



MINUTES
of the
ANNUAL MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 15 MAY 2003

Present: **The Worshipful the Mayor (Councillor John Branch)**
 The Deputy Mayor (Councillor Mano Dharmarajah)

Councillors:

R. Arnold
Nana Asante-Twumasi
David Ashton
Mrs Marilyn Ashton
Mrs Camilla Bath
Miss C A Bednell
F. Billson
Alan Blann
H. Bluston
J. Branch
K. Burchell
Mrs L. Champagnie
M. Choudhury
Mrs Janet Cowan
John Cowan
Margaret Davine
Sanjay Dighé
A.T. Foulds
Brian Gate
Mitzi Green

Ann Groves
Cyril Harrison
C. Harriss
T. Idaikkadar
Mark Ingram
N. Ismail
Mary John
M. Kara
Mrs E.M. Kinnear
M. Kinsey
A.C. Knowles
Jean Lammiman
D. Lavingia
A. Lent
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
J.W. Nickolay

Mrs Joyce Nickolay
Marie-Louise Nolan
Phillip O'Dell
A. Omar
P. Osborn
Anjana Patel
A. Pinkus
R. Ray
R.D. Romain
Anthony Seymour
Navin Shah
Mrs Rajeshri Shah
E. Silver
Bill Stephenson
Keekira Thammaiah
S. Thornton
Keith Toms
M. Versallion
A.E. Whitehead
G. G. V. Williams

PRAYERS

The Meeting opened with Prayers offered by the
Reverend Francis Jakeman

96. MEMBERS OF COUNCIL AND A PAST MEMBER

At the commencement of the Annual Meeting, preceding Prayers, His Worship the Mayor (Councillor Branch) made the following announcements.

- (1) **COUNCILLOR MISS LYNE** - Councillor Paddy Lyne was absent from this Meeting following a recent operation. The Mayor wished her a speedy recovery.
- (2) **COUNCILLOR JEAN LAMMIMAN** – The Mayor welcomed Councillor Jean Lammiman to the Meeting and a return to good health following her recent hospital treatment.
- (3) **FORMER COUNCILLOR STAN ROAN** - The Mayor asked Members to pay tribute to a former Member of Council, Stan Roan who had passed away in March. Mr Roan had served 3 terms as a Councillor, totalling 11 years. Members recorded their appreciation of his services and extended their condolences to his family. The Council stood in silent tribute to Stan Roan and observed a minute's silence.

A. PROCEEDINGS FOR THE ELECTION OF A MAYOR**97. ELECTION OF MAYOR**

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

Councillor Toms nominated and Councillor Currie seconded that **COUNCILLOR MANOHARAN DHARMARAJAH** be elected Mayor for the Municipal Year 2003/2004.

Councillors Chris Mote and Thornton also spoke in support of the nomination of Councillor Dharmarajah.

There being no further nominations, the Mayor, Councillor Branch asked for a vote by a show of hands.

The nomination of Councillor Dharmarajah was secured unanimously by the whole number of the Council present. The Mayor declared Councillor Dharmarajah as duly elected Mayor.

RESOLVED:

THAT COUNCILLOR MANOHARAN DHARMARAJAH BE ELECTED MAYOR OF THE LONDON BOROUGH OF HARROW FOR THE MUNICIPAL YEAR 2003/2004.

98. INSTALLATION OF NEWLY ELECTED MAYOR

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

The retiring Mayor handed to the duly elected Mayor **the Keys of the Corporate Seal**.

The Mayoress, Mrs Seedeви Dharmarajah, was then invested by the retiring Mayoress with her Medallion of Office.

The Mayor, Councillor Dharmarajah, then returned thanks for his election.

99. VOTE OF THANKS TO THE RETIRING MAYOR

Councillor Foulds formally moved a vote of thanks to the retiring Mayor, **Councillor Branch** and to the retiring Mayoress, **Mrs Gaye Branch**, which was seconded by **Councillor Toms**.

Councillors John Cowan, Thornton, John Nickolay, Thammaiah, Knowles, Lavingia, Jean Lammiman and Mrs Champagnie also endorsed the vote of thanks.

RESOLVED:

THAT THE COUNCIL PLACE ON RECORD ITS UNANIMOUS APPRECIATION OF AND SINCERE THANKS TO COUNCILLOR JOHN BRANCH AND MRS GAYE BRANCH FOR THEIR YEAR OF OFFICE AS MAYOR AND MAYORESS OF THE LONDON BOROUGH OF HARROW FOR 2002/2003.

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

The Mayor, Councillor Dharmarajah, on behalf of the Council presented a replica of the Mayor's Medallion to Councillor Branch in commemoration of his Mayoralty of the Borough 2002/03.

The Mayoress, Mrs Sedeevi Dharmarajah, presented to the immediate past Mayoress, Mrs Gaye Branch, a Medallion to commemorate her year as Mayoress of the Borough 2002/03.

101. EXPRESSION OF THANKS BY IMMEDIATE PAST MAYOR

Councillor John Branch thanked Members for their kind words. He also expressed his heartfelt thanks to his wife, Mrs Gaye Branch, for the wonderful support she had provided in her role as Mayoress through the last year. Additionally the work of the Mayoress's Committee in support of the Mayor's special charity had raised the commendable total of £15,000 for Macmillan Cancer Relief and The Church Lads' and Church Girls' Brigade, Christ Church, Roxeth, which was a great credit to all those involved.

Councillor Branch paid tribute to his Chaplain, the Reverend Francis Jakeman, who had served for the Municipal Year.

He offered his special thanks to the Mayoral staff, Mrs Ball, Mr Deans and Mr Carlin for their 100% punctuality and reliability. They were a commendable team who had contributed so much to his Mayoral Year.

Councillor Branch extended general thanks to the officers of the Council for all their assistance to him and, in particular, the Borough Solicitor to the Council for his assistance not least with the guidance and advice relating to the Constitution and Chairing Council.

In recalling his Mayoral Year, Councillor Branch referred especially to the many functions which he had attended and the opportunities to meet the people of the Borough. He had been impressed by the welcome given everywhere to the Mayor and the sense of well-being he had derived from these occasions.

He fondly remembered the visits made across the Borough, in particular the visits to meet pensioners. In total he had undertaken 22 religious engagements, and he asked the Council to support interfaith dialogue. He recalled how the Deputy Mayoress had enjoyed visiting the nurseries and the youngsters at school.

In conclusion, Councillor Branch extended his thanks to the Council for the honour of being the Borough's Mayor in 2002/03 and offered his best wishes to the new Mayor and Mayoress, Councillor Manoharan Dharmarajah and Mrs Sedeevi Dharmarajah, for their Mayoral Year ahead.

Councillor Branch then left the Dais and was escorted by the Macebearer to his seat in the Council Chamber.

102. APPOINTMENT AND INVESTITURE OF DEPUTY MAYOR AND DEPUTY MAYORESS

The Mayor signified in writing that he had appointed **Councillor Mrs Lurline Champagnie** to be Deputy Mayor for the Municipal Year 2003/2004.

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

The Mayoress then invested the Deputy Mayoress, **Mrs Alice Parkin**, with her Medallion of Office.

The Deputy Mayor, **Councillor Mrs Lurline Champagnie**, then returned thanks for her appointment.

103. CHAPLAINCY

The Mayor confirmed to the Council that he had appointed the Deacon Tony Martin as his Mayor's Chaplain for the Municipal Year 2003/04.

B. APPOINTMENT OF EXECUTIVE OFFICES 2003/2004**104. ELECTION OF LEADER OF THE COUNCIL**

Further to Item 4 on the Council Summons and the provisions of Article 7 of the Constitution ("The Executive"), Paragraph 7.03 thereof provided for the annual appointment of the Leader of the Council.

RESOLVED:

THAT COUNCILLOR ARCHIE FOULDS BE RE-ELECTED LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2003/2004.

105. ELECTION OF DEPUTY LEADER OF THE COUNCIL

Item 4 on the Annual Council Summons also proposed that the Meeting consider the appointment of a Deputy Leader of the Council.

RESOLVED:

THAT COUNCILLOR NAVIN SHAH BE RE-ELECTED DEPUTY LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2003/2004.

106. APPOINTMENT OF LEADERS AND DEPUTY LEADERS OF THE GROUPS**RESOLVED:**

THAT THE CONFIRMATION PROVIDED BY THE THREE POLITICAL GROUPS OF THEIR RESPECTIVE LEADERS AND DEPUTY LEADERS FOR THE MUNICIPAL YEAR 2003/04 BE NOTED AS FOLLOWS:

<u>Group</u>	<u>Leader</u>	<u>Deputy Leader</u>
Labour (Major Minority)	Councillor Foulds	Councillor N. Shah
Conservative	Councillor C. Mote	Councillor D. Ashton
Liberal Democrat	Councillor Miss Lyne	Councillor Thornton

107. "CABINET MEMBERSHIP" MOTION

The mover and seconder of the Motion appearing at Item 5 of the Council Summons sought leave of the Council to withdraw their Motion, to which request the Council indicated its assent.

RESOLVED:

THAT IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 17.8 "WITHDRAWAL OF A MOTION" THIS ITEM BE CONSIDERED WITHDRAWN.

108. EXECUTIVE FUNCTIONS 2003/2004

Under Article 7 of the Constitution the Executive Functions for the following Municipal Year are reported to Annual Council by the Leader. Further to Item 6 on the Summons and the confirmation provided in a document circulated within the Supplemental Summons, it was,

RESOLVED:

THE EXECUTIVE FUNCTIONS FOR 2003/2004 BE APPROVED (as set out at Appendix 1 to these Minutes).

C. GENERAL MATTERS**109. MINUTES****RESOLVED:**

THAT THE MINUTES OF THE PREVIOUS COUNCIL (COUNCIL TAX) MEETING HELD ON 27 FEBRUARY 2003, HAVING BEEN PRINTED AND CIRCULATED, AND SUBJECT TO THE TWO CORRECTIONS AS NOW NOTIFIED BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.

110. DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest to be made by Members of Council in relation to the business on the Annual Council Summons.

111. CIVIC FUNCTIONS

Further to the notification provided by the Mayor of forthcoming functions,

RESOLVED:

THAT THE COUNCIL NOTE THE DATES OF THE FOLLOWING CIVIC FUNCTIONS:-

- (1) Annual Civic Service at St Mary's Church, Harrow on the Hill, at 10.30 a.m. on Sunday 22 June 2003.
- (2) Battle of Britain Thanksgiving Service on Sunday 21 September 2003.
- (3) Remembrance Day Service at the Civic Centre on Sunday 9 November 2003.
- (4) Mayoress's Ball at Elliot Hall, Uxbridge Road, on Saturday 15 November 2003.

112. MAYORAL ANNOUNCEMENT: SPECIAL CHARITY 2003/04

The Mayor, Councillor Dharmarajah, advised the Council that his Special Charity appeal for the forthcoming Municipal Year would be in aid of St Luke's Hospice. In addition the Appeal would be supporting Age Concern.

D. ESTABLISHMENT OF COMMITTEES AND DELEGATIONS 2003/04**113. "OVERVIEW AND SCRUTINY COMMITTEE MEMBERSHIP" MOTION:**

The mover and seconder of the Motion appearing at Item 11 of the Council Summons sought leave of the Council to withdraw their Motion, to which request the Council indicated its assent.

RESOLVED:

THAT IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 17.8 "WITHDRAWAL OF A MOTION" THIS ITEM BE CONSIDERED WITHDRAWN.

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

Further to the provisions of the Local Government (Committees and Political Groups) Regulations 1990, the Borough Solicitor had prepared and notified to the political groups on the Council, a Determination under the Regulations as to their proportional entitlements to places on Committees for the Municipal Year 2003/04.

RESOLVED:

THAT THE DETERMINATION AS TO THE PROPORTIONAL ALLOCATION OF COMMITTEE PLACES BE HEREBY CONFIRMED.

115. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES

The Annual Council Meeting received in a Supplementary Summons further to Item 13 on the original Summons, confirmation of the nominations by the political Groups to places on the Committee of the Council in accordance with the formal determination as to the proportional entitlement of the Groups.

RESOLVED:

THAT THE COMMITTEES OF THE COUNCIL BE ESTABLISHED WITH THE MEMBERSHIPS NOW AGREED FOR THE MUNICIPAL YEAR 2003-04 (as set out in Appendix 2 to these minutes).

116. CHAIR OF DEVELOPMENT CONTROL COMMITTEE - MOTION

The Motion appearing at Item 14 of the Summons was moved by Councillor C Mote, seconded by Councillor Mrs Bath.

The Motion received the general assent of the Meeting.

RESOLVED:

THAT THE MOTION BE ADOPTED IN THE FOLLOWING TERMS:- "THIS COUNCIL AGREES THAT THE CHAIR OF DEVELOPMENT CONTROL COMMITTEE BE A STAND ALONE CHAIRMAN AND NOT A PORTFOLIO HOLDER."

117. APPOINTMENT OF CHAIRS TO COUNCIL COMMITTEES

Further to Item 15 of the Summons, the Council Meeting received in a supplementary Summons confirmation from the political Groups of nominations to the office of Chair of certain Committees of the Council, which were formally approved.

RESOLVED:

THAT THE FOLLOWING CHAIRS OF COMMITTEES BE APPOINTED FOR THE MUNICIPAL YEAR 2003-04:-

Development Control Committee	Councillor Anne Whitehead
General Purposes and Licensing Committee	Councillor Bluston
Overview and Scrutiny Committee	Councillor Jean Lammiman

(Note: The above appointments are also reflected in Appendix 2 to these Minutes – see Resolution 115 above).

118. TERMS OF REFERENCE FOR COUNCIL COMMITTEE AND DELEGATED POWERS

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to the terms of reference and delegated powers for Committees of the Council, it was advised that the existing arrangements as set out in Part 3 of the Constitution continue.

RESOLVED:

THAT THE TERMS OF REFERENCE AND DELEGATED POWERS FOR COMMITTEES OF THE COUNCIL IN PART 3 OF THE CONSTITUTION BE CONFIRMED.

119. DELEGATIONS TO OFFICERS

Further to the Constitutional requirement to receive a proposal from the Leader of the Council as to certain delegations to Chief Officers of the Council it was advised that the existing arrangements as set out in Part 3 of the Constitution continue, with the inclusion of the revisions to the delegated powers of the Chief Planning Officer as agreed at the Development Control Committee on 15 January 2003.

RESOLVED:

THAT THE DELEGATIONS TO OFFICERS IN PART 3 OF THE CONSTITUTION, AS AMENDED, BE CONFIRMED.

E. COUNCIL MEETINGS**120. DATES OF COUNCIL MEETINGS**

Further to the information provided at Item 18 of the Summons,

RESOLVED:

THAT THE FOLLOWING DATES FOR MEETINGS OF THE COUNCIL IN THE MUNICIPAL YEAR 2003/04 HEREBY BE CONFIRMED

25 SEPTEMBER 2003
23 OCTOBER 2003
22 JANUARY 2004 (COUNCIL TAX TAXBASE)
26 FEBRUARY 2004 (COUNCIL TAX)
29 APRIL 2004
13 MAY 2004 (ANNUAL COUNCIL)

F. LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2001**121. MEMBERS ALLOWANCE SCHEME 2003/2004**

Further to Item 19 on the Summons Members were asked to confirm the re-adoption of a Members Allowance Scheme for the financial year 2003/2004, (with effect from 1 April 2003), as required by the Local Authorities (Members Allowances) (England) Regulations.

Following debate and upon a vote, the proposed Members' Allowances Scheme was carried

RESOLVED:

THAT THE MEMBERS' ALLOWANCE SCHEME FOR 2003/2004 BE ADOPTED (as attached at Appendix 3 to these minutes).

(Notes: (1) Councillor Mrs Bath wished to be recorded as voting against the above decision;

(2) Councillors Knowles, John Nickolay and Pinkus wished to be recorded as abstaining from voting.)

122. SPECIAL RESPONSIBILITY ALLOWANCES (SCHEDULE 1) – MOTION

(i) Further to Item 20 on the Summons "Special Responsibility Allowances (Schedule 1)" Councillor C Mote moved and Councillor Mrs Bath seconded the following Motion:-

"This Council agrees to change the five bands of Special Responsibility Allowances with effect from the Annual Council Meeting of 15 May 2003 until the Council Meeting on 25 September 2003 as follows:-"

[Note: The Motion then referred to a revised Schedule 1 as appended with the original Summons].

(ii) In a tabled document the mover and seconder gave notice of two minor typographical corrections to the Schedule which were noted and agreed.

(iii) Councillor Foulds moved and Councillor N. Shah seconded the following amendment, which by the general assent of the Council was agreed:-

Deletion/substitution:

Within Band 3 (second category), to delete the words "Nominated member of the Second Minority Party on Overview and Scrutiny Committee"

and to substitute the words

"Nominated member of the largest party not holding the Chair of the Overview and Scrutiny Committee".

Deletion/substitution:

Within Band 3 (fifth category), to delete the words
“Nominated Member of the Second Minority Party
of the Development Control Committee”

and to substitute the words

“Nominated member of the largest party not
holding the Chair of the Development Control
Committee.”

- (iv) The Motion together with the substantive Schedule 1, as amended, was approved by general consensus of the Meeting.

RESOLVED:

THE MOTION SET OUT AT (i) ABOVE BE ADOPTED, TOGETHER WITH THE SUBSTANTIVE SCHEDULE 1 ARISING, AS THEN AMENDED AT (iii) ABOVE (which Schedule 1 is attached at Appendix 4 to these Minutes).

G. REPORTS FROM COUNCIL COMMITTEES**123. RECOMMENDATIONS FROM COMMITTEES**

The following two Recommendations were submitted to the Annual Council Meeting.

RESOLVED:

THAT THE COUNCIL RECEIVE AND UPON CONSIDERATION, CONFIRM OR OTHERWISE DETERMINE THE RECOMMENDATIONS ARISING FROM THE FOLLOWING MEETINGS.

(1) HEALTH AND SOCIAL CARE SCRUTINY SUB COMMITTEE: 24 MARCH 2003

RECOMMENDATION 1: Principles and Protocols for Local Authority Scrutiny of the National Health Service.

The Recommendation was adopted as printed.

(2) STANDARDS COMMITTEE: 8 APRIL 200

RECOMMENDATION I: Protocol for Dealing with Planning Applications and Lobbying.

The Recommendation was adopted as printed.

(N.B. The Protocol as adopted further to Recommendation I above incorporated all the revisions requested by both the Standards Committee and the Development Control Committee).

(Note: The adopted Protocol is attached as Appendix 5 to these Minutes).

H. REPORTS FROM THE EXECUTIVE**124. SPECIAL URGENCY DECISIONS TAKEN BY THE EXECUTIVE**

In accordance with the Overview and Scrutiny Committee Procedure Rules set out in Part 4 of the Constitution, the Borough Solicitor is required to report to the Council any decisions taken as a matter of urgency on behalf of the Executive (that is, as individually authorised by the Portfolio Holders).

RESOLVED:

THAT THE URGENT DECISIONS TAKEN BY THE RELEVANT PORTFOLIO HOLDER BE NOTED.

I. APPOINTMENT OF REPRESENTATIVE ON OUTSIDE BODIES

125. OUTSIDE BODY APPOINTMENTS 2003/04

- (i) Item 24 on the Summons provided for the receipt of proposals from the Groups as to the appointment of representatives of the Authority to serve on outside bodies for the Municipal Year 2003/04.
- (ii) The nominations of the political Groups to places on outside bodies were notified in the circulated Supplemental Summons.
- (iii) The Council received and agreed the following changes to the nominations as had been proposed:-

<u>Outside Body</u>	<u>Original Nomination</u>	<u>Revised Nomination</u>
1. (2) Age Concern, Harrow	1. Cllr Mrs Champagne	1. Cllr Kara
24. Harrow on the Hill Forum: Group Members	2. Cllr Knowles	2. Cllr Anjana Patel
49. Middlesex Guildhall Collection and Trust Fund	3. Cllr Branch *	3. Cllr Dharmarajah *

- (iv) Councillor C Mote moved and Councillor D Ashton seconded an amendment proposing the deletion of certain nominations and their substitution by new nominations, as follows:-

<u>Outside Body</u>	<u>Original Nomination</u>	<u>Substitute Nomination</u>
2. Association of London Government Committees and Panels		
(i) Leaders' Committee	Appointee Cllr Foulds Deputy 1. Cllr N Shah Deputy 2. Cllr Dighé	Cllr C Mote Cllr D Ashton Cllr John Cowan
(ii) Greater London Provincial Council	Deputy Cllr N Shah Deputy Cllr Toms	Cllr D Ashton Cllr C Mote
(iii) Grants Committee	Appointee Cllr Thammaiah Deputy 1. Cllr N Shah Deputy 2. Cllr Harrison Deputy 3. Cllr Bluston Deputy 4. Cllr Omar	Cllr Joyce Nickolay Cllr Arnold Cllr Marilyn Ashton Cllr Anjana Patel Cllr Billson
(iv) Transport and Environment Committee	Appointee Cllr Anne Whitehead Deputy 1. Cllr Blann Deputy 2. Cllr Kinsey Deputy 3. Cllr O'Dell Deputy 4. Cllr Gate	Cllr John Nickolay Cllr Harriss Cllr Mrs Kinnear Cllr Arnold Cllr Mrs Bath
26. Harrow Primary Care Trust Management Board	Observer Cllr Ann Groves	Cllr Silver
73. University of Westminster – Court of Governors	Co-optee Cllr Thammaiah	Cllr Versallion
78. West London Waste Authority	Cllr Blann	Cllr Romain
79. West London Waste Areas Landfill Tax Credit Panel	Cllr Blann	Cllr Romain

The Council undertook a separate vote on the proposal in relation to each outside body and each separate Committee of the Association of London Government, as listed above. In all but one of these votes an equality was recorded for and against the amendment proposals, on which the Mayor then exercised a casting vote of the Chair against the amendment. In respect of "73. University of Westminster – Court of Governors" the amendment was lost on the vote.

- (v) Councillor Branch moved and Councillor Thornton seconded an amendment proposing the deletion of a nomination and the substitution of a new nomination as follows:-

<u>Outside Body</u>	<u>Original Nomination</u>	<u>Substitute Nomination</u>
31. Harrow Young Musicians - Managing Body	1. Cllr Toms	1. Cllr Branch

An equality of votes for and against the amendment were recorded: the Mayor exercised a casting vote as Chair against the amendment.

- (vi) The substantive proposal, as varied at (iii) above, was approved.

RESOLVED:

THAT THE SUBSTANTIVE MOTION AS TO THE OUTSIDE BODY APPOINTMENTS FOR THE MUNICIPAL YEAR 2003/04 (INCLUDING THE AGREED AMENDMENTS) BE APPROVED (the list of the appointments is attached as Appendix 6 to these Minutes).

(CLOSE OF MEETING: All business having been completed, the Mayor declared the Annual Meeting closed at 9.20 p.m.).

APPENDIX 1

ITEM 6 ON THE SUMMONS**EXECUTIVE FUNCTIONS 2003/2004****REPORT OF THE LEADER OF THE COUNCIL**

(Rule 3.2, Executive Procedure Rules of the Constitution).
(Article 7 of the Constitution – The Executive).

The following information is required to be reported to the Annual Meeting by the Leader of the Council.

(1) THE EXECUTIVE

Paragraph 7.02 of Article 7 provides for the determination by the Council of the size and membership of the Executive (to consist of the Executive Leader (see Item 4), together with at least two but not more than nine other Councillors).

The proposal as to the Members of the Executive and the allocation of portfolios is as follows (Rule 3.2, paragraphs (a), (b), (c), (d) and (e)):-

<u>Executive Member (Ward)</u>	<u>Office/Portfolio</u>	<u>Delegated Authority</u>
		(This remains largely unchanged: the existing delegations as set out in Part 3 of the Constitution continue, except as otherwise now stated).
Councillor Foulds (Kenton East)	Leader Strategy and External Affairs	No change
Councillor Navin Shah (Kenton East)	Deputy Leader Partnership and Property	Delete Best Value and Performance Management Add "Property" from the Finance and Human Resources PH which reads:- "To maintain an overview of and develop a strategy for the management of the Council's property portfolio". (See Page 3-26 of the Constitution)
Councillor Burchell (Edgware)	Planning, Development, Housing and Best Value.	Add paragraph (c) "Best Value" from the Deputy Leader (see Page 3-20 of the Constitution)
Councillor Margaret Davine (Edgware)	Social Services	No change
Councillor Dighe (Kenton West)	Finance and Human Resources and Performance Management	Delete Property Add paragraph (d) "Performance Management" from the Deputy Leader (see Page 3-20 of the Constitution)

Councillor O'Dell (Marlborough)	Environment and Transport	No change
Councillor Stephenson (Headstone South)	Education and Lifelong Learning	No change
Councillor Chris Mote (Pinner South)	-	-
Councillor David Ashton (Belmont)	-	-
Councillor Miss Lyne (Harrow Weald)	-	-

(2) **EXECUTIVE COMMITTEE:** (New Harrow Project Panel).

(3) **ADVISORY PANELS AND CONSULTATIVE FORUMS:**

The proposed memberships of these bodies at (2) and (3) were submitted for the information of the Annual Council Meeting.

(Note: The formal establishment of these Executive Side Panels was to be undertaken by the Cabinet at its meeting on 20 May 2003).

(II) DEVELOPMENT CONTROL COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(5)	(5)	(1)
<u>I.</u> <u>Members</u>	Bluston Choudhury Idaikkadar Miles Anne Whitehead (CH)	Marilyn Ashton * Mrs Bath Kara Knowles Mrs Joyce Nickolay	Thornton
<u>II.</u> Reserve Members	1. Ismail 2. Blann 3. Thammaiah 4. Mrs R Shah 5. Ray	1. Harriss 2. Billson 3. Versallion 4. Arnold 5. Seymour	1. Branch 2. Miss Lyne

(CH)
(VC)
*

= Chair

= Vice-Chair

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

(III) GENERAL PURPOSES AND LICENSING COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(5)	(5)	(1)
<u>I.</u> <u>Members</u>	Blann Bluston (CH) Ann Groves O' Dell Ray	Mrs Bath Janet Cowan Knowles * Vina Mithani John Nickolay	Branch
<u>II.</u> Reserve <u>Members</u>	1. Omar 2. Lavingia 3. Idaikkadar 4. Gate 5. Dharmarajah	1. Billson 2. Myra Michael 3. Osborn 4. Harriss 5. Versallion	1. Thornton 2. Miss Lyne

(CH) = Chair

(VC) = Vice-Chair

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

(IV) OVERVIEW AND SCRUTINY COMMITTEE (11)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(6)	(5)	(0)
<u>I.</u>			
<u>Members</u>	Blann Mitzi Green Ann Groves Ingram Marie-Louise Nolan Thammaiah	Jean Lammiman (CH) Osborn Pinkus Seymour Versallion	
<u>II.</u>			
<u>Reserve Members</u>	1. Gate 2. Choudhury 3. Omar 4. Nana Asante 5. Lavingia 6. -	1. Myra Michael 2. Mrs Champagnie 3. Mary John 4. Miss Bednell 5. John Nickolay	

[Note: The Chair of each of the four substantive Scrutiny Sub Committees is an ex officio member of the Overview and Scrutiny Committee].

(CH) = Chair
 (VC) = Vice-Chair
 * Denotes Group Members for consultation Executive Action and/or on administrative matters.

(V) SCHOOL ORGANISATION COMMITTEE (20)

[Established as a Statutory committee by the Council in accordance with Regulations made under the School Standards and Framework Act 1998.]

(i) (Council Membership in order of political group nominations) (7)

	<u>Labour</u>	<u>Conservative</u>
	(4)	(3)
Members	Gate Ray Stephenson Thammaiah	Miss Bednell * Jean Lammiman Anjana Patel
<u>Alternate Members</u>	1. Miles 2. Toms 3. Margaret Davine 4. Ismail	1. Janet Cowan 2. Janet Mote 3. Mrs Champagne

Other Representatives

(ii)	Church of England:	Rev P Reece	(Mr G Edwards - Alternate)
(iii)	Roman Catholic Church:	Mr I Beck Mr J Coyle	Mr M Murphy
(iv)	Learning and Skills Council	Ms E Yates	
(v)	Schools (Parents/Secondary):	Mrs C Millard	(Vacancy - Alternate)
	Schools (Parent/Primary):	Mrs J Zane (Vacancy - Alternate)	(Vacancy) (Vacancy - Alternate)
	Schools (Headteacher):	Mrs M Arnold Mr D A Jones (Vice-Chair)	Mr B A Robertson
	Schools (Co-optee/Special):	Mrs P Langdon	(Vacancy - Alternate)
(vi)	HCRE:	Mr P Pawar	

Adviser: Mr B Leaver

[Notes: (1) The Chair and Vice-Chair of the Committee to be appointed at the inaugural meeting of the Committee and thereafter annually at a Committee meeting;

(2) all appointments as members of the Committee are for a period not exceeding three years 'i.e. until May 2005 currently';

(3) members may nominate an alternate member to attend meetings of the Committee in their absence, subject to the requirements in the Regulations.]

HARROW ADMISSIONS FORUM (3)**Labour****(2)****Ray
Stephenson****Conservative****(1)****Janet Cowan****Other Representatives**

Community Schools (Governor)	-	Mary Graham
Community Schools (Primary)	-	Sue Jones
Community Schools (Secondary)	-	Allan Jones
Jewish School	-	Dr Ian Abrahams
Roman Catholic School	-	Mike Murphy
Church of England School	-	(Vacancy)
Church of England Diocese	-	Kris Uttley
Catholic Schools Diocese	-	(Vacancy)
Primary Elected Parent Governor Representative	-	Mr H Epie
Secondary Elected Parent Governor Representative	-	Mr Sutcliffe
Harrow Council for Racial Equality	-	Prem Pawar
Early Years Development Partnership	-	Helena Tucker
Social Services Representative	-	(Vacancy)

(VI) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (3)**Labour**
(2)**Conservative**
(1)**I.**
Members**Choudhury**
Gate**Mrs Champagnie****II.**
Reserve
Members1. Ismail
2. Nana Asante
3. -1. Janet Cowan
2. Anjana Patel
3. Janet Mote

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

(VII) STANDARDS COMMITTEE (6) (Non-proportional)

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrats</u>
	(3)	(2)	(1)
<u>I. Members</u>	Ann Groves Harrison Thammaiah	Janet Cowan * Mrs Joyce Nickolay	Miss Lyne
<u>II. Reserve Members</u>	1. Gate 2. Toms 3. Marie-Louise Nolan	1. Jean Lammiman 2. Osborn 3. Mrs Champagne	1. Thornton 2. Branch
<u>III. Independent Persons</u>	Independent Persons (2):- (Reserves: Membership rules:	Ms Bijal Thackrar (VC) and Reverend Peter Broadbent, Bishop of Willesden Ms Judy Bertram and Mr Edward Keal).	
	i. There must be at least 2 Councillors and one Independent person on the Committee;		
	ii. An Elected Mayor or the Leader may not be members;		
	iii. The Chair of the Committee must not be a member of the executive;		
	iv. At least 25% of the membership must be Independent persons;		
	v. Only one member of the executive can be a member of the Committee;		
	vi. The rules on political proportionality do not apply.		

APPENDIX 3

LONDON BOROUGH OF HARROW
MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect from 1st April 2003. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £5,225 per annum shall be paid to each Councillor.

Special Responsibility Allowance

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. No Member may receive special responsibility allowances in respect of more than one post.
- (2) The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Travel and Subsistence Allowances

4. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed up to the maximum rates set, and subject to such conditions determined, by the Office of the Deputy Prime Minister (ODPM) from time to time.

Carers' Allowance

5. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix B.
- (2) The maximum basic rate of pay is £2.61 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time. Where a professional carer is required to meet a specialist need (eg a nurse for an elderly person) then actual costs will be paid **on receipt of an invoice**.
- (3) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
- (4) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
- (5) The allowance is not to be paid where the carer is a member of the Member's household.

Claims and Payments

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

Renunciation

7. A councillor may by notice in writing given to the Borough Secretary and Solicitor to the Council elect to forego any part of his/her entitlement to an allowance under this scheme.

Approved duties for Carers' Allowance

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

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

There are four bands of SRAs:-

Band	Post	<u>SRA - £/annum</u>
1	Deputy Leaders of the Second and Third Minority Groups Chief Whips of all Political Parties One Assistant to each Cabinet Member Chair of the General Purposes and Licensing Committee Chair of the Standards Committee	992.75
2	Chair of the Overview and Scrutiny Committee Vice Chair of the Overview and Scrutiny Committee Chairs of the Scrutiny Sub-Committees (excluding Call-in): Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee Chair of the Traffic Advisory Panel Vice Chair of the Development Control Committee Leader of the Second Minority Group Leader of the Third Minority Group	6,426.75
3	Chair of the Development Control Committee Cabinet Portfolio Holders (excluding the Leader and Deputy Leader): Planning, Development and Housing Education and Lifelong Learning Environment and Transport Social Services Finance and Human Resources Deputy Leader	12,853.50
4	Leader	19,280.25

N.B. Only one SRA is payable per Member

SCHEDULE 2

CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed up to the current Office of the Deputy Prime Minister (ODPM) maximum permitted rates, subject to such conditions determined by the ODPM.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-

(a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.

(b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.

(c) (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;

(ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

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

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.

(d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.

(e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.

(f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Head of Service confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.

2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-

(a) Political meetings or events.

(b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.

(c) Meetings of the Governing Bodies of Schools.

APPENDIX 4

SCHEDULE 1
SPECIAL RESPONSIBILITY ALLOWANCES

There are five bands of SRAs:-

Band	Post	SRA - £/annum
1	Deputy Leaders of the Second and Third Minority Groups Chief Whips of all Political Parties One Assistant to each Cabinet Member Chair of the General Purposes and Licensing Committee Chair of the Standards Committee	992.75
2	Members of Cabinet that are not Portfolio Holders	2,978.25
3	Chair of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Chairs of the Scrutiny Sub-Committees (excluding Call-in): Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee Chair of the Traffic Advisory Panel Nominated Member of the largest party not holding the Chair of the Development Control Committee Leader of the Second Minority Group Leader of the Third Minority Group	6,426.75
4	Chair of the Development Control Committee Cabinet Portfolio Holders (excluding the Leader and Deputy Leader): Planning, Development, Housing and Best Value Education and Lifelong Learning Environment and Transport Social Services Finance and Human Resources and Performance Management Deputy Leader	12,853.50
5	Leader	19,280.25

- N.B. (1) In the Council elected on 2 May 2002, the Groups are as follows:-
Largest Minority Group = Labour Group
Second Minority Group = Conservative Group
Third Minority Group = Liberal Democrat Group
- (2) Only one SRA is payable per Member

LONDON BOROUGH OF HARROW

PROTOCOL FOR MEMBERS AND RESERVE MEMBERS WHEN DEALING WITH PLANNING APPLICATIONS AND LOBBYING

1. Introduction

In making any determination under the Planning Acts, Members of the Council sitting on the Development Control Committee should have regard to the development plan (the Unitary Development Plan) and shall determine applications in accordance with the development plan unless material considerations indicate otherwise. Members must do this by balancing the needs and interests of the whole community and of individual constituents, alongside the need to maintain an ethic of impartial decision making on what may be highly controversial proposals.

The aim of this protocol is to ensure that in the planning process there are no grounds for suggesting that a decision is biased, is not impartial or not well founded in any way.

1.2 When does this Code apply?

This Code applies to members at all times when involving themselves in the planning process, including planning appeals and planning enforcement. While this will normally be relevant for members (and reserves) on the Development Control Committee, it will also apply to **all** Council members at Council meetings if they exercise any functions of the Development Control Committee in determining planning applications and other issues. It applies to planning enforcement matters as well as to planning applications

1.3 The requirement for Member training before serving on the Development Control Committee

Planning legislation and guidance can be complex. The Office of the Deputy Prime Minister (ODPM), the Local Government Association (LGA), the Nolan Committee and the Royal Town Planning Institute all recommend that Members who have to make planning decisions should be specifically trained. The ODPM published guidance on Member training in May 1998, and the LGA updated its general guidance for Probity in Planning in 2002.

Members serving on the Development Control Committee must undergo training (which may be in a variety of alternative forms) validated and approved by the Planning Department before serving on the Committee, and must be updated regularly on changes to legislation or procedures. This training will be evidenced by records signed by the Member (e.g. attendance book)

2. Members' Interests and the Code of Conduct**2.1 Relationship of the Protocol to the Members' Code of Conduct**

The Members' Code of Conduct applies to all their work as Councillors, so members must apply the rules in that Code to their activity as a member of the Development Control Committee. Breach of the Code of Conduct may result in a complaint to the Standards Board for England.

Members must also apply the rules in this Protocol to their activity as a member of the Development Control Committee. The Protocol is a locally agreed document, which means Harrow's Standards Committee will investigate any breach of the rules within it.

Failure to follow the recommendations within this Protocol may also lead to an investigation into possible maladministration by the authority.

2.2 The registration of interests

Members must complete a '*Register of financial and other interests*' form as set down in the Code of Conduct. Councillors must review their register entry regularly and notify the Monitoring Officer of any change within 28 days.

2.3 Hospitality

Councillors must be very cautious about accepting gifts and hospitality, especially in relation to planning applications. The Code of Conduct requires members receiving gifts or hospitality (in their capacity as members) over the value of £25, to provide details to the Monitoring Officer, for inclusion in the 'Register of gifts and hospitality'. This notification must be made within 28 days of receiving the gift or hospitality.

2.4 Declaring an interest

Members must consider whether they have an interest in a matter under discussion, and if so, what type of interest it is.

A Member may have a **personal** interest in any matter under discussion:

'If the matter relates to an interest in respect of which the member has given notice in the statutory register of members interests; or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the authority's area, the well being or financial position of themselves, a relative or friend, or:

- *Any employment or business carried on by such persons;*
- *Any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;*
- *Any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
- *Any body in which the member is required to register in the statutory register of interests, in which such persons hold a position of general control or management'.*

Where a member considers he or she has such an interest, he or she must declare it. The disclosure should state the existence and nature of the personal interest at any relevant meeting, including informal meetings with officers and other members.

Declaring a personal interest does not debar the member from participating in the decision unless the personal interest is also prejudicial.

A member with a personal interest must consider whether that interest is also prejudicial.

The Code says that a personal interest becomes a **prejudicial** one:

'If the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest'.

If a member has such an interest, he or she should not participate in a discussion on the matter. The member must state that he or she has a prejudicial interest, state the nature of that interest and must then withdraw from the room and must not seek to improperly influence a decision on the matter.

There are some exemptions in paragraph 12.2 of the Code, which allow a member with a prejudicial interest to continue to participate in the decision. If this is the case the member must still declare the prejudicial interest, but state the exception which allows him or her to remain and discuss the matter in question.

However, in order to reduce any suggestion of bias, members should consider carefully whether or not it is sensible to continue to take part in a planning decision where their prejudicial interest is covered by an exemption.

2.5 Planning applications affecting Members of the Council

If a planning application affects a member, either because they or their family or friends own the land or part of the land affected, or the proposal will affect their land or that of their family or friends, or they wish to act as an agent for the person(s) making the proposal, that member must inform the Chief Planning Officer of the application immediately.

The notification must state the application which affects the member's land, and the nature of the interest. It must be in writing, by letter, fax or e-mail. The notification should be made not later than the submission of the application, or as soon as the Member becomes aware of it, if s/he acquires such knowledge after submission.

This will enable the Chief Planning Officer to ensure that the interest is included on the agenda sheet for the relevant meeting. The interest will be included under the 'Declaration of interests' heading. . Members must also orally declare the interest at the meeting. This will help all members decide, early on, whether or not they can participate in a decision.

2.6 Members of the Council who are not members of Development Control Committee

Ward members wishing to speak in this capacity at Development Control meeting may do so provided they do not have a personal and prejudicial interest. They will also require the agreement of the Committee (Committee Procedure Rule 4.1 refers).

The member must tell the chair that they wish to speak in that capacity at the start of the meeting and must not sit in the member seating area during the meeting so that members of the public can clearly see which members are members of the Committee and which are not.

A space will be reserved for backbench members at the committee table, and when the relevant item is to be discussed, the backbench member will be called to sit at the table, will take part in the discussion of that item, and will then withdraw from the table before the decision is taken.

2.7 Interests of Cabinet and/or Executive Members

Where an application is made in which the Cabinet or Executive have an interest, any member of the Development Control Committee who is also an Executive Member must carefully consider whether they have a personal or prejudicial interest to declare.

3. The roles of members in planning decisions and the role of officers in supporting them

3.1 The role of elected Members

Elected members serving on the Development Control Committee determine planning applications and enforcement issues. When members are taking decisions relating to planning issues they will listen carefully to all the arguments in favour and against each proposal and will:

- Act fairly and openly;
- Approach each application with an open mind;
- Carefully weigh up all relevant issues;
- Consider the professional advice of officers;
- Determine each application on its own merits;
- Ensure that there are clear and substantial reasons for their decisions and that these are clearly stated;
- Ensure decisions are proportionate;
- Ensure respect for human rights.

The basis of the planning system is the consideration of private proposals against wider public interests. Much is often at stake in this process, and opposing views may be strongly held by those involved. Whilst councillors should take account of these views, they must not favour any person, company, group or locality, not must they put themselves in a position where they appear to do so.

The setting of planning policy is the function of the Executive, and members of Cabinet must comply with the same criteria when taking planning policy decisions. Although this protocol is specifically intended for those members dealing with planning applications, it is generally as relevant to those sitting on the Executive, who should have training in planning matters before taking planning decisions.

3.2 The role of officers in relation to member decision making

Officers will advise and assist members in developing planning policy and in determining applications and enforcement issues by:

- Providing impartial and professional advice;
- Making sure all the information necessary for the decision to be made is given;
- Providing a clear and accurate analysis of the issues;
- Setting the applications and enforcement issues against the broader Unitary Development Plan policies and all other material considerations;
- Giving a clear recommendation;
- Carrying out the decisions of the Development Control Committee;
- Determining applications under powers delegated to them by the Council.

Where Members have factual questions about development proposals, it is very helpful for these to be put to officers, where possible, before the meeting. Not only can officers make sure all the information is obtained in response, but it also helps the effectiveness and efficiency of the committee meeting.

4. Lobbying (including representation and communication)

4.1 Lobbying of Councillors by applicants or objectors

It is quite common for applicants or other interested parties to wish to discuss a proposed development with elected members before the determination of a planning application. By the same token, those affected by a proposed decision may seek to influence it through an approach to their elected ward councillor or a member of the Development Control Committee.

Members who are likely to be directly involved in taking planning decisions must, therefore, explain to lobbyists that, whilst they may listen to what is said, it prejudices their impartiality to express a firm point of view or an intention to vote one way or the other when the application is considered by the Development Control Committee.

Lobbying can be perceived to affect the impartiality and integrity of a councillor. In order to avoid that perception, members are advised to:

- Avoid meeting an applicant, potential applicant, or objector alone;
- Listen to any representations made but not make it known in advance of the Development Control Committee meeting whether they support or oppose a proposal;
- Restrict any response they do give to procedural advice;
- Direct lobbyists or objectors, including written representations, to planning officers who can include reference to their opinions in the report;
- Not pressurise officers into making a particular recommendation in the report;
- Notify the Chief Planning Officer of the existence of any lobbying interests;
- Notify the Chief Planning Officer of any interest they have in the application.

Members of the Development Control Committee should not actively campaign either for or against planning applications.

Members should feel free to ask questions of officers in order to clarify their understanding of the proposals.

A member who feels they have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality) should tell the Monitoring Officer who can advise the relevant officer to take the matter up with the person concerned.

A Development Control Committee member who does not represent the ward affected will find it easier to take an impartial stance on an application. A member who represents the ward concerned, possibly one who has also been campaigning for or against the proposal will find it difficult to argue, when the decision is taken at the Committee, that they have weighed up the arguments for the first time at the meeting. They should therefore declare a prejudicial interest and not take part in the vote.

The responsibility for striking the right balance in this process lies with the individual member.

4.2 Discussions with potential applicants.

Potential applicants are encouraged to hold pre-application meetings with officers, but in order to avoid the perception that these are, or have become, a part of the lobbying process, these meetings:

- Should be at officer level;
- Will be at a forum prescribed for the purpose if they involve members;
- Where potentially contentious, will be attended by two officers including the Chief Planning Officer or his representative.

A note of the discussion will be taken and be kept on file and made available for inspection at the appropriate time

It will be made clear that the discussions will not bind the Council and that any views expressed are personal and provisional based on the Unitary Development Plan.

It will be made clear that at such meetings all the relevant information may not be at hand and formal consultations with interested parties will also be taking place.

It will be made clear whether or not members or officers will consider the application.

Members of the Development Control Committee should generally avoid meetings with applicants or potential applicants, and should seek officer advice before making any commitment to do so.

4.3 Member Site visits

Site visits can be useful to identify features of a proposal that may be difficult to identify from the plans and supporting material; where there are features of the proposal which are difficult to convey in a written report, or the proposal is particularly contentious. However, site visits may delay an application, and therefore will only be authorised where the expected benefit of so doing is substantial and/or where there are significant and complex policy implications.

The approach taken by Harrow Council is for site visits comprising an organised inspection by the committee members with officer assistance. Informal visits to view the site from the public domain can often be helpful to familiarise members with the issues to be considered, but members should avoid making contact with applicants, property owners or objectors in such circumstances.

Site visits by members alone at the request of applicants or objectors should not be undertaken and may lead to accusations of impartiality and maladministration.

A revised Procedure Note for Member Site Visits was agreed by Development Control Committee on 11 December 2002 and is attached as **Annex 1**.

5. **Committee Meetings**

5.1 Officer reports to Committee

To ensure that the Council is not accused of inadequate consideration of the issues, or inconsistent decision-making or non-existent reasoning behind a recommendation, the following rules will be followed in the preparation of reports for committee:

- Reports must be accurate and cover, amongst other things, the objections, the views of those consulted, and the officer response to consultations;
- Relevant information should include an outline of the relevant development plan policies; site description, proposal description, relevant planning history, applicant's statement (if any) and an appraisal of all relevant considerations;
- Reports must have a written recommendation;
- Information received after the report was finalised will be reported on the printed addendum circulated at the Committee meeting;
- Oral reporting (except where an update is required) should be avoided and carefully minuted where it is necessary;
- Reports must contain technical appraisals, including references to specific clauses of the UDP, which clearly justify a recommendation;
- If the report recommendation is contrary to the Development Plan, the material considerations that justify the departure must be clearly stated.

5.2 Public representations at Committee

Development Control Committee is held in public and the Council has a procedure for representations by applicants and objectors. The procedure applies only to applications for planning permission and consultations received from adjoining Councils that are to be determined by the Committee where the application is recommended for approval or 'grant'. It does not apply to applications which are recommended for refusal or those to be determined by the Chief Planning Officer under his delegated powers. The case officer dealing with the application will be able to say how the application is being determined and by whom, although in some instances this can change, where, for example, the nominated party member requests an application to be considered by the Committee.

The procedures to be applied are as follows:

- No later than 5.00pm on the day before the meeting, objectors should give the Committee Administrator (Tel: 020 8424 1269) notice of their wish to speak.

The following criteria will be applied:

- only one objector on each relevant planning application may normally address the Committee, but in exceptional circumstances two objectors may be allowed to speak;
- a group of objectors will be asked to nominate a spokesperson;

- the applicant or their agent may only make representations if an objector has addressed the committee (if there is none, the applicant or agent will not be permitted to speak);
- any person making representations may speak for a maximum of three minutes. On major or significant applications five minutes may be allowed, but this will be at the discretion of the committee;
- there will be no further verbal exchanges after the representation though members of the Committee may ask factual questions if clarification is needed.

Where the officer is recommending refusal of an application and the Committee is minded to disagree with that recommendation, the application will be deferred to the next meeting in order to allow renotification of consultees to advise them of the opportunity to make representations as outlined in this procedure.

The Committee Administrator will know whether objectors or applicants have asked to speak on an application, though the only sure way of knowing whether representations from objectors or applicants will be heard is to attend the meeting.

Copies of the agenda and reports for Development Control Committee meetings are available for inspection five clear working days before the meeting. These can be viewed in the Environmental Information Centre, the library next to the Civic Centre and on the Internet at www.harrow.gov.uk.

There is also a deputations procedure which applies to all other business discussed at Development Control Committee.

6. Making the decision

6.1 Making up your mind about planning applications

When members make their decisions at Development Control Committee they must be able to demonstrate that all the relevant facts and arguments have been taken into account. Members must not declare the way they intend to vote or express any opinion on the merits of the application before their attendance, and formal consideration, at the Development Control Committee.

Members should avoid giving a final view on an application before the Development Control meeting, as this may lead to the perception that the member has fettered their discretion. This places the Council at risk from a judicial review of the decision.

Even if a member has no personal or prejudicial interest in the matter, if they take a view on it prior to the Development Control Committee they should not attend the committee or participate in the decision.

A member with no personal or prejudicial interest may:

- Listen to and receive viewpoints from residents and other interested parties;
- Make comments to residents, interested parties, other members or appropriate officers provided they do not prejudice the issue and the member makes clear they are keeping an open mind;
- Seek information through the appropriate channels.

The overriding duty of members is to the whole community not just to the people in their ward, and, taking account of the need to make decisions impartially, members should not favour, or appear to favour, any person, company, group or locality.

6.2 Development proposals submitted by Councillors or Officers of the Council

Serving councillors who act as agents for members of the public or developers pursuing planning matters within the Council must play no part in the decision making process for those proposals.

Similarly, Councillors submitting their own proposals to the Council should play no part in its processing, though they may explain and justify their proposal to an officer in advance of the Development Control Committee meeting in the same way as any other applicant.

Such applications will be reported to Development Control Committee for decision, not determined by Officers.

Two particular sets of circumstances that have caused problems for members in the past are planning applications which involve the land of another member of that councillor's party. It is suggested that:

i) where a planning application includes land owned by a member of the Council in a member's political party, they clearly have a personal interest in the matter. They should also consider themselves to have a prejudicial interest and not participate in the discussion of the application. This is clearly the safest option for members and ensures there can be no breach of the Code of Conduct;

ii) If an application is made in respect of land adjacent to or nearby land owned by another councillor within a member's political party, they may be able to argue that they do not have either a personal or a prejudicial interest if they have no knowledge of the scheme, or the impact on the councillor other than that reported by officers, and they make no attempt to discuss the issue with anyone prior to the decision at Committee.

6.3 The party whip and discussions at group meetings

A decision on a Committee planning application will take place at the meeting of the Development Control Committee when all available information is to hand. This does not prevent members of the same party discussing proposed planning applications with each other, but a political group meeting prior to the Committee cannot be used to decide how representatives on the Development Control Committee should vote. The use of the party whip to try to influence the outcome of a planning application may amount to maladministration.

6.4 Planning Applications by the Council in respect of Council land

The Council itself requires planning permission to carry out or authorise development on land it owns. These applications will be treated in the same way as those from private applicants.

On 15 January 2003 the Development Control Committee agreed that applications for minor development of up to 100m² of floorspace on land owned, or where the Council holds an interest, may be determined under the delegated powers of the Chief Planning Officer. This delegation is subject to the proviso that the proposals, in the opinion of the Chief Planning Officer, do not conflict with agreed policies, standards and guidance.

6.5 Reserve members

Where a reserve member attends a Development Control Meeting, that reserve must determine applications on their merits and cannot be mandated by the absent member.

6.6 Decisions contrary to Officer Recommendations

From time to time, Councillors may disagree with the advice of the Chief Planning Officer. In such cases it will be the Members' responsibility to clearly set out the reasons for refusal where the Officer recommendation is for grant. The planning reasons for rejecting the officer's advice will be clearly stated, whatever the recommendation, recorded in the minutes of the meeting and a copy placed on the application file.

The officer must be given the opportunity to explain any implications of the contrary decision.

Where an appeal arises against such a decision officers will support the Development Control Committee in preparing evidence for the appeal.

Where conditions included in an officer report are amended by the Committee, an officer should be asked to draft the new conditions and these will be approved by the Chair and nominated members via the non-Executive Action procedure. The date of the decision in these circumstances will be the date the non-Executive Action is signed by the last signatory.

7. **Complaints**

Any issues or concerns arising from this Protocol can be raised with the Monitoring Officer, the Chair of Development Control Committee or the Chair of the Council's Standards Committee.

The Urban Living Directorate also has a formal complaints system in operation which can be used if necessary.

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2003/04

	<u>NAME OF BODY</u>	<u>NO. OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
1.	(1) Age Concern London Conference	1	1. Groves	N/a
	(2) Age Concern Harrow	2	1. Kara 2. Groves	N/a
2.	Association of London Government Committees and Panels			
	(i) Leaders' Committee (s1010 Joint Committee)	1 (+ 2 Deputies)	<u>Appointee:</u> 1.Foulds	<u>Deputies:</u> 1.N Shah 2.Dighé
	(ii) Greater London Provincial Council	2 Deputies	N/a	<u>Deputies:</u> 1. N Shah 2. Toms
	(iii) Associated Joint Committee (ALG Grants Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1.Thammaiah	<u>Deputies:</u> 1.N Shah 2.Harrison 3.Bluston 4.Omar
	(iv) Associated Joint Committee (Transport & Environment Committee)	1 (+ 4 Deputies)	<u>Appointee:</u> 1.Whitehead	<u>Deputy:</u> 1.Blann 2.Kinsey 3. O'Dell 4.Gate
	(v) Culture & Tourism Panel	1 (+ 1 Deputy)	<u>Appointee:</u> 1.Groves	<u>Deputy:</u> 1.Thammaiah
	(vi) Crime and Public Protection Panel	1 (+1 Deputy)	<u>Appointee:</u> 1.N Shah	<u>Deputy:</u> 1.Omar
	(vii) Economic Development Panel	1 (+1 Deputy)	<u>Appointee:</u> 1.Burchell	<u>Deputy:</u> 1.Dighé
	(viii) Education Panel	1 (+1 Deputy)	<u>Appointee:</u> 1.Stephenson	<u>Deputy:</u> 1.Ray
	(ix) Health & Social Care Panel	1 (+1 Deputy)	<u>Appointee:</u> 1.Davine	<u>Deputy:</u> 1.Currie
	(x) Housing Panel	1 (+1 Deputy)	<u>Appointee:</u> 1.Burchell	<u>Deputy:</u> 1.Currie
	(xi) ALG Lead Member for Equalities	1	1.Dighé	N/a
3.	Bentley Priory Nature Reserve	4	1.Mrs C Bath 2.Blann 3.Pinkus 4.O'Dell	N/a
4.	Carequest Board	1	1.Staff Development and Training Officer	N/a
5.	Court of City University	1	1.Stephenson	N/a

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	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
6.	Deputy Lord Lieutenant's Committee	5	1. The Mayor 2. The Deputy Mayor 3. Thornton 4. C Bath 5. C Mote	N/a
7.	Edward Harvist Charity	1	1. Bluston (Sept 2001 - Aug 2005)	N/a
8.	Edward Robinson Education Foundation	2	1. Lent 2. Lyne	N/a
9.	Environment Agency Thames Region, Regional Flood Defence Committee	(Joint appointment with Boroughs of Barnet, Brent and Hounslow for 2002-2006)	1. Councillor B Colman (London Borough of Barnet)	N/a
10.	Environmental Forum (Local Agenda 21)	4 (+ Reserves)	<u>Appointees:</u> 1. Blann 2. Harris 3. Mary John 4. Miles	<u>Reserves:</u> 1. O'Dell 2. Billson 3. Janet Cowan 4. Nolan
11.	Greater London Enterprise Ltd	1	1. Burchell	N/a
12.	Harrow (and District) Telecommunications Advisory Committee	1	1. Choudhury	N/a
13.	Harrow Association of Disabled People	3	1. Groves 2. Mary John 3. Silver	N/a
14.	Harrow Association of Voluntary Service	3	1. Choudhury* 2. Mary John* 3. Lavingia (* to serve on Executive Committee)	N/a
15.	Harrow Citizens' Advice Bureau (Management Committee)	2	1. Arnold 2. Gate	N/a
16.	Harrow Colleges' Further Education Corporation Board	2	1. Stephenson 2. Manager, Arts and Leisure Services (September 2001- August 2005)	N/a
17.	Harrow Community Health Council [Note: Organisation is due to be wound up at the end of August 2003; existing appointments extended until August 2003]	12	1. Mr J Grenfell [July 1995] (Sept 2000 - Aug 2004) 2. Mr P Budden [April 2000] (Sept 2000 - Aug 2004) 3. Mrs A Diamond [July 1995] (Sept 2000 - Aug 2004)	N/a N/a N/a

	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
			4. Cllr. Miss Lyne [July 1995] (Sept 2000 – Aug 2004)	N/a
			5. Mr S Alam [May 2001] (Sept 2000 - Aug 2004)	N/a
			6. Mr R Frogley (May 2002) (Sept 2000 - Aug 2004)	N/a
			7. Mr B R Jones [September 2000] (Sept 1998 - Aug 2002)	N/a
			8. Mr O W N Cock (Sept 1998 - Aug 2002)	N/a
			9. Ms J Angeletta [September 1998] (Sept 1998 - Aug 2002)	N/a
			10. Cllr Marie-Louise Nolan [May 2002] (Sept 1998 - Aug 2002)	N/a
			11. Mrs Smita Dighé [May 2002] (Sept 1998 - Aug 2002)	N/a
			12. Vacancy [February 2000] (Sept 1998 - August 2002)	N/a
18.	Harrow Community Trust	1 (+ Deputy)	Appointee: 1. Bluston	Deputy: 1.C Mote
19.	Harrow Council for Racial Equality	3	1. R Shah 2. Ismail 3. John Nickolay	N/a
20.	Harrow Heritage Trust Executive Committee	4	1. Whitehead 2. J Mote 3. O'Dell 4. Versallion	N/a
21.	Harrow in Business (Enterprise Agency) - Board of Management	2	1. Bluston 2. Director of Environmental services	N/a
22.	Harrow in Europe Committee	5	1. Blann 2. Groves 3. Kinsey 4. Knowles 5.Lammiman	N/a
23.	Harrow Nature Conservation Forum	1	1. Blann	N/a

	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
24.	Harrow on the Hill Forum	6	<u>Ward Members:</u> 1. Billson 2. Mrs Kinnear 3. Versallion <u>Group members:</u> 1. Branch 2. Anjana Patel 3. Ray	N/a
25.	Harrow Police and Community Consultative Group	4	1. Mrs Cowan 2. Thammaiah 3. Green 4. C Mote	N/a
26.	Harrow Primary Care Trust Management Board	1	<u>Observer:</u> 1. Groves	N/a
27.	Harrow Sports Council	3	1. Bluston 2. C Mote* 3. Miles (* to serve on Executive Committee)	N/a
28.	Harrow Town Centre Forum	3	1. Bluston 2. Burchell 3. R Shah	N/a
29.	Harrow Unified Mental Health Service Partnership Board	3 (+ Reserves)	<u>Appointees:</u> 1. Davine 2. Groves 3. Silver	<u>Reserves:</u> 1.R Shah 2.Gate 3.Lammiman
30.	Harrow Weald Common Board of Conservators	5	1. Mrs Ashton 2. Miss Lyne 3. Thornton 4. Toms 5. Whitehead	N/a
31.	Harrow Young Musicians - Managing Body	2	1. Toms 2. Lammiman	N/a
32.	Hertfordshire Rural Forum	1	1. Blann	N/a
33.	Investigation of Air Pollution Standing Conference	2	1. Omar 2. Chief Environmental Health Officer	N/a
34.	John Pardoe Charity	4	1. Mrs Bath 2. Miss Bednell 3. Mr M Carmody 4. Dharmarajah	N/a
35.	League of Friends of Northwick Park Hospital	1 (+ 1 deputy)	<u>Appointee:</u> 1. Mary John	<u>Deputy:</u> 1.Mrs A Diamond
36.	Lee Valley Regional Park Authority [Note: At the expiry of the statutory 4 year term, the Council may (upon invitation from the ALG) nominate a Member to stand for election to one of eight places available to non-riparian London Authorities]	1	1. Whitehead (1 July 2001 – 30 June 2005)	N/a

	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
37.	Local Authorities Aircraft Noise Council	2	1. Omar 2. Chief Environmental Health Officer	N/a
38.	Local Government Association - General Assembly Meetings (Two - inclusive of AGM)	3 (+ Deputies)	<u>Appointees:</u> 1. Foulds 2. John Cowan 3. Thornton (Representing each of the political groups)	<u>Deputies:</u> 1.N Shah 2.C Mote 3.Lyne
39.	Local Government Association - Urban Commission	2	1. Burchell 2. Director of Environmental Services	N/a
40.	Local Government Information Unit	1	1. Lent	N/a
41.	London Accident Prevention Council	3	1. Ismail 2. Joyce Nickolay 3. Senior Road Safety Officer	N/a
42.	London Arts Board Local Authority Forum	2 (+ non-voting officer)	1. Groves 2. Stephenson Manager, Arts and Leisure Services	N/a
43.	London Borough of Harrow (a) Bus & Highways Liaison Meeting		1. Blann 2. Idaikkadar 3. John Nickolay 4. Pinkus	N/a
	(b) Rail Liaison Meeting	4	1. Blann 2. Idaikkadar 3. John Nickolay 4. Pinkus	N/a
44.	London Home and Water Safety Council	2	1. Romain 2. Chief Environmental Health Officer	N/a
45.	London (North West) Valuation Tribunal [Note: Appointments are now made jointly with the London (North West) Valuation Tribunal]	7	1. Cllr. J Branch (April 2001 - December 2006)	N/a
			2. Mr M Carmody (April 1998 - March 2004)	N/a
			3. Mr R Conway (April 1998 - March 2004)	N/a
			4. Mr S Giles-Medhurst (April 1998 - March 2004)	N/a
			5. Cllr. Miss Lyne (April 1998 - March 2004)	N/a

	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
			6. Mr A L Mediratta (April 1998 - March 2004)	N/a
			7. Mr E Sailor (April 1998 - March 2004)	N/a
46.	London Youth Games	2 (+ Deputies)	<u>Appointees:</u> 1. Miles 2. Mr W North	<u>Deputies:</u> 1. Asante 2. (Mr North's Nominee)
47.	Mayor of Harrow's Charity Fund Trustees	3	1. The Mayor 2. Miss Bednell 3. Choudhury	N/a
		4	<u>Burgesses:</u> 1. 2. 3. 4.	N/a
48.	Metropolitan Housing Trust Ltd	1	1. Gate	N/a
49.	Middlesex Guildhall Collection and Trust Fund	6	1. D Ashton 2. Bath* 3. Dharmarajah* 4. Gate 5. Harrison* 6. Manager (Arts and Leisure Services) (* to serve on Executive Committee)	N/a
50.	Multi-Agency Forum on Racial Harassment	3 (+ 3 reserves)	1. Branch 2. Lammiman 3. Omar	1. Lyne 2. Janet Cowan 3. Lavingia
51.	Museum of London Archaeology Service	2	1. Whitehead 2. Library Services Manager	N/a
52.	National Council for One Parent Families	1	1. Ingram	N/a
53.	National Local Government Forum Against Poverty:			
	(i) National Meetings	1	1. Groves	N/a
	(ii) Regional Meetings	1	1. O'Dell	N/a
54.	National Society for Clean Air & Environmental Protection	1	1. Chief Environmental Health Officer	N/a
55.	Network Housing Association Management Committee	1	1. Harrison	N/a
56.	North London Collegiate School Board of Governors	1	1. Janet Cowan (May 2001 - May 2004 - subject to invitation of the Board of Governors)	N/a

57.	North West London Refugee Employment and Training Partnership Joint Advisory Board	3 (+ 2 Deputies each)	<u>Representatives:</u> 1. Mrs Bath 2. Harrison 3. Asante	<u>1st Deputies:</u> 1. Knowles 2. Toms 3. Groves <u>2nd Deputies:</u> 1. Williams 2. Dharmarajah 3. Thammaiah
58.	North West London Strategic Health Authority – Continuing Care Criteria Review Panel	1	1. Groves	N/a
59.	Pinner Parish Charities [Note: Confirmation is being sought as to whether organisation is seeking nominees]	2	[See note] 1. 2.	N/a
60.	Prince Edwards Playing Fields Trust	1	1. Burchell	N/a
61.	Promotion of Public Transport Users' Group	4 (+ Reserves)	<u>Members:</u> 1. Blann 2. Idaikkadar 3. Kara 4. Mrs Kinnear	<u>Reserves:</u> 1. Harrison 2. Whitehead 3. Joyce Nikolay 4. John Nickolay
62.	RAF Northolt Community Consultative Group	7 (+Deputies)	<u>Representatives:</u> 1. Currie 2. Gate 3. Miles 4. Branch 5. Arnold 6. Patel 7. Mrs Kinnear	<u>Deputies:</u> 1. Idaikkadar 2. Ray 3. Ingram 4. Thornton 5. Harris 6. Billson 7. Versallion
63.	Rayners Lane Estate Steering Group	2 (+ Deputies)	<u>Members:</u> 1. Currie 2. Ingram	<u>Deputies:</u> 1. Dharmarajah 2. Gate
64.	Relate Board of Trustees	3	1. R Shah 2. Groves 3. Lammiman	N/a
65.	Reserve Forces and Cadets Association for Greater London	1	1. Thornton [May 2002] (Apr 2002 - March 2005)	N/a
66.	Richard Franklin Charity	2	1. John Cowan (May 2002 – April 2005) 2. Gate (May 2002 – April 2005)	N/a
67.	Sir Lancelot Lake Charity	2	1. John Cowan (June 2002 - May 2005) 2. Burchell	N/a
68.	Sir John Wolstenholme Charity	2	1. Mrs Bath 2. Miss Bednell	N/a
69.	St Dominic's College	1	1. Gate	N/a

	<u>NAME OF BODY</u>	<u>NO OF REPS</u>	<u>REPRESENTATIVES for 2003/04</u>	
			<u>Appointee</u>	<u>Deputy</u> (Where applicable)
70.	Stanmore College	1	1. Davine [October 1999] (October 1999 - 31 August 2003)	N/a
71.	Staying Put Scheme Advisory Committee	1	1. R Shah	N/a
72.	Trading Standards Service	3 (+ 1 Deputy for each)	<u>Appointees:</u> 1. Gate 2. Romain 3. Mrs Kinnear	<u>Deputies:</u> 1. Ismail 2. Arnold 3. Harriss
73.	University of Westminster - Court of Governors [Note: Co-opted by the Court of Governors at its discretion. Currently it has not been confirmed that an appointment will be sought.]	1 (Co-optee)	[See note] 1. Thammaiah	N/a
74.	Victoria Hall, Harrow	1	1. Bluston	N/a
75.	Wealdstone Task Force	4 (+ Reserves)	<u>Appointees:</u> 1. Burchell 2. Lavingia 3. Kinnear 4. Miss Lyne	<u>Reserves:</u> 1. Harrison 2. Kinsey 3. Harriss 4. Thornton
76.	West House and Heath Robinson Museum Trust	1	1. Burchell	N/a
77.	West London Alliance	2	<u>Appointee:</u> 1. Foulds 2. Chief Executive	<u>Deputy:</u> 1. N Shah
78.	West London Waste Authority	1	1. Blann	N/a
79.	West London Waste Areas Landfill Tax Credit Panel	1	1. Blann	N/a

