Parekh
† Marilyn Ashton	* Ms Mina Parmar	* Varsha Parmar
* Mrs Camilla Bath	* Primesh Patel	* Pritesh Patel
* June Baxter	* David Perry	* Kantilal Rabadia
* Christine Bednell	* Kiran Ramchandani	* Mrs Christine Robson
* James Bond	* Lynda Seymour	* Aneka Shah
* Michael Borio	* Mrs Rekha Shah	* Sachin Shah
* Simon Brown	* Norman Stevenson	* Krishna Suresh
* Kam Chana	* Sasi Suresh	* Adam Swersky
* Ramji Chauhan	* Bharat Thakker	* Antonio Weiss
* Bob Currie	* Georgia Weston	* Anne Whitehead
* Niraj Dattani	* Stephen Wright	
* Margaret Davine		
* Jo Dooley		
* Keith Ferry		
* Ms Pamela Fitzpatrick		
* Stephen Greek		
* Mitzi Green		
* Susan Hall		
* Glen Hearnden		
* Graham Henson		
* John Hinkley		
* Ameet Jogia		
* Manjibhai Kara		
* Barry Kendler		
* Jean Lammiman		
* Barry Macleod-Cullinane		
* Kairul Kareema Marikar		

\* Denotes Member present

† Denotes apologies received

## **PRAYERS**

The meeting opened with Prayers offered by Reverend Shaun Lambert.

### **392. EXTRAORDINARY COUNCIL MEETING**

**RESOLVED:** To note that this Extraordinary Council meeting had been convened in accordance with Rule 3.1.

### **393. DECLARATION OF INTERESTS**

There were none.

### **394. HONORARY ALDERMAN**

**RESOLVED:** That

- (i) the Council pursuant to Section 249(1) of the Local Government Act 1972 confer the title of Honorary Alderman of the London Borough of Harrow upon Richard David Romain BSc Hons following his retirement from the Council;**
- (ii) subject to (i) above, the granting of the status of Honorary Alderman be recorded in an illuminated scroll and presented to the recipient and the associated costs be approved;**
- (iii) a ceremony for the presentation of the Illuminated Scroll, Badge and Robe be held at an Extraordinary Council meeting prior to the ordinary Council meeting on 24 July 2014.**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 6.10 pm).

# COUNCIL (ANNUAL) MINUTES

## 12 JUNE 2014

- Present:**
- \* Nana Asante (The Worshipful the Mayor)
  - \* Councillor Mrs Camilla Bath (The Deputy Mayor)
- Councillors:**
- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>* Ghazanfar Ali</li> <li>* Richard Almond</li> <li>* Mrs Chika Amadi</li> <li>* Jeff Anderson</li> <li>* Sue Anderson</li> <li>† Marilyn Ashton</li> <li>* June Baxter</li> <li>* Christine Bednell</li> <li>* James Bond</li> <li>* Michael Borio</li> <li>* Simon Brown</li> <li>* Kam Chana</li> <li>* Ramji Chauhan</li> <li>* Bob Currie</li> <li>* Niraj Dattani</li> <li>* Margaret Davine</li> <li>* Jo Dooley</li> <li>* Keith Ferry</li> <li>* Ms Pamela Fitzpatrick</li> <li>* Stephen Greek</li> <li>* Mitzi Green</li> <li>* Susan Hall</li> <li>* Glen Hearnden</li> <li>* Graham Henson</li> <li>* John Hinkley</li> <li>* Ameet Jogia</li> <li>* Manjibhai Kara</li> <li>* Barry Kendler</li> <li>* Jean Lammiman</li> <li>* Barry Macleod-Cullinane</li> <li>* Kareema Marikar</li> </ul> | <ul style="list-style-type: none"> <li>* Ajay Maru</li> <li>* Jerry Miles</li> <li>* Mrs Vina Mithani</li> <li>* Amir Moshenson</li> <li>* Chris Mote</li> <li>* Janet Mote</li> <li>* Christopher Noyce</li> <li>* Phillip O'Dell</li> <li>* Paul Osborn</li> <li>* Nitin Parekh</li> <li>* Ms Mina Parmar</li> <li>* Varsha Parmar</li> <li>* Primesh Patel</li> <li>* Pritesh Patel</li> <li>* David Perry</li> <li>* Kantilal Rabadia</li> <li>* Kiran Ramchandani</li> <li>* Mrs Christine Robson</li> <li>* Lynda Seymour</li> <li>* Aneka Shah</li> <li>* Mrs Rekha Shah</li> <li>* Sachin Shah</li> <li>* Norman Stevenson</li> <li>* Krishna Suresh</li> <li>* Sasi Suresh</li> <li>* Adam Swersky</li> <li>* Bharat Thakker</li> <li>* Antonio Weiss</li> <li>* Georgia Weston</li> <li>* Anne Whitehead</li> <li>* Stephen Wright</li> </ul> |
|---|---|

- \* Denotes Member present
- † Denotes apologies received

**1. ELECTION OF MAYOR**

**RESOLVED:** That Councillor Ajay Maru be elected Mayor of the London Borough of Harrow for the Municipal Year 2014/15.

**2. ELECTION AND INVESTITURE OF DEPUTY MAYOR**

**RESOLVED:** That Councillor Krishna Suresh be elected Deputy Mayor of the London Borough of Harrow for the Municipal Year 2014/15.

**3. APPOINTMENT OF CHAPLAIN**

The Mayor confirmed to Council that he had appointed Sri Srutidharma Das as his religious representative for his Mayoral Year.

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

**RESOLVED:** That the return of Councillors elected, their respective wards and membership of the respective political groups as contained in Appendix A to the report be noted.

**5. APPOINTMENT OF LEADER OF THE COUNCIL**

**RESOLVED:** That Councillor David Perry be elected as Leader of the Council of the London Borough of Harrow.

**6. CIVIC FUNCTIONS**

**RESOLVED:** That the dates of the Civic Functions be noted.

**7. DECLARATIONS OF INTEREST**

The Mayor invited appropriate declarations of interest.

Item 13 – Appointment of Representatives to Outside Bodies

Councillor Barry Macleod-Cullinane declared a non-pecuniary interest in that he was an employee of London Councils Ltd.

## **8. PROCEDURAL MOTIONS**

**RESOLVED:** That Rules 17.1 and 17.2 be suspended for item 9 – Constitutional Changes, item 10 – Corporate Priorities and Item 14 – Members Allowances.

## **9. CONSTITUTIONAL CHANGES**

**RESOLVED:** That the proposed Constitutional changes outlined in the report to Council be agreed and any resulting necessary minor consequential changes required to the Constitution be delegated to the Monitoring Officer.

## **10. CORPORATE PRIORITIES**

**RESOLVED:** That the Council adopt the Vision and Council Priorities contained within the report presented to Council.

## **11. CABINET AND COMMITTEE MEMBERSHIPS**

**RESOLVED:** That

- (i) it be noted that Councillor Keith Ferry was the Deputy Leader of the Council;**
- (ii) it be noted that the Councillors appointed to Cabinet with the identified portfolios, as contained in the report, be noted;**
- (iii) the determination of the allocation of places on the Council's Committees contained in the report and in accord with the 'political balance' rules in the Local Government and Housing Act 1989 be agreed;**
- (iv) the establishment and terms of reference of all of the Council's Committees as contained in Appendix A to the report be agreed;**
- (v) the establishment and terms of reference of the Cabinet Advisory Panels and Consultative Forums as contained in Appendix B to the report be agreed.**

## **12. APPOINTMENT OF CHAIRMEN TO COMMITTEES**

- (i) Upon a request by more than 10 Councillors a roll call vote was held on a proposal to appoint Councillor Paul Osborn to the Chair of Overview and Scrutiny Committee;**
- (ii) upon a vote, this proposal was not agreed.**

Roll Call Vote:

**FOR:** Councillors Almond, Mrs Bath, Baxter, Bednell, Chana, Chauhan, Greek, Hall, Hinkley, Jogia, Kara, Lammiman, Macleod-Cullinane, Mrs Mithani, Moshenson, Chris Mote, Janet Mote, Noyce, Osborn, Mina Parmar, Pritesh Patel, Rabadia, Seymour, Stevenson, Thakker and Wright.

**AGAINST:** The Worshipful The Mayor Councillor Ajay Mary, the Deputy Mayor Councillor Krishna Suresh, Councillors Ali, Amadi, Jeff Anderson, Sue Anderson, Borio, Brown, Currie, Dattani, Davine, Dooley, Ferry, Fitzpatrick, Green, Hearnden, Henson, Kendler, Marikar, Miles, O'Dell, Parekh, Varsha Parmar, Primesh Patel, Ramchandani, Robson, Aneka Shah, Mrs Rekha Shah, Sachin Shah, Sasi Suresh, Swersky, Weiss, Whitehead.

**ABSTAIN:** Councillors Bond and Weston.

**RESOLVED:** That the following Councillors be elected as the Chairs of the relevant Committees:

<b>Governance, Audit, Risk Management and Standards</b>	<b>Councillor Antonio Weiss</b>
<b>Licensing and General Purposes</b>	<b>Councillor Kairul Kareema Marikar</b>
<b>Overview and Scrutiny</b>	<b>Councillor Jerry Miles</b>
<b>Planning</b>	<b>Councillor Keith Ferry</b>
<b>Pension Fund</b>	<b>Councillor Keith Ferry</b>

### **13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**RESOLVED:** That

- (i) Councillor Anne Whitehead be appointed as the sole Council nomination to the Lea Valley Regional Authority;**
- (ii) the remaining Outside Body appointments for the Municipal Year 2014/15 be approved, as set out in the report.**

### **14. MEMBERS ALLOWANCE SCHEME**

**RESOLVED:** That

- (i) the Members' Allowances Scheme, as amended in paragraphs 11, 12 and Schedule 1, be adopted as contained in the report;**

- (ii) it be agreed that Members forego their allowance to the extent necessary to discharge any debt to the Council;
- (iii) the Constitution be amended to include the requirement that certain posts and membership of certain bodies, as detailed in this report, require an enhanced Disclosure and Barring Service check and relevant training.

**15. SCRUTINY ANNUAL REPORT 2013-14**

**RESOLVED:** That the Scrutiny Annual Report 2013-14 be endorsed.

**16. DATES OF COUNCIL MEETINGS 2014/15**

**RESOLVED:** That the dates of the following Council meetings be confirmed:

**24 July 2014 (Extraordinary)**

**24 July 2014**

**13 November 2014**

**26 February 2015**

**19 May 2015 (Annual)**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 8.59 pm).

This page is intentionally left blank



# **COUNCIL**

## **24 JULY 2014**

# **CABINET MEMBERSHIP**

This page is intentionally left blank

# REPORT FOR: **COUNCIL**

---

<b>Date of Meeting:</b>	24 July 2014
<b>Subject:</b>	<b>Cabinet Membership</b>
<b>Responsible Officer:</b>	Hugh Peart – Director of Legal and Governance Services
<b>Exempt:</b>	No
<b>Enclosures:</b>	<b>Appendix – Cabinet Terms of Reference</b>

## 1. Introduction

- 1.1 The Local Government Public Involvement in Health Act 2007 requires the Leader of the Council to notify it of:
- The name of the Deputy Leader of the Council; and
  - The names of Cabinet Members and their delegated authorities (i.e. Portfolios).
- 1.2 The Constitution will be updated to reflect the changes in this report by the Director of Legal & Governance Services in accordance with his existing delegation.

## 2. Recommendations:

- 2.1 It be noted that Councillor Keith Ferry is the Deputy Leader of the Council;
- 2.2 It be noted that the following Councillors are appointed to the Cabinet (Executive) with the identified Portfolios and are assigned the delegated powers set out in Appendix A:

<b>Portfolio</b>	<b>Councillor</b>
Leader of the Council and Portfolio Holder for Strategy, Partnerships and Corporate Leadership	Councillor David Perry
Deputy Leader and Portfolio Holder for Business, Planning and Regeneration	Councillor Keith Ferry

Portfolio Holder for Adults & Older People	Councillor Margaret Davine
Portfolio Holder for Housing	Councillor Glen Hearnden
Portfolio Holder for Finance & Major Contracts	Councillor Sachin Shah
Portfolio Holder for Public Health, Equality & Wellbeing	Councillor Anne Whitehead
Portfolio Holder for Environment, Crime & Community Safety	Councillor Varsha Parmar
Portfolio Holder for Children, Schools & Young People	Councillor Simon Brown
Portfolio Holder for Performance, Corporate Resources and Policy Development	Councillor Graham Henson
Portfolio Holder for Community, Culture and Resident Engagement	Councillor Sue Anderson

**Contact:**

Elaine McEachron, Democratic & Electoral Services Manager

Tel: 020 8424 1097

E-mail: [elaine.mceachron@harrow.gov.uk](mailto:elaine.mceachron@harrow.gov.uk)

**Background Papers:**

Constitution

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

## **EXECUTIVE (CABINET)**

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

- (1) 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;
- (2) The monitoring of the implementation of the budget and financial strategy;
- (3) 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;
- (4) To prepare and agree other policies and plans for implementation by Portfolio Holders and others;
- (5) The approval of the Council's Transformation Programme and of the implementation of projects emerging from that Programme;
- (6) The approval and management of the Council's Capital Programme and Strategy;
- (7) All key decisions – namely:
  - (i) an executive 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 budget for the service or function to which the decision relates; or
  - (ii) an executive decision which 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 (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 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.

- (8) The award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules
- (9) All decisions, which are expected to result in variations to agreed revenue or capital budgets;
- (10) Agreement to all virements between budgets as set by the Financial Regulations;
- (11) To determine all non-key decisions which either fall outside Cabinet policy or agreed Executive guidelines, or have been referred to the Executive by the relevant Portfolio Holder or Corporate Director;
- (12) To determine all recommendations and references from the Council or any of its Committees or sub-committees and which the Cabinet considers are appropriate for collective decision;
- (13) The approval of HRA Rents;
- (14) Quarterly to act as the Performance Board overseeing strategic performance issues.

## **Role and Areas of Responsibility of Portfolio Holders (Cabinet Members)**

### **General Responsibilities**

- (1) 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.
- (2) 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.
  - that the Council delivers value for money in all that does.
  - the delivery of Public Health responsibilities.

- 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 opportunities policy in relation both to the employment of staff and the delivery of services.
- 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.
- that proper arrangements are made 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**

The Leader of the Council shall have the following responsibilities:

- When present to chair meetings of the Cabinet;
- Appoint and dismiss Portfolio Holders and the Deputy Leader
- Appoint to and dismiss from committees of the Cabinet
- To determine from time to time the roles and areas of responsibility of Portfolio Holders
- In the absence of a Portfolio Holder, or on written notice to that Portfolio Holder, to exercise any of that Portfolio Holder's functions him/herself or arrange the discharge of those functions by another Portfolio Holder or a Corporate Director
- To act as Chairman of the Council's Improvement and Commissioning Boards
- Lead and coordinate the development and implementation of the Council's statutory and other plans and strategies including:

- (i) the Council's vision, corporate priorities, corporate plan and objectives,
  - (ii) the needs of the Borough and local communities on matters of comprehensive, corporate and strategic importance,
  - (iii) 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, London Councils, West London Alliance 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 requests for information;
- To act as Chairman of the Harrow Partnership Board and to oversee the governance of the Harrow Strategic Partnership through Harrow Chief Executives, Harrow Strategic Partnership Board, Assemblies and Summits;
- 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;
- Champion Member Development and oversee development of the Member Development Programme through the Member Development Panel;
- 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 elected Members in accordance with 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.
- To maintain an overview of the finances of the Council working closely with the Portfolio Holder for Finance and Major Contracts



## **Deputy Leader of the Council**

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

- 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.

## **Portfolio Holder for Strategy, Partnerships & Corporate Leadership**

### **Strategy:**

- To have strategic oversight of the Council's affairs;
- Ensure that the Council's priorities are underpinned by fairness for all in these tough economic times;
- To lead on the development of strategies to help families with the 'Cost of Living Crisis' and stand up for Harrow, its businesses and residents;
- To lead, monitor, have oversight and, where necessary take decisions about policy/strategy and provision regarding the strategic relationship with other Boroughs and the development of additional services;
- Development of an effective strategy/policy framework for the council, local voluntary sector and partners;
- To ensure that the council does not lose focus on tackling the disparities that exist in Harrow, in particular, in terms of economic achievement, child poverty, health and wellbeing.

### **Partnership and community leadership:**

- To ensure that the council continues to work together with the community to improve the quality of life for all our residents, our families and our young people;
- Acting as an advocate for the local community and a spokesperson for residents;
- Promoting Council priorities;
- Building cross-borough links that progress the Council's objectives;
- Representing the Council externally and furthering the Council's interests within London, National and international bodies/forums to promote

Harrow's interests, in particular with the West London alliance, London Councils and the Local Government Association;

**Corporate leadership:**

- Giving political direction to the Head of Paid Service, Directors and other officers;
- Providing political leadership to the development and implementation of the Council's Corporate Plan and Budget;
- To encourage and ensure cross-directorate working.

**Communications:**

- 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 to promote the Council's reputation;
- Promote the Council's branding to deliver consistency across services and to improve residents' awareness of our services

**Portfolio Holder - Adults and Older People**

**To be responsible for the development and delivery of the Council's Adults Social Care functions, including:**

- To be the lead member for Adult Care Services including overseeing compliance with the Statutory Duties and reporting requirements 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;

- To lead on adult services user engagement;
- To oversee the reablement service provision and improvements;
- Build on the fantastic work of the Council's adult early intervention team;
- To promote the wellbeing of over 18s across the Council and act as the Member level 'Wellbeing of Adults Champion';
- Lead on working with external partners to tackle the increase in domestic violence across our Borough;
- 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 with regard to Adults Services.

#### **Working in conjunction with the Portfolio Holder for Health and Wellbeing;**

- To oversee joint commissioning responsibilities with Health for:
  - Mental Health Services
  - Learning Disability Services
  - Older People and Physical, Sensory and Disability Services
  - Carers;
- Work with the NHS, voluntary sector organisations and carers themselves to develop and strengthen appropriate support for carers.

#### **Portfolio Holder - Housing**

**To be responsible for the development and delivery of the Council's housing services, the private rental sector and the provision of affordable homes, 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;
- To maximise opportunities to engage residents in the development and delivery of all housing services and that regular opportunities exist to test tenant and leaseholder satisfaction to ensure that feedback is used to improve services;

- Working closely with the Portfolio Holder for Finance to ensure the HRA remains viable and provides value for money;
- 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 its customer profile and tailors its services accordingly;
- To ensure that all services to tenants are set out with clear standards;
- 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 the homeless and those in urgent need of housing;
- 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;
- Working 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 and Regeneration;
- To work with private landlords, housing associations and developers to ensure that opportunities for the provision of affordable housing are maximised;
- To develop and implement policies and processes to tackle rogue landlords;
- Grow Help 2 Let with the aim of making it a market leader in the private rental sector;

## **Portfolio Holder - Finance & Major contracts**

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

- To develop and maintain a coherent and sustainable financial strategy for Harrow;
- To ensure that the development of proposals for, and consultation on, the annual budget take 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; in particular, for the Council's revenue and capital budgets, including the Housing Revenue Account in liaison with the portfolio holder for housing;
- To ensure that the Council's arrangements for treasury management and pension fund investments are effective;
- Bring forward proposals for any review of fees and charges made by the Council;
- To ensure procedures for virement within budgets are updated as appropriate and followed at Member and officer level;
- Evaluate and monitor 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;
- Work with the business holder for Business, Planning and Regeneration to ensure that the Council has effective procedures for the recovery of Council Tax, Business Rates, parking income and any other fees and charges;
- To ensure the effective administration of Housing Benefits;
- To ensure a co-ordinated Council response to welfare reform, working closely with the Leader, other relevant Portfolio Holders and the voluntary sector;
- To lead, monitor, have oversight, and, where necessary, to take decisions about promoting the Harrow Credit Union and make sure it's available to everyone, including allowing all Harrow Council staff to be able to have their salary paid directly into a credit union bank account;
- To coordinate the Council's campaign for a fairer grant for Harrow's residents;
- Promoting an energy cooperative in Harrow;

- 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;
- 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 be responsible for the development and maintenance of the Council's Major Contracts including:**

- To oversee the procurement and commercial management of all major contracts in liaison with the Leader;
- To monitor, in consultation with the relevant Portfolio Holders, the performance of all major strategic contracts with an annual value of over £1m including the ongoing operation of existing contracts;
- To approve extensions of contracts where the value is more than £1million and the extension would account for an additional cost of 10% or more of the contract value;
- To approve the settlement of Disputes and Claims where the value of the claim exceeds £1m, in consultation with the relevant Portfolio Holders;
- To ensure all major contract include training and apprenticeships for local residents;
- To encourage the payment of the London Living Wage within Harrow;

**Portfolio Holder - Business, Planning and Regeneration**

**To be responsible for the policy direction of the Council's Place Shaping, Planning, Regeneration, 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, in particular for the listing of local buildings
  - Open Spaces & Green Belt policy
  - Town Centre & Major Projects activity;

- To oversee and direct the effective development and implementation of the following key Place Shaping strategies:
  - Local Development Framework, including the core strategy, the opportunity and intensification area and the 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 Environment and Enterprise Directorate's work involves appropriate and effective community engagement;
- To ensure a positive development of our district shopping centres;
- 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, and the Council's Local Development Framework Panel;
- 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.

**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 partners;
- 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.

## **Portfolio Holder – Public Health, Equality & Wellbeing**

### **To be responsible for the promotion of public health, equality and wellbeing in consultation with the Leader and in liaison with appropriate Portfolio Holders**

- To oversee Public Health working closely with other Portfolio Holders;
- To lead on partnership with the Health Service;
- To oversee the development and implementation of Supporting People;
- To lead on the development and provision of support for carers.

### **Working in conjunction with the Portfolio Holder for Adults and Older People**

- 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 wellbeing across the Council;
- To lead on external relationships including the voluntary and private sector in relation to Health and Wellbeing;
- Work with the NHS, voluntary sector organisations and carers themselves to develop and strengthen appropriate support for carers

### **Working in conjunction with the Portfolio Holder for Children, Schools and Young People**

- To oversee the Commissioning and monitoring of Children's Health Services including Child and Adolescent Mental Health Services from health service providers and community and voluntary organisations working in conjunction with the Portfolio Holder for Children, Schools and Young People;
- To lead on partnership with the Health Service in relation to Children working in conjunction with the Portfolio Holder for Children, Schools and Young People.

### **Work closely with other Portfolio Holders**

- To bring together autism support from across the whole borough to create a strong, coherent package of support and advice to all those that are affected by or care for someone, on the autistic spectrum;
- To take the Strategic Lead on Equalities issues;



- Support the development of the Council's equalities framework and monitor progress to drive improvement;
- Ensure that all our policies take the view of the family, who play an important part in providing mutual help and support in hard times.

### **Portfolio Holder - Environment, Crime & Community Safety**

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

- Environmental Health, Food Hygiene and Protection Services
- Licensing Services
- Public Realm Enforcement, Envirocrime & Crime Reduction
- Waste Management
- Public Realm Infrastructure & Maintenance
- Management of Open Spaces, Parks and Allotments.
- Operational Property Management & Maintenance
- External Sports Facilities Maintenance
- Facilities Management (excluding Schools)
- Property & Public Realm Investment Programmes
- Transportation policy
- Waste and public realm policy
- 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, Culture and Resident Engagement

- To oversee the development and implementation of the Council's Sports, Recreation & Green and Open Spaces Strategy in liaison with the appropriate Portfolio Holders;
- To oversee the development and introduction of "on the spot" fines for littering, spitting and urinating in public;
- To improve the transport services within Harrow, in consultation with the Portfolio Holder for Business, Planning & Regeneration;
- To be responsible for the development and delivery of the Council's Community Safety functions including:
  - To oversee the development and implementation of the Crime & Disorder Reduction Strategy (including Community Safety)
  - To oversee Police relationships, including Safer Neighbourhoods Teams
  - To oversee the commissioning and support of Harrow's approach to the misuse of drugs, alcohol and crime reduction;
- Work with and develop community champions- making sure the community is at the centre of everything we do;
- Oversee development and implementation of park user group forums in Harrow;
- Introduce free parking to all district centres.

### **Portfolio Holder – Children, Schools and Young People**

#### **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 compliance with Statutory Duties and reporting requirements 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 corporate parenting responsibilities for children looked after and representation on the Fostering Panel and Adoption Permanence Panel;
- To oversee the Commissioning and monitoring of Children's Health Services including Child and Adolescent Mental Health Services from health service providers, as well as community and voluntary organisations;
- To oversee the development and review of the Children and Young People's Plan;
- 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 of 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 for young people;
- 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;
- To be responsible for the Council's Multi-Agency Protection Arrangements;
- To lead on partnership with the Health Service in relation to Children;
- Work with the Children's centres to introduce a scheme to reduce childcare costs for residents and Council employees.

## **Schools**

- To be responsible for the development and delivery of policies, strategies and procedural arrangements in line with statutory requirements in relation to schools in Harrow;
- 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
  - Academies
  - Colleges

- Achievement and Inclusion
  - Ethnic Minority Achievement Service
  - Harrow Tuition Service
  - Teachers' Centre
  - Children's Centres
  - Education Business Partnership
  - Governor Services
  - Education Welfare Services
  - Harrow Schools Improvement Partnership
  - 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
    - School's Forum
    - Stakeholder Reference Group
    - Education Services Consultation Forum;
  - To be the lead member for schools, including overseeing the maintenance, compliance with Statutory Duties and reporting requirements of the Council in relation to schools in Harrow;
  - To oversee education strategies to support the Narrowing the Gap agenda including achievement, attendance, behaviour and exclusion issues;
  - To oversee the performance of Schools in Harrow 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 Authority's responsibilities for the appointment of Local Authority Governors and dealing with complaints against them;
  - 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 relevant 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 schools in Harrow;

- To ensure the development and maintenance of positive links and partnerships with local agencies, organisations and businesses to support the development of training and apprenticeships in Harrow;
- To work closely with the Portfolio Holder for Community, Culture and Resident Engagement on the provision of sport & recreation through schools and the youth service.

### **Portfolio Holder - Performance, Corporate Resources & Policy Development**

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

- 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 back with progress made on key issues to Cabinet ;
  - To support Improvement and Commissioning Boards across all Council services;
  - To oversee the Council's responses to its inspectorates;
  - To steer the development of the Council's priorities in response to performance, consultation, research and customer feedback;
  - To oversee the Council's Performance Management Framework and the Corporate Improvement Boards to ensure the Council is performing to its full potential.
- Policy
  - Working with officers and liaising with the Leader and relevant Portfolio Holders to Design, Develop and Implement policy proposals.
- 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.
- IT
  - To ensure the development and maintenance of a coherent IT strategy;
  - To ensure the effective delivery of IT services through the contract with Capita until October 2015;
  - To lead on the procurement of a new IT Contract, working with the Portfolio Holder for Finance;

- To ensure that disaster recovery arrangements are developed, implemented and maintained;
- To ensure that the Council has effective information management and information security arrangements;
- To ensure that access to pay day loan websites are banned from all our libraries and properties, ensuring they can't prey on Harrow's most vulnerable residents.
- 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;
  - To chair the Council's Employee Consultative Forum (ECF) or equivalent body;
  - Encourage and support flexible working so parents and carers can fit work around their family life;
  - To oversee the Council's arrangements for health and safety and welfare.
- 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, scanning and indexing services;
  - To ensure the delivery of the financial assessments service for social care clients.
- Legal & Governance
  - To oversee development of the shared legal practice;
  - 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 delivery of the Registry Office services;
- To oversee the support for the Mayor's office;
- To oversee member development and training;
- To oversee Democratic Services and Committees;
- To oversee Electoral Services.

### **Portfolio Holder - Community, Culture & Resident Engagement**

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

- To lead on the liaison with the voluntary and community sectors;
- To ensure that all 4 years of the centenary of the First World War are commemorated each year;
- 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. Harrow Young Musicians);
- To consider applications for funding from the Edward Harvist Trust;
- To oversee effective development and implementation of the following key plans and strategies:
  - Cultural Strategy
  - Play Strategy in liaison with the Portfolio Holder for Environment, Crime and Community Safety
  - 'Third Sector' strategy;
- In liaison with other Portfolio Holders, to oversee the promotion and development of positive links, joint working arrangements and effective partnerships with the voluntary, community and faith sectors- reflecting the full diversity of the borough;

- Working with the Portfolio Holder for Public Health, Equality & Wellbeing to ensure that sport and physical activity plays its part in bringing communities together, whilst helping to keep Harrow healthy;
- To lead, monitor, have oversight of policy/ strategy and provision regarding community cohesion and social inclusion;
- Work with the voluntary sector to empower and inspire local people to build upon the many assets that exist at the heart of all our communities;
- Develop and implement improved arrangements for consultation and participation with residents and service users in decision making and the development of key statutory plans and local community plans which will include:
  - Promoting sustainable services
  - Promoting a more open government
  - The Cost of Living Crisis
  - Provide opportunities for resident participation in delivering outcomes
  - New methods of community engagement;
- Develop and implement a programme of consultation and engagement with all of Harrow's communities and local residents about the choices we face and the decisions we will have to make in dealing with unnecessary Tory government cuts to Harrow Council.



**COUNCIL**  
**24 JULY 2014**

**REVISED TERMS OF  
REFERENCE FOR THE  
EMPLOYEES  
CONSULTATIVE FORUM  
(ECF) AND EMPLOYEES  
CONSULTATIVE FORUM  
SUB-GROUP**

This page is intentionally left blank

# REPORT FOR: **COUNCIL**

---

**Date of Meeting:** 24<sup>th</sup> July 2014

**Subject:** Revised Terms of Reference for the Employees Consultative Forum (ECF) and Terms of Reference for the Employees Consultative Forum Sub-Group

**Responsible Officer:** Jon Turner, Divisional Director of Human Resources, Development & Shared Services

**Exempt:** No

**Wards affected:** None

**Enclosures:** Draft Revised Terms of Reference for ECF and Terms of Reference for the ECF Sub-Group

## **Section 1 – Summary and Recommendations**

This report sets out proposed changes to the terms of reference for the Employees Consultative Forum and proposes terms of reference for the Employees Consultative Forum Sub-Group

### **Recommendations:**

The Council is requested to agree the proposed changes to the terms of reference for the Employees Consultative Forum and the terms of reference for the Employees Consultative Forum Sub-Group

## **Section 2 – Report**

### **Background**

- 2.0 A recommendation was made at the 4 July 2012 meeting of the Employees Consultative Forum (ECF) that a working group be established to conduct a review of its terms of reference.
- 2.1 The working group consisting of Members, Trade Union Officers and Council Officers considered changes to the ECF terms of reference to ensure they are fit for purpose going into the future.
- 2.2 On 14 February 2013, following a recommendation from ECF, Cabinet agreed to new terms of reference for the ECF and to the establishment of a Sub-Group with draft terms of reference.

### **Current situation**

- 2.3 On 3 July 2014 the ECF Sub Group having further considered these terms of reference agreed to recommend to Council changes to the terms of reference for the Employees Consultative Forum and the terms of reference for the Employees Consultative Forum Sub-Group proposed in this report.

### **Why a change is needed**

#### **ECF Terms of Reference**

- 2.4 The proposed revisions to Section 1 confirm that the ECF will receive reports on actions from the ECF Sub-Group and that meetings will be held at least twice annually
- 2.5 The proposed revisions to Section 2 broaden the reporting requirements for the annual equality report to include analysis of employment issues by *all* protected characteristics
- 2.6 The proposed new Section 4 Budget, clarifies that the ECF will also consider the budget as part of the annual budget consultation process.
- 2.7 The proposed revisions to the section on Membership address the increased number of trade unions recognised by the Council following the transfer in of Public Health staff. They also clarify the arrangements for the role of Chair' and provide that for the meeting to be quorate, it must be attended by a minimum of three Council Members and two trade union representatives from *different* trade unions. This is so that the Employees' Side is represented by more than one trade union.
- 2.8 The remaining proposed revisions are relatively minor and relate to changes in wording to update or ensure consistency e.g. references to the post of Chief Executive are changed to Head of Paid Service.

#### **ECF Sub-Group Terms of Reference**

- 2.9 The proposed terms of reference for the ECF Sub-Group provide clarity in the event of a different political make up of the Council and address the increased number of trade

unions recognised by the Council. They also include provisions to call urgent meetings.

## Financial Implications

None

## Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

## Equalities implications

Was an Equality Impact Assessment carried out? Yes

There were no adverse findings from the changes proposed when establishing the current terms of reference and the proposed changes do not affect this.

## Council Priorities

The Council's vision:

### Working Together to Make a Difference for Harrow

The report recognises the Trade Unions' role in supporting and protecting people's interests and is therefore aligned with the administration's priorities.

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families

## Section 3 - Statutory Officer Clearance

Name: Simon George	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 14 July 2014		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 14 July 2014		

**Ward Councillors notified:**

**NO**

## **Section 4 - Contact Details and Background Papers**

### **Contact:**

Jon Turner, Divisional Director of Human Resources, Development & Shared Services

Email: [Jon.turner@harrow.gov.uk](mailto:Jon.turner@harrow.gov.uk)

DD: 020 8424 1225

### **Background Papers:**

Report to Cabinet 14 February 2013: Employees' Consultative Forum Terms of Reference – Proposal for Revisions

<http://www.harrow.gov.uk/www2/documents/g61076/Public%20reports%20pack%20Thursday%2014-Feb-2013%2019.30%20Cabinet.pdf?T=10>

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Priorities	YES

# Employees' Consultative Forum

## Terms of Reference

### 1.0 Consultation

1.1 The Employees' Consultative Forum (ECF) is the primary mechanism by which Council Members will consult Union Representatives on specific matters of mutual interest. The

Deleted: c

Deleted: f

Deleted: ¶

Deleted: consultative forum

ECF shall make recommendations to the Cabinet on such

issues. In addition, the ECF will receive reports on actions from the ECF Sub-Group.

Deleted: ¶

1.2 The ECF will meet at least twice annually.

Formatted: Font: Bold

### 2.0 Equal Opportunities

Deleted: consultative forum

2.1 The ECF will seek to promote Equal Opportunities in

Employment within the Council, ensuring compliance with all the relevant anti

– discrimination legislation.

2.2 The ECF will ensure the effective implementation of 'Making a

Deleted: consultative forum

Difference – Making Equality of Opportunity a Reality'. The ECF will receive and comment on reports including: -

Deleted: Forum

Deleted: ¶  
regular

Deleted: of progress

· Statistics and progress on meeting equality targets including an annual

Report on employment issues analysed by protected characteristics.

Deleted: , such statistics to include details of disciplinary, grievance and ¶ redundancy cases analysed by race, gender and disability.

### 3.0 Health & Safety

Formatted: Font: Bold

3.1 The ECF will seek to promote health and safety and welfare

Deleted: consultative forum

within the Council and will keep under review the measures taken to ensure

health and safety and welfare at work. The Forum will receive and comment on reports including:-

Deleted: on

· The Council's half-year and annual health and safety performance

report providing an update of health and safety activities and giving

Deleted: d

information on outcome measures.

3.2 Any health and safety and welfare matters which are the responsibility of the

Council as set out in the schedule to the Council's Constitution must be referred to the General Purposes and Licensing Committee

#### **4.0 Budget**

**Formatted:** Font: Bold

The ECF will consider the budget, as part of the Council's consultation on the budget setting process and make comments on the recommendations.

**Formatted:** Font: Not Bold

**Formatted:** Font: Not Bold

#### **5.0 Membership**

**Formatted:** Font: Bold

5.1 The permanent membership of the Forum shall be as follows: -

**Deleted:** 4

a) 7 Councillors to include the Leader / Deputy leader and the Portfolio

**Deleted:** and/or

**Deleted:** ,

holder with responsibility for Human Resources.

b) A minimum of 1 and maximum of 3 representatives from each recognised trade union (Note the number of representatives for each trade union to be determined by their notified membership numbers)

**Deleted:** 5 Unison Representatives including Vice-Chair and Branch Secretary  
c) 1 GMB Representative (Branch Secretary or nominee)  
d) 3 Representatives nominated by the Harrow Teachers' Consultative Committee  
e) 2 further Representatives from the Employee side.

5.2 The Council Members shall be appointed annually by the Cabinet. If a Council

Member is unable to attend any meeting then a duly appointed Reserve

Council Member may attend in their place.

5.3 The Employee Side Representatives shall be nominated to the Head of Paid Service within 14 days of each Annual Council. If an Employee Side

**Deleted:** Chief Executive

representative is unable to attend any meeting they may nominate a

substitute who shall be co-opted onto the committee for the purposes of this

meeting.

5.4 The role of chairing the ECF will rotate between Council Members and Employee Side representatives each Municipal Year.

5.5 The Employee Side will agree amongst themselves who will take the Chair and notify Democratic Services.

5.6 Others who may attend the Forum include:-

Head of Paid Service, Corporate Directors & Directors (or representative)

**Deleted:** Chief Executive

Trade Union Branch Secretaries (or representative)



Trade Union Branch Regional Officials (as required)

Representatives from Employee Support Groups – for the Annual Equality in Employment report

**Deleted:** relevant items as appropriate

Other officers as required

For the meeting to be quorate, it must be attended by a minimum of three Council members and two trade union representatives from different trade unions.

**6.0 Recommendations of the Employees' Consultative Forum**

**Deleted:** 5

**Formatted:** Font: Bold

**Formatted:** Font: Bold

**Formatted:** Font: Bold

6.1 Recommendations of the ECF are reached by a majority vote

among elected Members.

**Deleted:** 5

**Deleted:** consultative forum

6.2 Recommendations of the ECF must go to the relevant portfolio

**Deleted:** 5

**Deleted:** consultative forum

holder or Cabinet, who are the last stage in the local procedures and in the

normal course of events, will be implemented immediately (subject to the call-in period).

(Note: A proposal to establish any subsidiary body of this Committee shall be subject to its prior referral to and approval by Cabinet).

This page is intentionally left blank

## **Employees' Consultative Forum (ECF) Sub-Group**

### **Terms of Reference**

#### **1.0 Consultation**

The Employees' Consultative forum (ECF) Sub-Group is a mechanism by which Council Members will consult Union Representatives on matters of mutual interest. The Sub-Group shall report actions on such matters to the Employees' Consultative Forum.

#### **2.0 Scope**

The Sub-Group will consider and reach decisions, or agree recommendations to Cabinet or the Portfolio Holder on:

- a. Items referred by either management or the trade unions following failure to agree at the Corporate Joint Committee (CJC)
- b. Items referred by either management or the trade unions following failure to agree at a Departmental Joint Committee (DJC)
- c. Items referred by either management or the trade unions following failure to agree at the Corporate Health and Safety Group (CHSG)
- d. Items referred by either management or the trade unions following failure to agree at the Corporate Equality Group (CEG)
- e. The Sub-Group may carry out site visits of premises, which either are, or potentially are, a cause for concern in respect of Health & Safety or welfare considerations
- f. The application of Council employment policies and procedures

The Sub-Group shall not consider individual employee issues or those which fall under the scope of existing procedures, e.g. Conduct appeals, individual Dignity At Work cases and individual grading appeals.

#### **3.0 Meetings**

Meetings will be held every other month and chaired by the Chair' of the ECF.

An urgent meeting may be called at the request of any two members of the Sub-Group and will normally be convened within 7 days, or by agreement between the Chair and Vice Chair' of the ECF.

Notes of decisions and action points only shall be recorded and action points will flow through to future meetings until they are resolved

The administration of meetings will not be supported by Democratic Services

## **4.0 Membership**

Permanent membership of group will be as follows:

- a. The Council side Chair' / Vice Chair' of the ECF
- b. A nominated Councillor from each of the political groups from the ECF
- c. 2 Unison Representatives including the Branch Secretary or nominee
- d. 2 GMB Representatives including the Branch Secretary or nominee
- e. 1 Representative from each of the other recognised trade unions
- f. 2 Council Officers including the Divisional Director of Human Resources and the Corporate Director Resources or their nominees

Others who may attend meetings are:

Councillors from the ECF panel as Reserve Members  
Regional Officers of recognised trade unions (ex-officio)  
Other Officers as required

## **5.0 Decisions and Recommendations**

- a. Decisions for a recommendation shall be reached by a majority vote among permanent members as follows:
  - i. The Council side Chair' / Vice Chair' of the ECF – 1 vote
  - ii. Nominated Members – 1 vote each
  - iii. Recognised trade unions – 1 vote each
- b. If voting results in a tie, the decision shall be made by the Council side Chair of the ECF
- c. Decisions may include reference back to CJC/DJC/CHSG/CEG for further consideration of matters.
- d. Recommendations shall be made to the relevant portfolio holder or to Cabinet for a decision, as required
- e. A report on actions will be presented at ECF meetings

## **6.0 FORMAL DISPUTES**

In the event of an agreement not being reached at either Departmental Joint Committee (DJC) or Corporate Joint Committee (CJC), current arrangements will remain in place and the matter will normally be referred to the ECF Sub-Group.

**COUNCIL**  
**24 JULY 2014**

**DECISIONS TAKEN UNDER  
URGENCY PROCEDURE BY  
PORTFOLIO HOLDERS, LEADER  
AND DEPUTY LEADER AND USE  
OF SPECIAL URGENCY  
PROCEDURE**

This page is intentionally left blank

## **REPORT FOR: COUNCIL**

---

**Date of Meeting:** 24 July 2014

**Subject:** **Decisions taken under Urgency Procedure by Portfolio Holders, Leader and Deputy Leader, and Use of Special Urgency Procedure**

**Responsible Officer:** Hugh Peart – Director of Legal and Governance Services

**Exempt:** No

**Enclosures:** Appendix A – Decisions taken as a matter of urgency

### **Section 1 – Summary**

This report sets out a decision taken under urgency procedure rules by Cabinet, the Leader and Portfolio Holders, and use of the special urgency procedure since the meeting of the Council on 27 February 2014.

**FOR INFORMATION**

## **Section 2 – Report**

In accordance with Committee Procedure Rule 47.6 set out in Part 4 of the Council's Constitution, any Executive decisions taken as a matter of urgency are reported to the next available meeting of the Council.

Appendix A sets out decisions taken as matters of urgency since the Council meeting held on 27 February 2014.

In accordance with the Access to Information Procedure Rules and paragraph 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the use of the Special Urgency procedure in relation to Executive decisions is to be reported quarterly to Council.

The Special Urgency procedure has not been used since the last Council meeting on 27 February 2014.

## **Section 3 – Further Information**

Where appropriate, Ward Councillors, outside organisations and interested parties were consulted on individual reports considered by Cabinet, the Leader and Portfolio Holders.

Where decisions were deemed urgent, the agreement of the Chairman of the Overview and Scrutiny Committee was obtained that the decision would not be subject to the call-in procedure.

## **Section 4 – Financial Implications**

As per the individual reports to Cabinet, the Leader and Portfolio Holders.

## **Section 5 - Contact Details and Background Papers**

### **Contact:**

Elaine McEachron, Democratic & Electoral Services Manager

Tel: 020 8424 1097

E-mail: Elaine.mceachron@harrow.gov.uk

### **Background Papers:**

Council's Constitution/Portfolio Holder Decision report/Cabinet agenda



## APPENDIX A

### Urgent Decisions

The following urgent decisions have been made since Council on 27 February 2014:

<b>Subject</b>	<b>Decision Maker (Portfolio Holder/Leader/Cabinet)</b>	<b>Reason for Urgency</b>
Relocation of the Harrow Pupil Referral Unit.	Cabinet – 26 June 2014	Urgent on the grounds that the building works had to be completed by the end of the school summer break to enable the PRU to be operational from September 2014, necessitating urgent appointment of contractors following the Cabinet decision.
Statutory Process to Create Additional Special Educational Need Places at Mainstream and Special Schools	Portfolio Holder for Children, Schools and Families – 10 March 2014	Harrow received funding under the Government's Targeted Basic Need Programme (TBNP) to create new additional special educational need school places. The TBNP funding conditions required that the funding must be expended by September 2015. On 28 January 2014, new regulations came into force and statutory proposals were required to be published for adding specialist special educational need provision within mainstream schools or for significant changes to special schools. In order to meet the TBNP timescales and to avoid risk of losing the

		funding, it was proposed to publish the statutory proposals on 7 or 8 March and that a further Portfolio Holder Decision was made before Easter to determine the statutory proposals. These were considered not to be key decisions.
--	--	--