

2008 – 2009  
July 2008 Volume 3



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



MEMBER  
DEVELOPMENT  
PANEL



**MEMBER DEVELOPMENT PANEL****2 JULY 2008**

Chairman: \* Councillor Jean Lammiman

Councillors: \* B E Gate \* Paul Osborn  
\* Phillip O'Dell

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES****65. Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

**66. Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

**67. Arrangement of Agenda:**

**RESOLVED:** That (1) agenda items 9 and 11 be taken together;  
(2) all items be considered with the press and public present.

**68. Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 April 2008 were agreed and that the signing be deferred until printed in the next Council Bound Minute Volume.

**69. Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

**70. Petitions:**

**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 16.

**71. Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

**72. Update on Roffey Park Institute Pilot Coaching Programme:**

The Interim Divisional Director of Human Resources and Development reported that, in addition to the evaluation report produced by the Roffey Park Institute, the Learning and Development and HRD Strategy teams had undertaken a survey to assess the feedback from the Members who took part in the programme. The Councillors reported that the programme was useful in terms of the self-assessment but varied opinions were given as to the relevance of the individual feedback reports and Individual Development Plans. It was noted that all Councillors found the 1:1 coaching sessions either useful or very useful. He added that a meeting was to be held on 9 July to review the direction on the programme and Members were encouraged to submit their comments regarding this. The Chairman commented that a thorough evaluation would be needed to develop the programme to accommodate all Councillors. In response, the Interim Divisional Director of Human Resources and Development expressed his concerns about the possibility of maintaining similar levels of engagement and suggested that a paper-based element could be included and that there would be a need for new exercises instead of repeating those previously undertaken. A Member added that he felt experienced Councillors recognised the reviews needed in knowledge and the need for training.

73. **Update on Member Development since last meeting:****Mandatory Training**

The Interim Divisional Director of Human Resources and Development reported that the Disability Equality Duty (DED) training had been repeated in June, and that there would be one more session run on 9 September to include any Councillors who had been unable to attend the previous two sessions. He concluded that evaluation of the sessions had so far been very positive. The Chairman commented that it was a requirement that Cabinet Members had access to DED training and expressed her pleasure that it had been extended to them. She suggested that it might be useful that Co-optees also be trained on such issues in order to keep them up-to-date with the decision making process. A Member commented that the Call-In Committee must also be aware of important issues and be careful not to speak out of ignorance. He added that Councillors would be more effective by receiving training that related directly to constituency and ward issues.

**Quarterly Briefings**

The Interim Divisional Director of Human Resources and Development reported that the Quarterly Briefings had been comprised of round-table discussions on updates and changes in legislation, Harrow Music Service and Local Area Agreement. Although challenging to manage due to time restrictions, Members reported that the session was positive and highly focused, with an interest in receiving more updates from Legal Services, in particular those relating to difficult areas of legislation and how they might affect Councillors.

The Interim Divisional Director of Human Resources and Development reported that the Roffey Park Institute Cultural Change Workshop section of the Quarterly Briefing was a lively and active session. It was comprised of Mind-Mapping exercises for the Manager's forum and Member feedback on the key issues facing the Council. Members were asked in groups to discuss where they thought the Council was now, what it looked like presently and where the Council might be in 2012.

**Forthcoming Learning and Development Programme - 2008/9**

The Interim Divisional Director of Human Resources and Development reported that the draft for the forthcoming programme contained a matrix with names, venues and targets. Although a stand alone document, it also contributed to a bigger document – The Learning and Development Programme for Elected Members, which would serve as a 'living document' that could be updated regularly. The Chairman queried where Leadership Development might fit within the programme and whether succession training would also be considered. The Interim Divisional Director of Human Resources and Development replied that at present only Cabinet and CSB would be catered for.

After a general discussion it was noted that:

- Members felt that succession training would avoid Members joining Cabinet without awareness of the serious decisions and responsibilities.
- Members aspiring for, or who were suitable for, succession should be identified.
- In-house training could be achieved cheaply and effectively.
- Members felt that Group Whips should emphasise the importance of training and development to Councillors who failed to attend mandatory sessions.
- Training sessions must deliver quality to Councillors, and that firmer targets would push the administration to deliver.
- Methods of learning must be identified for Members that they would recognise and identify.
- A suitable strap-line for the brochure could be 'Not just a hobby – continuing learning for Members'.

74. **Draft Training Needs Analysis Questionnaire:**

The Interim Divisional Director of Human Resources and Development reported that plans were underway to adapt a questionnaire and remodel it for 2009/10. He added that the current questionnaire was based on information gathered from statute, the Roffey Park Institute and empirical data.

75. **Member Development Programme:**  
(See Minute Item 73 - Update on Member Development since last meeting).
76. **Proposals for Adoption of IDeA Member Development Charter:**  
The Interim Divisional Director of Human Resources and Development reported that the Charter would be similar to the Investors In People certification and would provide a quality kite-mark for how well provided development opportunities were for Councillors and offer a Gold Standard framework for improvement. He added that it would fit in the centre of the Council improvement plan and would use work achieved with the Roffey Park Institute and TNA as evidence for achievement. He concluded that it would make up the final target for Member Development and would present a natural end. After a discussion it was agreed that an assessment should be made of where the charter might fit within the budget, calendar, and whether it could be led by a high-level officer. The Chairman asked that feedback be given at the next Member Development meeting.
77. **Induction Programme - Updating for 2010:**  
The Interim Divisional Director of Human Resources and Development reported on the feedback from the two most recently inducted Councillors. He commented that they felt that the induction pack met the objectives and agreed with the scoring of agree/strongly agree. The Members indicated that the most practical parts were the contact list of directors and their responsibilities, but added that contact details for middle and junior managers would have also been extremely valuable. A Member suggested that it might be prudent to ask officers to fill in a form that highlighted the areas they thought Members might need information about.
78. **Any Other Urgent Business:**  
The Interim Divisional Director of Human Resources and Development reported on the 'Compact' with the voluntary sector and that Learning and Development were to look into arranging training for Overview and Scrutiny and Grants Advisory Panel, in consultation with Julia Smith, Chief Executive of Harrow Association Voluntary Services. Members agreed that such training should be mandatory for both committees.

The Interim Divisional Director of Human Resources and Development reported on a financial allocation from Capital Ambition and the suggested use to support Members on a mentoring programme. He added that Scrutiny had declined the offer and consequently the IDeA would be contacted to discuss the alternative options for mentoring the Political Groups. The Chairman commented that any programme would have to fit with any similar work carried out with the Roffey Park Institute.

(Note: The meeting having commenced at 7.33 pm, closed at 9.24 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman



STANDARDS  
PANEL



**ASSESSMENT SUB-COMMITTEE****3 JULY 2008**

Chairman \* Dr J Kirkland

Councillors: \* Husain Akhtar \* B E Gate

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Sub-Committee Chairman:****RESOLVED:** That it be noted that Dr Kirkland shall serve as Chairman of the meeting.2. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members at this meeting.3. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.4. **Arrangement of Agenda:****RESOLVED:** That all business be considered with the press and public present with the exception of the following item for the reason set out below:-

| <u>Item</u>                     | <u>Reason</u>   |
|---------------------------------|---|
| 6. Investigation into Complaint | The report contained exempt information under paragraphs 1, 2 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to the an individual and likely to identify an individual and could provide information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. |

5. **Terms of Reference:**

The Sub-Committee received the report of the Director of Legal &amp; Governance Services.

**RESOLVED:** That the Terms of Reference be noted and adopted as agreed by Standards Committee.6. **Investigation into Complaint:**

The legal officer went through the content of two complaints (A) and (B) made against a Member of the Council and submitted the Independent Assessment advice that had been obtained in relation to these.

Members fully discussed the content of and related advice concerning the two complaints with all Members setting out their individual thoughts on the various aspects the complaints raised.

**RESOLVED:** That (1) Part of Complaint (A) be referred to the Standards Board for England for further investigation;

(2) Complaint (B) be determined as requiring no further action as the complaint was not proven.

[Note: In respect of Resolution (1) Councillor Akhtar wished to be recorded as having voted against the decision to refer the complaint].

(Note: The meeting having commenced at 10.33 am, closed at 12.05 pm)

(Signed) DR J KIRKLAND  
Chairman



OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 8 JULY 2008**


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|              |  |   |
|--------------|--|---|
| Chairman:    | * Councillor Stanley Sheinwald   |   |
| Councillors: | * Mrs Margaret Davine<br>* B E Gate<br>* Mitzi Green<br>* Manji Kara<br>* Mrs Vina Mithani<br>* Janet Mote | * Phillip O'Dell (2)<br>* Anthony Seymour<br>* Dinesh Solanki<br>* Yogesh Teli<br>* Mark Versallion |
| Voting       | (Voluntary Aided)  | (Parent Governors)  |
| Co-opted:    | † Mrs J Rammelt<br>† Reverend P Reece  | * Mr R Chauhan<br>* Mrs D Speel   |

\* Denotes Member present  
(2) Denotes category of Reserve Members  
† Denotes apologies received

[Note: Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing, also attended this meeting to speak on the item indicated at Minute 348 below. Councillor Jean Lammiman also attended the meeting in her capacity as Assistant (Support Member) to the Portfolio Holder for Adults and Housing].

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Scrutiny Annual Report 2007/08**

The Committee considered its Annual Report 2007/08, which outlined the activities of the Overview and Scrutiny Committee, Performance and Finance and Call-In Sub-Committees over the past year following changes to its structure. The Annual Report also detailed the activities of the Lead Members for Scrutiny, outlined the outcomes of individual projects that had been undertaken and included the results from the annual scrutiny survey.

The Annual Report set out the achievements made and the work carried out by scrutiny Members and voting co-opted members, including advisors, whose contributions in raising the profile of scrutiny in Harrow was welcomed. Scrutiny welcomed the opportunity for closer working with the Council's partners, local residents, the Executive and appropriate organisations with a view to working towards delivering the Council's ambition to be one of the best in London by 2012.

The Chairman thanked Members and officers for their work on the Annual Report and for scrutinising challenging issues.

Having endorsed the Annual Report 2007/08, and in order to meet its obligations under the Council's Constitution to report annually on the work of the Overview and Scrutiny Committee, the Committee

**Resolved to RECOMMEND: (to Council)**

That the Overview and Scrutiny Committee's annual report for 2007/08, as attached herewith, be adopted.

(See also Minute 354).

**PART II - MINUTES**

338. **Welcome:**  
 The Chairman welcomed Councillor Barry Macleod-Cullinane to his first meeting of the Overview and Scrutiny Committee as Portfolio Holder for Adult and Housing Services and Councillor Jean Lammiman, Assistant (Support Member) to the Portfolio Holder;
- He also welcomed Mr Adeodatus Rone Twumasi, a representative from the Harrow Association of Voluntary Services, to the meeting in relation to item 11 – Local Involvement Networks (LINKs) – on the agenda.
339. **Attendance by Reserve Members:**
- RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-
- | <u>Ordinary Member</u> | <u>Reserve Member</u>     |
|------------------------|---------------------------|
| Councillor Jerry Miles | Councillor Phillip O'Dell |
340. **Declarations of Interest:**
- RESOLVED:** To note that the following interests were declared:
- Agenda Item 10 – Safeguarding Adults  
 Councillor Mitzi Green declared a personal interest in that her son was a vulnerable adult and received benefits from the Council. She would remain in the room whilst this matter was considered and determined.
- During consideration of item 10 and prior to any substantive discussion on this matter, Councillor Yogesh Teli declared a prejudicial interest in that he was a Cabinet Assistant (Support Member) to the Portfolio Holder for Adults and Housing. He had had a level of input on this matter, carried out some background reading and had been engaged in the implementation process. He left the room during consideration and determination of this item.
- (See also Minute 355).
341. **Arrangement of Agenda:**
- RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-
- | <u>Agenda item</u>   | <u>Special Circumstances / Grounds for Urgency</u>  |
|--|---|
| 4(a) Minutes of the Ordinary Meeting held on 22 April 2008 | The minutes were not available at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency, so that the minutes could be approved.  |
| 10. Safeguarding Adults                                    | The report was not available at the time the agenda was printed and circulated, as it was being consulted on. Members were requested to consider this item, as a matter of urgency, so that any comments on the Safeguarding Action Plan could be considered. |
| 13. New Local Area Agreement – Progress Report             | The report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency, so as to avail themselves of the negotiated agreement as part of the Committee's work programme.         |
- (2) all items be considered with the press and public present.

342. **Minutes:**

**RESOLVED:** That (1) the minutes of the ordinary meeting held on 22 April 2008, be taken as read and signed as a correct record when printed in the Council Bound Minute Volume;

(2) the minutes of the special meetings held on 12 May and 10 June 2008 be taken as read and signed as correct records.

343. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.

344. **Petitions:**

Ms Maria Tavras, representing the Mollison Way Patients' Group, presented a petition containing 1,430 signatures accompanied by a letter and a statement sent to the Chief Executive of Harrow Primary Care Trust (PCT) with a copy to a local MP. She added that the surgery on Mollison Way was closed down as a result of which some 2,900 patients on the surgery's register, particularly the elderly and the mothers with children, had to travel some distance to see a doctor. The consultation process that the PCT intended to carry out on this matter was considered to be a waste of resources. The petitioner urged for support from the Council.

It was noted that the PCT, as part of its consultation process, would be holding a meeting on this issue.

**RESOLVED:** That the petition be received and referred to Harrow PCT, appropriate Councillors and officers of the Council for consideration.

[Note: Subsequent to the meeting, the petition was referred to the Chief Executive of Harrow PCT, Adult Health and Social Care Lead Members for Scrutiny, the Portfolio Holder for Adults and Housing and the Corporate Director of Adults and Housing].

345. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.

346. **References from Council/Cabinet:**

**RESOLVED:** To note that there were no references from Cabinet or Council.

347. **Report from Lead Members:**

**RESOLVED:** To note that there were no reports from Scrutiny Lead Members as no meetings had taken place.

348. **Safeguarding Adults:**

The Portfolio Holder for Adults and Housing introduced the report, which set out the commitment of Harrow Council and its partners to safeguarding Harrow's vulnerable groups from harm, exploitation or abuse. He highlighted how this important area was to be taken forward, an area that was a national priority.

The Portfolio Holder highlighted the need to ensure the service in this area was delivered positively as past performance had been rated as adequate and needed improving. The Commission for Social Care Inspection (CSCI) in January 2008 had helped Harrow to focus on the shortcomings and had resulted in an Action Plan, which set out Harrow's commitment to safeguarding its vulnerable groups together with how it would deliver on the aims and objectives of the Plan. He provided a definition of a vulnerable adult, as set out in the Law Commission Report 1997 and that adopted by "No Secrets 2000", a document on which safeguarding adults work was based. He referred to the Adult Training Programme, which his predecessor had been instrumental in launching and taking forward.

The Committee was informed that in supporting individuals to maximise independence, choice and control over their lives and the services they receive, potential risks would need to be mitigated and managed. Appropriate safeguards would be put in place. Members were briefed on safeguarding the vulnerable and associated legislative requirements.

The Portfolio Holder stated that the CSCI Inspection had highlighted a number of positives in this area but there were a number of challenges as well that needed to be addressed. The key issue was managing the transition from childhood to adulthood and the issue of reluctance to share data. In addition, Harrow had its own challenges to meet and engage with its diverse communities, the black and ethnic minorities (BME) and the young people through to their adulthood. Abuse of vulnerable people was a key factor in this regard.

The Corporate Director of Adults and Housing thanked the Committee for the opportunity to address this matter, and briefed Members on the Project Plan for the delivery of Actions from the 2007 Annual Report and the CSCI. The Inspection had praised the frontline services; however the strategic work needed improving. Providing choice and ensuring safety were the key aspects of safeguarding the vulnerable. The Corporate Director stated that his Directorate would be evaluating existing systems to enhance services and take a 'measured' approach towards their achievement.

An officer expanded on aspects of the CSCI report and the Project Plan, and outlined areas which were likely to challenge Harrow in terms of delivery. The challenges related to choice, safeguarding and communication where robust practices would be required. Local authorities would need to be proactive, provide adequate training and enhance communication levels. For Harrow, transition arrangements would require improving together with a degree of consistency across the Council.

In response to questions from Members, the Portfolio Holder and the Corporate Director stated that:-

- in relation to self-directed care and the infrastructure and capacity of Harrow to offer real choice, a pilot system had been set up for the purposes of administering this matter and that social workers were closely involved at each stage of the process. Evaluation was carried out and the Local Area Agreement (LAA) had set an ambitious target of 1,700 users which the Council would be aiming to achieve;
- the Local Safeguarding Adults Board included representation from the Council's Partners, such as the Primary Care Trust (PCT), Voluntary Sector, Police and Acute Trusts and contractors;
- the annual audit had been carried out but not published yet due to a change in personnel;
- a multi-agency approach was taken in delivering the service to vulnerable adults;
- since the CSCI, a visible improvement in relationships between the various partners was evident and the representation on the Board was symbolic and showed visible leadership which hadn't existed previously. CSCI too had been invited to serve on the Board. The contracting and monitoring process were working effectively. Representation on the Board was determined by the make-up of the organisations and BME communities were represented on the Board. Consideration would be given to enhancing BME representation on the Board. However, the profile of service users in Adult Care was representative of the population and services were accessible to all. Furthermore, the Board was committed to targeting communities and analysing the data received;
- complaints would initially be submitted to the personnel for Safeguarding Adults and would be referred to Care Management where abuse was an issue. Clear demarcation between complaints and safeguarding processes would be ensured;
- robust mechanisms were in place when monitoring the providers of home care and independent surveys were carried out. A complaints process had been established. Monitoring was also carried out on specific measures through the Home Care Policy. Multi-tier processing and safeguarding were part of the process;
- close liaison work with the police on safeguarding adults was carried out, including work with Safer Neighbourhood Teams. Direct work with vulnerable adults was also carried out to ensure their safety on matters such as distraction burglaries where older people were normally the target. Awareness Days with the police were also held in the Town Centre. A Member encouraged the

establishment of a two-way process with Trading Standards with a view to safeguarding adults who were normally the target for deception;

- scrutiny could examine issues around the transition phase from childhood to adulthood. The silo working between adults and children services was also an issue. In addition, an annual review of this area by scrutiny would be beneficial including a role in challenging the Council's partners/departments with a view to creative services being established for the benefit of the vulnerable people of our society. A Member suggested some initial work on these issues by the Scrutiny Lead Members for Adult Health and Social Care;
- Criminal records Bureau (CRB) checks normally took 4-6 weeks to clear and the organisation was meeting its target rate. It was for the employer to put in safeguards until the checks had been carried out. Difficulties were encountered when workers came from countries where record keeping was lacking. In such instances, safest possible practices ought to be applied. No system of record keeping was 100% and where records were missing, employees needed to ensure good review cases. Publicity to ensure the safety of the vulnerable had to be continuous and a refresh was essential at various intervals;
- whilst self-directed support had a risk element attached, it would also bring about a better quality of life and opportunity for the needy.

The Chairman thanked the Portfolio Holder and Officers for their attendance at the meeting.

**RESOLVED:** That (1) the Council's duties around safeguarding be noted;

(2) the views on the Safeguarding Plan as set out in the preamble above be noted;

(3) the progress on implementation be noted;

(4) scrutiny examine the transition phase from childhood to adulthood.

(See also Minute 340).

349. **Local Involvement Networks (LINKs):**

An officer introduced the report of the Assistant Chief Executive, which set out the requirements for the establishment of a Local Involvement Network (LINK) in each local area, including one in Harrow, as required by the Local Government and Public Involvement in Health Act 2007. A LINK was a wide network of voluntary and community groups and interested individuals who would represent the views of patients and the public on health and social care issues. She outlined the local arrangements proposed for providing LINKs in Harrow.

The Committee noted the transitional arrangements that had been put in place until June 2008 when Parkwood Healthcare, the Host organisation appointed by Harrow, would take over and provide support to the LINK. Parkwood Healthcare would establish, maintain and provide ongoing support to the LINK. The Host would be accountable to the LINK. The role of the Overview and Scrutiny Committee in relation to LINKs, including the responsibility of the Committee in responding to referrals from the LINK within 20 working days of receipt, was noted by Members.

A representative from the Harrow Association of Voluntary Services (HAVS) was also present at the meeting and sought responses to how the voluntary and community sector could successfully procure contracts in Harrow. An officer agreed to liaise with him on this matter. The Chairman suggested that the review of delivering a strengthened voluntary and community sector could consider the general lessons that could be learned from the LINKs process.

Representatives from Parkwood Healthcare were present at the meeting and responded to questions from the Committee on the number of staff that would be employed, the organisation's experience in other boroughs and where they would be based in Harrow. It was noted that two full-time staff would occupy a site near Harrow on the Hill Station in order to ensure presence in the vicinity of the Town Centre. A robust interview process would be undertaken from the 20-25 applicants anticipated. A structure that was suitable to Harrow would be established and existing expertise and historical knowledge of the outgoing patient and public involvement networks would be harnessed through meetings and direct contact.

In response to additional questions, the representatives from Parkwood Healthcare replied as follows:-

- a balance in the consideration of health and social care issues would be struck by acting as a reference group. LINK would be representative, it would help the vulnerable and the Host would work in partnership with the Primary Care Trust (PCT), the Council and the voluntary and community sector;
- the LINK would work closely with the Patient Advice and Liaison Service (PALS) and pass appropriate information to it. It would hold meetings with user groups, post information on its website. However it would be for the LINK network to decide its procedures and it was envisaged that a number of working parties and interested groups would feed into a central governance structure. Views of the mental health organisations, the young and the elderly would be heard through these various channels. A close relationship with the Overview and Scrutiny Committee would also be established;
- communication would be a key element. Staff employed would be expected to work in the community with a view to ensuring that members of the public were aware of the LINK and kept informed of its work.

The Chairman thanked the representatives for their contributions.

**RESOLVED:** That (1) the report be noted;

(2) the progress made in setting up LINKs in Harrow be noted;

(3) it be noted that a contract would be awarded for a three-year period to commence on 1 July 2008 at a cost within the funding for LINKs provided by the Department of Health;

(4) the Assistant Chief Executive be authorised to award the contract;

(5) it be noted that 10% of the Department of Health Grant was retained to fund the additional Council responsibilities associated with LINKs;

(6) the development of working relationships between scrutiny and Harrow LINKs be built in to the scrutiny Work Programme 2008/09;

(7) the matter of the potential for successful voluntary sector procurement be referred to the scrutiny review of delivering a strengthened voluntary and community sector for inclusion in the work plan for Phase 2 of the review.

350. **Scrutiny Review - Delivering a Strengthened Voluntary and Community Sector - Interim Report:**

The Committee considered the report of the Project Sponsors - Corporate Director of Finance, Harrow Council, and the Chief Executive of Harrow Association of Voluntary Services - which set out the interim findings of the Scrutiny Review on Delivering a Strengthened Voluntary and Community Sector. The report set out the progress made and provided the Committee with an opportunity to contribute to the second phase of the Project.

The Chairman of the Review Group commended the manner in which the Review was conducted and stated that it was intended to report the outcome of Phase 1 of the Review to Cabinet on 17 July 2008 with a view to moving to Phase 2. It was noted that the purpose of reporting this matter to Cabinet, at this early stage, was to keep them informed of the progress made.

A Member stated that the Review had facilitated communication between the Council and the Voluntary Sector and he hoped that the conclusions of the Review would be equally effective. The Review was considered to be of value.

Another Member congratulated the scrutiny officer on the presentation of the report and commended the review where the voluntary sector was seen as an equal partner. He raised the issue of The Compact, a working agreement between the Council/Harrow Strategic Partnership and the Voluntary Sector, and how it 'fitted' in the review. He added that it was important to ensure that the grant giving process was transparent and fair. It was essential that the Council was seen as beyond reproach in this regard. The Member also referred to the Council's assets policy where some of the Council's assets could be put to good use by the voluntary groups. There was also a need for the

Council and the voluntary sector to tap into external funding opportunities that were available.

The Chairman added that the Voluntary Sector was pleased with the progress made on the Review, and he was pleased to report that the Service Level Agreement issue had been resolved.

A Member referred to the consultation events held in the previous week and enquired whether there would be opportunities for the Voluntary Sector to consult further with its wider membership, such as trustees. The scrutiny officer advised that the Review Group would be meeting on 21 July 2008 to develop the scope for the second phase of the Review and it was envisaged that, subject to the agreement of the Group, further consultation would be planned to seek input on the development of future possible models.

**RESOLVED:** That (1) the interim findings of the scrutiny review, set out at Appendix A to the report, be noted together with the comments set out in the preamble above;

(2) it be agreed that the findings of the Review so far were a fair reflection of the current climate, and that the findings be used to inform the second phase of the Review and any consequent recommendations;

(3) the request from the Review Group that the final report be produced by Christmas 2008 be agreed;

(4) the changes to the membership of the Review Group, Appendix B to the report, be agreed;

(5) the scope for the second stage of the Review be considered at the Overview and Scrutiny Committee to be held on 29 July 2008;

(6) the report be referred to Cabinet for consideration.

351. **New Local Area Agreement - Progress Report:**

An officer introduced the report, which set out the content of the Local Area Agreement (LAA) negotiated between the government and the Harrow Strategic Partnership. He outlined the details of the Agreement, and requested the Committee to identify any monitoring arrangements. He added that the Performance and Finance Scrutiny Committee would receive exception reports in this regard on a periodic basis.

The officer responded to question from a Member and highlighted the importance of base lines for the purposes of forecasting. He stated that domestic violence had not been prioritised this year and was now deferred until 2009. An annual refresh of the LAA would be carried out in January/February 2009 and at that time targets would be amended. The officer stated that it was important to realise that some targets could not be achieved.

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

352. **Draft Scope for the Review of the Future for Harrow's Town and District Centres:**

The Committee considered the report of the Assistant Chief Executive, which proposed a revised scope for the Scrutiny Review of 'The Future for Harrow's Town and District Centres' and outlined reasons for the changes to the scope that had previously been agreed.

The Chairman of the Review Group explained the reasons behind the proposed change in the scope and the focus of the Review, which in his opinion, would add value to the redevelopment proposals in the Town Centre. However, the timescales were tight and due to the lack of participation in the Review, it was inappropriate to take the Review forward. He was disappointed that scrutiny would not have any input into the Local Development Framework (LDF), a policy document that would help shape Harrow's future.

A Member stated that he was disappointed that the Review was likely to be suspended as the redevelopment of the Town Centre was a 'burning' issue for residents. He was of the view that the proposed changes to the scope had been presented as a 'fait accompli' and had compromised the autonomy of scrutiny as an independent Member-led process. Another Member agreed with this comment.

The Chairman of the Review Group moved that the Review be discontinued and this was seconded.

**RESOLVED:** That the Review be discontinued.

353. **Update on Challenge Panels:**

The Scrutiny Manager introduced the report, which provided an update on the Council Improvement Programme Challenge Panel and requested consideration of holding such a Panel for the Council's Place Survey.

It was noted that the Place Survey would measure improvement in outcomes for people and places. Scrutiny could take the opportunity of including discretionary questions in the Survey and that the proposed Challenge Panel could take this matter forward.

The Chairman of the Performance and Finance Scrutiny Sub-Committee proposed that, as no meetings would be held during the August recess, the Challenge Panel be held on 14 July 2008 from 4.00-6.00 pm in order to meet the deadline of 22 September 2008. Councillors Versallion and Jane Mote agreed to serve on the Challenge Panel. Councillor Mitzi Green also expressed an interest depending on the date identified. It was noted that other volunteers would be sought by emailing Members and a final conclusion on the best date for members be determined.

**RESOLVED:** That (1) the report of the Council Improvement Programme Challenge Panel, Appendix 1 to the report, be endorsed;

(2) the Performance and Finance Scrutiny Sub-Committee be authorised to hold a Challenge Panel to consider the Council's Place Survey;

(3) the scope for the Place Survey Challenge Panel, Appendix 2 to the report, be agreed.

354. **Scrutiny Annual Report 2007/08:**

Further to Recommendation I, the Scrutiny Manager responded to questions on the Annual Scrutiny Survey, which had included a question on the effectiveness of scrutiny since the reconfiguration. She informed the Committee that the survey had been sent to all Councillors and senior managers and the annual report provided a flavour of their views. She acknowledged that the survey was not hugely representative and that there was a need to keep the reconfiguration under review.

The Vice-Chairman referred to a view she understood had been expressed by some Executive Members and senior managers regarding the understanding amongst scrutiny Councillors of the issue being considered by scrutiny. She emphasised her belief that the level of briefing currently provided was a key area to be addressed.

A Member also alluded to the need to address the perception of the impact of scrutiny among other Members generally.

**RESOLVED:** That the scrutiny reconfiguration be kept under review.

(See also Recommendation I).

355. **Any Other Business:**

**Members' Interests**

The Chairman and the Vice-Chairman requested that the Director of legal and Governance Services provide clarification on declarations of interests, particularly where Members had been involved in work within the remit of the Executive.

(Note: The meeting, having commenced at 7.33 pm, closed at 10.24 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman

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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 29 JULY 2008**


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|              |  |  |
|--------------|--|--|
| Chairman:    | * Councillor Stanley Sheinwald   |  |
| Councillors: | * Mrs Margaret Davine<br>* B E Gate<br>* Mitzi Green<br>* Manji Kara<br>* Mrs Kinnear (4)<br>* Jerry Miles | * Mrs Vina Mithani<br>* Janet Mote<br>* Anthony Seymour<br>* Dinesh Solanki<br>* Yogesh Teli |
| Voting       | (Voluntary Aided)  | (Parent Governors)   |
| Co-opted:    | † Mrs J Rammelt<br>† Reverend P Reece  | * Mr R Chauhan<br>† Mrs D Speel  |

\* Denotes Member present  
(4) Denotes category of Reserve Members  
† Denotes apologies received

[Note: Councillor Susan Hall, Portfolio Holder for Environment Services and Community Safety, and Councillor Paul Osborn, Portfolio Holder for Performance, Communication and Corporate Services, also attended this meeting to speak on the items indicated at Minutes 366 and 367 respectively below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**

356. **Welcome:**  
The Chairman welcomed Richard Walton (Borough Commander), Councillor Susan Hall (Deputy Leader and Portfolio Holder for Environment Services and Community Safety), Jane Sullivan (The Work Foundation) and Councillor Paul Osborn (Portfolio Holder for Performance, Communication and Corporate Services) to the meeting, as invited guests. He also welcomed John Edwards, the recently appointed Divisional Director of Environmental Services, Harrow Council, to his first meeting of the Overview and Scrutiny Committee.
357. **Attendance by Reserve Members:**
- RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-
- | <u>Ordinary Member</u>     | <u>Reserve Member</u>  |
|----------------------------|------------------------|
| Councillor Mark Versallion | Councillor Mrs Kinnear |
358. **Declarations of Interest:**
- RESOLVED:** To note that the following interest was declared:
- Agenda Item 12 – Scrutiny Member Development Programme – Evaluation of 2007/08 Programme and Draft Programme for 2008/09
- Prior to the consideration of item 12, Councillor B E Gate declared a prejudicial interest in that he was a Member of the Council's Member Development Panel which had put the Programme in place. In declaring a prejudicial interest, he stated that he was erring on the side of caution and left the room during consideration and determination of this item.
359. **Arrangement of Agenda:**
- RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u>   | <u>Special Circumstances/Grounds for Urgency</u>   |
|--|--|
| 9. Quarterly Briefings<br>Report from the Scrutiny,<br>Policy and Performance<br>Lead Members                        | This report was not available at the time the agenda was printed and circulated, as it was being consulted on. Members were requested to consider this item, as a matter of urgency, so that they were briefed on the work being undertaken by the Scrutiny Lead Members.  |
| 13. Scrutiny Review –<br>Delivering a<br>Strengthened Voluntary<br>and Community Sector –<br>Work Plan for Phase Two | This report was not available at the time the agenda was printed and circulated, as it was being consulted on. Members were requested to consider this item, as a matter of urgency, so that the scope for Phase 2 of the Review could be agreed and the work commenced.   |
| 14. Minutes of the<br>Performance and Finance<br>Scrutiny Sub-Committee  | The minutes were late due to the proximity of the meeting of the Performance and Finance Scrutiny Sub-Committee to the despatch of the Overview and Scrutiny Committee agenda. Members were requested to consider this item, as a matter of urgency, so that the actions arising from the minutes could be noted/agreed. |
| 15. Any Other Business –<br>Membership of the<br>Performance and Finance<br>Scrutiny Sub-Committee                   | Detail of the proposed change in the membership of the Scrutiny Sub-Committee was not available at the time the agenda was despatched and circulated. Members were asked to consider this matter as a matter of urgency in order to allow the change to come into immediate effect.                                      |

(2) all items be considered with the press and public present.

360. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 8 July 2008, be taken as read and signed as a correct record.
361. **Public Questions:**  
**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.
362. **Petitions:**  
**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.
363. **Deputations:**  
**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.
364. **References from Council/Cabinet:**  
**RESOLVED:** To note that there were no references from Cabinet or Council.
365. **Report from the Scrutiny Policy and Performance Lead Members' Quarterly Briefings:**  
The Committee received a report from the Assistant Chief Executive, which set out matters that had been considered by the Scrutiny Policy and Performance Lead Members between April and June 2008. It was noted that the report contained details of meetings held between the Policy and Performance Scrutiny Lead Members for Corporate Effectiveness and Finance and Sustainable Development and Enterprise. The remaining Scrutiny Lead Members would be meeting end of July/September 2008.
- The Chairman, in his capacity as Policy Lead Member for Corporate Effectiveness and Finance, briefed Members on the issues that had been discussed at his meeting with the Performance Lead Member. He reported on the briefing received from an officer in relation to the Human Resources Development elements of the Corporate

Improvement Plan (CIP) and that the recommendations arising from the Challenge Panel had been endorsed by Cabinet.

**RESOLVED:** That (1) the Corporate Effectiveness and Finance Scrutiny Lead Members monitor the implementation of the Corporate Improvement Plan (CIP) at their future meetings;

(2) the request from the Policy and Performance Sustainable Development and Enterprise Scrutiny Lead Members for a piece of work on sustainability to be included in the Scrutiny Work Programme be agreed;

(3) further information on the impact of housing be provided following the publication of proposed legislation;

(4) the withdrawal of direct rail services to Gatwick Airport be kept under review;

(5) the Policy and Performance Sustainable Development and Enterprise Scrutiny Lead Members be provided with information on the replacement of Metropolitan Line trains at their next meeting.

366.

**Community Safety Partnership Plan Priorities 2008-11:**

The Committee received the Community Safety Partnership Plan from the Divisional Director of Environmental Services, which set out the priorities for 2008-11. The report stated that the legislative framework for Crime and Disorder Reduction Partnerships (CDRPs) in England had changed. Previous duties of the CDRPs to produce triennial audits and strategies had been replaced by an annual strategic assessment and partnership plan containing three yearly objectives. There was a requirement to revise the objectives annually using the strategic assessment and comply with regulations known as the 'minimum standards' to reflect the minimum requirements for an effective CDRP. It was a statutory requirement for the Community Safety Partnership Plan and targets to be refreshed and published annually.

An officer introduced the report and described the work undertaken by the Safer Harrow Partnership and the Management Group in the preparation of the Community Safety Partnership Plan. The Safer Harrow Partnership was committed to working together to make Harrow a safer place to live, work and visit and the Plan would support the Partnership objective to become the safest borough in London.

The officer circulated an A3 paper version of the Plan, which gave an insight to the Plan and set out priorities, work streams, actions and the groups accountable for the actions. He added that the Safer Harrow Management Group would review the Plan on a regular basis. In response to questions from the Policy Lead Scrutiny Member for Safer and Stronger Communities about the availability of resources, the officer, the Portfolio Holder for Environment Services and Community Safety and the Borough Commander stated that:-

- the priorities carried equal weight;
- funding was available for 2008/09 and that it was anticipated that funding would be available for future years;
- the Metropolitan Police was operating under severe financial constraints and that there were pressures on its budget. These pressures were, however, unlikely to affect the delivery of the Community Safety Partnership Plan. Income generation and money from 'other' funding streams would be secured;
- pooled funding (Local Area Agreement Area based Grant) would in future be disaggregated to the Safer Harrow Management Group (SHMG) by the Harrow Strategic Partnership and the SHMG would monitor the funding and delivery of the Plan.

The Chairman invited Members to pose questions to the invited guests. In response to their questions, the Borough Commander and the Portfolio Holder for Environment Services and Community Safety stated that:-

- early intervention to prevent offending and re-offending by young people was a key measure. The police engaged with primary schools, and early intervention with profile offenders and their families was carried out on a regular basis. Multi-agency working was essential in this regard. Schools had positively encouraged the police in their engagement role and the police had five dedicated schools' officers who were continuously requested to attend schools;

- youth crime and serious violence in Harrow had decreased in comparison to national statistics;
- Harrow was not showing an increase in knife crime and that 'knife arches' would be used as a deterrent. Harrow had two knife arches and these were used outside Harrow on the Hill Tube Station and the other for educational purposes. The Borough Commander explained how the 'knife arches' were used and which groups were targeted. Police in plain clothes acting as spotters were also on site during the use of 'knife arches' and they would ensure that those people who fitted the profile passed through the arches. He agreed to raise the issue of women using their handbags to carry knives for their partners with his officers;
- the bus station situated outside Harrow on the Hill Underground Station was 'designed in crime' and that it was costly to police despite the CCTV. The Borough Commander had lobbied for the bus station to be replaced with hubs across the borough. In his opinion, a new strategy was required. The Borough Commander also undertook to investigate the problems at Harrow Weald Bus Garage where the early morning bus drivers driving to Heathrow were confronted by customers who were intoxicated with alcohol and refused to pay the fare. He added that liaison with various organisations was continuing with a view to dealing with similar behavioural issues;
- during 'weeks of action' resources from other Wards were transferred from adjoining Wards. The Portfolio Holder added that the 'weeks of action' would continue and Harrow had benefited from partnership working in this area;
- alcohol free zones, which would be implemented from 1 August 2008, would be rigorously enforced. Dispersal Notices had been placed at transport hubs. Neighbouring boroughs also had alcohol free zones. Contingency plans were in place for various public events and it was recognised that Harrow was adversely affected by events held at Wembley Stadium. The Borough Commander was trying to increase resources on the basis of footfall but had yet to win the debate on this. The Portfolio Holder informed the meeting that Controlled Parking Zones might help resolve the problem;
- stop and account was used on a regular basis in Harrow. Stop and search was not used, as reasonable grounds were required before any search could be carried out;
- intelligence was collected centrally in order to formulate a picture for Harrow. Harrow did not suffer from visible drug dealing unlike some other boroughs but the police were not complacent about the issue. The police welcomed the proposed re-classification of cannabis. The Borough Commander acknowledged a problem in the use of Khat which affected Somali children;
- consultation on the Plan had been extensive. The Plan was aligned with borough priorities rather than local ones. The Plan, however, did not impinge on local priorities. The Plan was forward looking and a strategic document. Additional related information, such as crime data, was available on the Council's website.

The Divisional Director of Environmental Services thanked the Committee for its contributions. The Plan would be submitted to Cabinet and Council thereafter for adoption. He added that the Plan itself was prescriptive but was presented in a concise A3 paper for ease of reference.

The Chairman thanked the Borough Commander and the Portfolio Holder for their contribution at the meeting.

**RESOLVED:** That (1) the draft Community Safety Partnership Plan Priorities for 2008-11 as attached at appendix 1 to the report of the Divisional Director of Environmental Services be agreed;

(2) the Committee follow up on the issues raised in relation to the bus station outside Harrow on the Hill Underground Station.

367.

**Staff Survey:**

The Committee received a presentation from the Work Foundation, an independent, not-for-dividend organisation which aimed to improve working life in the United

Kingdom. Its aim was to spread best practice in the development and treatment of people at work.

Prior to the presentation, an officer stated that the Work Foundation had carried out the survey for the Council the past 2 occasions and was therefore able to track findings. The final report from the Work Foundation would be posted on the intranet in due course and the presentation to the Committee was a summary of the findings.

Jane Sullivan from The Work Foundation circulated the presentation to the Members and spoke about the highlights and the lowlights when compared with figures for the previous 2 surveys in 2005 and 2003 and with the Work Foundation benchmarks from their work in carrying out surveys in a range of organisations. She stated that the response rate from 50% of staff was good. Staff perception of line managers was good and that the perception of senior management was moving in the right direction. She considered this outcome to be a reflection of the more distant relationships between staff and their senior managers as opposed to their immediate managers. Although the survey results were significantly better than other organisations in how staff view reward and development systems, it was important to note that these needed to be fair and transparent.

An officer outlined the important learning points from the survey results. Communication had improved but there was more to do in this area. She identified the next steps and how these would be fed into the Cultural Change Programme and the Corporate Improvement Programme. It was important that the outcome was communicated to the staff and realised. Staff across the organisation had been engaged and positive feedback had been received from the large group event led by Roffey Park and attended by 180 members of staff on 20 June 2008.

The Portfolio Holder for Performance, Communication and Corporate Services welcomed the report of The Work Foundation and stated that, whilst the organisation had been through challenging period, it was now moving in the right direction. He outlined the improvements made in communicating with staff and was pleased to report that the organisation was moving away from silo working. He recognised that there was a need to manage expectations but felt that the organisation was moving forward having laid down solid foundations. The organisation was looking at ways to reward staff in recognition of their work and address the issues arising from the survey results.

In response to questions from Members, the following responses were provided:-

- whilst the survey did not relate to absenteeism, concerted effort was being made by managers to reduce absence through sickness;
- it was important to keep the communication channels 'alive' and take action on the outcomes as there was a perception amongst staff that no action would be taken following the staff survey. 36% only were confident that the Council would take action on the back of this survey;
- it was recognised that senior managers were expected to play a pivotal role in managing change and the organisation needed to ensure the managers engaged and involved staff at all levels. Middle Managers were also pivotal and it was important that they were engaged and on board in delivering change;
- the communication channels set up by the Chief Executive and specifically the Chief Executive's Forums had had a significant positive impact on the organisation and staff in a relatively short time and have been instrumental in shifting perceptions;
- whilst there were strong affinities within teams, silo working continued to be an issue and improving cross-departmental working between teams was essential;
- a number of lessons had been learnt from the Middle Management Review (MMR), particularly how to improve the management of change and the importance of following the Council's Protocol.
- the Management Development Programme would support the development and engagement Middle Managers. It was essential that in going forward all staff were engaged on the journey towards the Council's vision of becoming one of the best London Councils by 2012.

The Chairman thanked Jane Sullivan from The Work Foundation and the Portfolio Holder and officers for the presentation and their contributions.

**RESOLVED:** That (1) the presentation be noted and that the Committee keep abreast of the outcomes of the staff survey;

(2) the overview of the staff survey showing the percentage figures be circulated to all Members of the Overview and Scrutiny Committee.

368. **Scrutiny Member Development Programme - Evaluation of 2007/08 Programme and Draft Programme for 2008/09:**

The Committee received a report of the Assistant Chief Executive, which set out an evaluation of last year's Scrutiny Member Development Programme for 2007/08 and a draft outline programme for 2008/09. An officer introduced the report and outlined the key aspects, including new activities for 2008/09 with a view to developing a team spirit for scrutiny, building on relationships with officers and external partners and to develop Member skills and expertise.

Members recognised that briefing meetings prior to Committee meetings which involved all Members would help build on a team spirit as well as make for more strategic questioning styles at Committee meetings. Training on subject-specific issues would also be welcomed. A Member asked that she be invited to events held by the Committee as she appeared not to have received invitations in the past.

**RESOLVED:** That (1) the evaluation of the Scrutiny Member Development Programme for 2007/08 be noted;

(2) the draft Programme for 2008/09 be approved;

(3) the delivery of the Programme for 2008/09 be progressed.

369. **Scrutiny Review - Delivering a Strengthened Voluntary and Community Sector - Work Plan for Phase Two:**

The Committee considered the report of the Project Sponsors – Corporate Director of Finance, Harrow Council, and the Chief Executive of Harrow Association of Voluntary Services - which set out the work plan for Phase 2 of the Scrutiny Review on Delivering a Strengthened Voluntary and Community Sector.

An officer introduced the report and drew Members' attention to the recommendations set out in the report. She suggested that as one of the five voluntary sector representatives had not taken up the place on the Review Group, it would be appropriate to invite a further voluntary sector representative to participate on the Phase 2 of the Review.

The Chairman of the Review Group commended the manner in which Phase 1 of the Review had been conducted so far and thanked the participants for their enthusiasm, including the representatives from the voluntary sector. He expected Phase 2 of the review to continue in the same manner although it was likely that challenging decisions would need to be taken.

A Member of the Review Group agreed with the comments made by the Chairman of the Review Group and added that the contributions from the voluntary sector had been particularly valuable.

**RESOLVED:** That (1) the work plan for Phase 2 of the Review at appendix A to the report of the Project Sponsors be agreed;

(2) it be noted that Councillor Lurline Champagnie was no longer a Member of the Review Group.

(3) Julie Bellchambers, Harrow Youth Workers Forum, be invited to participate in the Review.

(4) the Case Study memberships at Appendix B to the report of the project sponsors be noted.

370. **Minutes of the Performance and Finance Scrutiny Sub-Committee:**

The Vice-Chairman of the Performance and Finance Scrutiny Sub-Committee reported on the meeting held on 15 July 2008, with particular reference to the discussion with the Chief Executive for North West London Hospitals NHS Trust (NWLH) who had been present at that meeting. It was noted that the review report on the recent

maternal deaths had been submitted to the Healthcare Commission and was currently under embargo.

The Vice-Chairman of the Sub-Committee stated that a review of the Council's Improvement Programme (CIP) and the specific issue of customer service delivery would, in due course, be submitted to the Overview and Scrutiny Committee for consideration.

It was noted that a query raised with the Chief Executive for NWLH NHS Trust by a co-opted member of the Overview and Scrutiny Committee would be passed to the Scrutiny Policy Lead Member for Adult Health and Social Care.

**RESOLVED:** That the minutes of the Performance and Finance Scrutiny Sub-Committee be received and that actions arising from this Sub-Committee be noted/agreed.

371. **Any Other Business:**

Change in Membership of Performance and Finance Scrutiny Sub-Committee

**RESOLVED:** That Councillor Mrs Margaret Davine replace Councillor Bill Stephenson as a Reserve Member on the Performance and Finance Scrutiny Committee.

372. **Heather Smith:**

On behalf of the Committee, the Chairman thanked Heather Smith, Scrutiny Officer, who was going on maternity leave, for her work. Members wished her well.

The Chairman also thanked other officers present for their work.

(Note: The meeting, having commenced at 7.31 pm, closed at 10.15 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman



SCRUTINY  
SUB-COMMITTEES



**PERFORMANCE AND FINANCE SCRUTINY SUB COMMITTEE****15 JULY 2008**

Chairman: \* Councillor Mark Versallion

Councillors: \* Ms Nana Asante \* Christopher Noyce  
 \* B E Gate \* Anthony Seymour  
 \* Mitzi Green (1) \* Mrs Rekha Shah  
 \* Ashok Kulkarni \* Yogesh Teli  
 \* Janet Mote \* Jeremy Zeid (3)

\* Denotes Member present  
 (1) and (3) Denote category of Reserve Member

[Note: Councillor Paul Scott also attended this meeting to speak on the items indicated at Minutes 80 to 83 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES****67. Appointment of Chairman:**

**RESOLVED:** To note the appointment of Councillor Mark Versallion at a special meeting of the Overview and Scrutiny Committee on 12 May 2008 under the provisions of Overview and Scrutiny Procedure Rule 11.2 as Chairman of the Sub Committee for the Municipal Year 2008/2009.

**68. Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Dinesh Solanki  
 Councillor Phillip O'Dell

Reserve Member

Councillor Jeremy Zeid  
 Councillor Mitzi Green

**69. Declarations of Interest:**

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

Agenda Item 12 – Northwick Park Hospital Maternal Deaths

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

- (i) Councillor B E Gate stated that his wife and daughter were health-care practitioners;
- (ii) Councillor Janet Mote stated that her daughter was a paediatric nurse;
- (iii) Councillor Yogesh Teli stated that his uncle had been a patient at Northwick Park hospital;
- (iv) Councillors Ms Nana Asante and Mrs Rekha Shah stated that their children had been born at Northwick Park hospital.

Agenda Item 13 – Revenue and Capital Outturn 2007-08

During consideration of this item, Councillor Janet Mote declared a prejudicial interest in that she had been Portfolio Holder for Children's Services during the period under review. Accordingly, she left the room and took no part in the discussion on the item.

Agenda Item 15 – Best Value Performance Plan 2008-09

Councillor Janet Mote declared a prejudicial interest in that she had been Portfolio Holder for Children's Services during the outturn period referred to in the report. Accordingly, she left the room and took no part in the discussion on the item.

70. **Arrangement of Agenda:**  
**RESOLVED:** That all items be considered with the press and public present.
71. **Appointment of Vice-Chairman:**  
**RESOLVED:** To appoint Councillor B E Gate as Vice-Chairman of the Sub Committee for the 2008/2009 Municipal Year.
72. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 29 April 2008 be taken as read and signed as a correct record.
73. **Public Questions:**  
**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.
74. **Petitions:**  
**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.
75. **Deputations:**  
**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.
76. **References from Council and Other Committees/Panels:**  
**RESOLVED:** To note that no reports were received.
77. **Chairman's Report:**  
The Chairman introduced the report, which set out issues considered by the Chairman since the last meeting of the Sub Committee.  
**RESOLVED:** To note and endorse the content of the Chairman's Report.
78. **Northwick Park Hospital Maternal Deaths:**  
The Sub Committee received a report of the Chief Executive of the North West London Hospitals NHS Trust. The Chief Executive informed Members that the occurrence of three maternal deaths and two further Serious Untoward Incidents within one financial year – 2007/08 – had been taken extremely seriously by the Trust, and it was as a result of the Trust's own governance arrangements that a multidisciplinary case review had taken place. A further review, chaired by a Non-Executive Director of the Primary Care Trust (PCT), with three expert independent clinicians on the Panel, had been set up to establish whether there were any underlying trends linking the three deaths. So far there was no reason to believe that this was the case, but the report would be available in August 2008 and presented initially to the Trust Board and thereafter to a meeting of the Council's Overview and Scrutiny Committee. It was noted that the Coroner had not yet conducted a review of the recent maternal deaths at Northwick Park hospital.
- The Chief Executive stated that the review report had been submitted to the Healthcare Commission acting as an independent regulator. The Commission would ensure that the review report had fulfilled its terms of reference and that the investigation had been conducted in a proper manner. It would take an external opinion on the findings of the review report. She stated that it was important to note that the number of women coming to give birth at Northwick Park hospital was in fact rising. There was no evidence that the local population was staying away from using the services at the hospital.
- In response to a question from the Chairman about the Improvement Plan that had been put in place by the hospital, the Chief Executive stated that the hospital faced a competitive market when recruiting staff, the hospital had a high standard of professionalism and there was a joint responsibility on the authorities to ensure that pregnant women accessed services sooner rather than later. A multi-agency approach was needed, as the majority of pregnant women in Brent/Harrow did not access the appropriate services before the first 20 weeks of pregnancy.

The Chief Executive emphasised that the maternity unit used a clinical scorecard to monitor key indicators, for example, rates of Caesarean section and the number of women admitted to intensive care. The scorecard had been adopted as national best practice and allowed the Trust Board to monitor performance carefully and take supportive and corrective action when necessary.

Answering additional questions from Members, the Chief Executive reported that the current national maternal mortality rate was 14 deaths per 100,000 maternities. On this basis the Trust could expect to see in the region of three deaths every four years, and there had been no deaths in the financial years 2005/06 and 2006/07. However, 60% of the cases presenting at the Trust were perceived to be high risk in terms of, for example, obesity, lack of primary health care in countries from which the women had arrived and as a result of which they suffered from poor health, their inability to access ante-natal care in the first 20 weeks of pregnancy and lack of English.

With reference to the lack of primary health care take-up among some groups of the population, a Member drew the Sub Committee's attention to a project organised in the past by the PCT Health and Race Forum, which offered health care for people who had not yet registered with a General Practitioner (GP).

The Chairman suggested that it might be appropriate for the Lead Scrutiny Members for Adult Health and Social Care to examine access by pregnant women to primary care when the review report was in the public domain. In addition, the relationship between the Council and the PCT with a view to making automatic referrals could also be looked at.

The Chairman thanked the Chief Executive of the North West London Hospitals NHS Trust for attending the meeting.

**RESOLVED:** That (1) the report be noted;

(2) it be noted that the review report into the recent maternal deaths at Northwick Park hospital, currently with the Healthcare Commissions, would be presented to the Council's Overview and Scrutiny Committee after being considered by the Trust Board. [See also Minute 69]

79. **Revenue and Capital Outturn 2007-08:**

The Sub Committee received a report of the Corporate Director of Finance, setting out the Council's provisional revenue and capital outturn position for 2007-08. The Divisional Director, Finance and Procurement, presented the report and highlighted the following:

- a provisional forecast underspend of £4.7m;
- improved capacity, as a result of the underspend, to strengthen the Council's balance sheet and cover risks and liabilities more effectively, as well as increasing the Council's financial standing;
- compliance with the Council's reserves policy, with a provisional forecast balance of £3m;
- agreement reached between the Council and Primary Care Trust (PCT) in relation to clearing a long-standing debt.

Answering questions from Members, the Divisional Director reported that the underspend had been achieved as a result of early identification of problems and the avoiding of unessential spending. Budget monitoring was being enhanced, and any underlying issues relating to the underspend would be explored. The revenue underspend had been allocated as follows:

- £3.7m to cover risks and liabilities, £700,000 to be added to general balances and £300,000 to be carried forward.

Asked about the forecast capital underspend of around £20m, the Divisional Director reported that around £4.5m related to the Adults and Housing Directorate and £5.7m to Children's Services, and a total of £16m was being carried forward.

The officer answered further questions from Members, including:

- had inflation pressures been accounted for in the current budget? – inflation levels of 2.5% (pay) and 2% (non-pay) had been factored into the budget, with little flexibility;
- had there been any financial pressures as a result of the Stanley Road gas explosion? – not yet, but there might be an effect in the future.

Members agreed that issues such as any trend in litigation costs ought to be examined further. A Member suggested that questions relating to the Medium-Term Budget Strategy (MTBS) and the effect of the strategy on residents ought to be asked of the Leader of the Council at a future Overview and Scrutiny Committee Question and Answer session.

**RESOLVED:** That (1) the report be noted;

(2) the trend in litigation costs be investigated further with initial discussions taking place at the next meeting of Scrutiny Chairmen;

(3) issues around the impact of the MTBS be raised at a future Question and Answer meeting of the Overview and Scrutiny Committee.

80. **Council Improvement Programme Redevelopment:**

The Sub Committee received a report of the Assistant Chief Executive, setting out the Council Improvement Programme (CIP) for the period up to March 2011. An officer presented the report and informed Members that, while the Council had a clear vision and priorities, with savings made and positive external judgements, the pace of change was not as quick as it could be and cross-departmental working was key to improving this. The management development programme encouraged both formal and informal cross-departmental working and provided information and toolkits to enable managers to manage effectively. The Council's Improvement Board process also sought to ensure that staff did not work in silos.

Asked about a specific CIP project aimed at reducing sickness absence across the Council, the Divisional Director, Human Resources and Development, reported that two out of four milestones had so far been achieved. However, he emphasised that achieving a reduction was reliant upon effective action by line management.

The Chairman of the Scrutiny Challenge Panel on the CIP thanked the Scrutiny Manager involved in the work of the Panel, and reported that he was optimistic about the progress of cross-departmental working. The Cabinet had welcomed the report of the Challenge Panel. Members' attention was drawn to the recommendations of the Challenge Panel.

After discussion on how best to add value to delivery of the CIP, Members agreed to refer a review of the CIP and the specific issue of customer service delivery to the next Chairman's meeting, to which officers and any interested Members, including Performance Lead Members and/or the appropriate Portfolio Holder, could be invited. In addition, the definition of 'avoidable contact' needed to be monitored. It was further agreed that the Chairman's meeting in future months would provide an ongoing opportunity to monitor the CIP and that outcomes from this discussion would be brought to the Sub Committee's attention using the standard tool of the regular Chairman's Report.

**RESOLVED:** To (1) note the content of the Corporate Improvement Programme;

(2) refer a review of the CIP and the specific issue of customer service delivery to the next Chairman's meeting, with interested parties invited to attend.

81. **Best Value Performance Plan 2008-09:**

The Sub Committee received a report of the Assistant Chief Executive, setting out the draft Best Value Performance Plan (BVPP) and information about the forthcoming Comprehensive Area Assessment (CAA), which would replace the BVPP. An officer reported that the Government had yet to publish detailed guidance on the CAA and, once this was received it would form part of a future training session for Members. As guidance on the CAA was awaited, the Sub Committee focussed on the BVPP.

The officer reported that performance had improved on 70 indicators, gone down on 24 and remained broadly unchanged on 25. A total of 58% of indicators were on or above target and 63% had improved on the previous year.

Members noted that the more useful indicators were being retained by the authority as a bench-mark for the future. The officer reported that some would be included in the

new National Indicator Set and the Council's Corporate Strategic Board had already agreed to keep some of the BVPP indicators to form the basis from which to develop local indicators. A Member commented on proposed legislation that would allow local authorities to scrutinise the police force. The information set out in the BVPP would be helpful at that time. The Scrutiny Officer reported that he would be briefing the Scrutiny Lead Members for Safer and Stronger Communities on the Policing Green Paper which would be issued soon.

Another officer referred to the training proposed for Members and suggested that Members identify at that time which indicators ought to be retained and monitored.

The Sub Committee agreed to refer to the Education Consultative Forum the issue of using percentages of pupils achieving various national curriculum levels to measure progress and achievement, as it was felt that these indicators encouraged progress towards an average, when more able pupils should be encouraged to achieve more.

**RESOLVED:** To (1) endorse the Best Value Performance Plan 2008-09;

(2) refer to the Council's Education Consultative Forum the issue of using percentages of pupils achieving various national curriculum levels to measure progress and achievement.

[See also Minute 69]

82. **Workforce Development Projects in the Council's Improvement Programme:**

The Sub Committee received a report of the Divisional Director, Human Resources and Development, updating Members on the workforce development projects in the Council Improvement Programme (CIP) following the report to the Sub Committee on 29 April 2008. The Director apologised to the Sub Committee for the fact that that no officer from the Human Resources and Development Directorate had been present at the 29 April meeting. The Director informed Members that the management development project was on track, and that the development project would be underpinned by the values that were being developed as part of the culture change project. The Director reported that the projects on workforce development and improving learning and development were also on track, and the progress of all the projects was being monitored at monthly meetings between the CIP project sponsors and the Chief Executive. Members welcomed the inclusion of milestones in the report.

In answer to a question from a Member, the Director informed the Sub Committee that the workforce development projects were achievable, although inevitably there were risks to be managed, as well as any unknown factors that might emerge.

Asked how staff had received the work being undertaken on culture change, the Director reported that there had been very positive feedback from the large group event led by Roffey Park and attended by 180 members of staff.

**RESOLVED:** That the report and progress on projects be noted.

83. **Scrutiny Scorecard:**

The Sub Committee considered a report of the Assistant Chief Executive, setting out Scrutiny performance in the previous three months, as recorded in the Scrutiny Scorecard, and the proposed methodology for the Scrutiny Scorecard for 2008-09.

Members were concerned at the low level of Member attendance at scrutiny review meetings during quarter one, which mirrored the previous year's trend. It was essential that the Leaders of the Political Groups were made aware of this issue. During discussion on the percentage of recommendations approved by Cabinet and a perceived lack of recognition of Scrutiny's recommendations, the officer reported that a protocol now existed on relations between Cabinet and Scrutiny and that this would lead to an improvement.

**RESOLVED:** That the report, the scorecard and the proposed methodology for 2008-09 be noted.

84. **Reference to Overview and Scrutiny:**

The Chairman reported that this report ought to be disregarded as it was now intended to submit the minutes of meetings of the Sub Committee to the Overview and Scrutiny Committee for noting/agreeing any actions arising from the Sub Committee.

85. **Other Business:**Place Survey Challenge Panel

The Chairman provided Members with details of the forthcoming Challenge Panel, which would be held on 1 September 2008.

86. **Extension and Termination of the Meeting:**

In accordance with the Overview and Scrutiny Procedure Rule 6.6 (ii) (Part 4F of the Constitution) it was:

**RESOLVED:** At (1) 10.00 pm to continue until 10.30 pm;

(2) 10.30 pm to continue until 10.45 pm;

(3) 10.45 pm to continue until 10.50 pm.

(Note: The meeting having commenced at 7.41 pm, closed at 10.48 pm)

(Signed) COUNCILLOR MARK VERSALLION  
Chairman

COUNCIL





**MINUTES  
of the  
MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 10 JULY 2008**

**Present:**           **The Worshipful the Mayor (Councillor John Nickolay)**  
                           **The Deputy Mayor (Councillor Eric Silver)**

**Councillors:**

Husain Akhtar  
 Nana Asante  
 David Ashton  
 Mrs Marilyn Ashton  
 Mrs Camilla Bath  
 Miss Christine A. Bednell  
 Robert Benson  
 Don Billson  
 Mrs Lurline Champagnie  
 Mrinal Choudhury  
 Golam Sobhan Chowdhury  
 John Cowan  
 Bob Currie  
 Margaret Davine  
 Mano Dharmarajah  
 Anthony Ferrari  
 Keith Ferry  
 Archie T. Foulds  
 Brian E. Gate  
 David Gawn

Mitzi Green  
 Susan Hall  
 Graham Henson  
 Thaya Idaikkadar  
 Nizam Ismail  
 Krishna James  
 Manji. Kara  
 Mrs E.M. Kinnear  
 Ashok Kulkarni  
 Jean Lammiman  
 Barry Macleod-Cullinane  
 Julia Merison  
 Salim Miah  
 Myra Michael  
 Jerry J. Miles  
 Vina Mithani  
 Chris Mote  
 Mrs Janet Mote  
 Narinder Singh Mudhar  
 Mrs Joyce Nickolay

Christopher D. Noyce  
 Phillip O'Dell  
 Asad Omar  
 Paul Osborn  
 Anjana Patel  
 Raj Ray  
 Richard David Romain  
 Paul Scott  
 Anthony Seymour  
 Navin Shah  
 Mrs Rekha Shah  
 Stanley Sheinwald  
 Dinesh Solanki  
 Bill Stephenson  
 Mrs Sasikala Suresh  
 Yogesh Teli  
 Keekira Thammaiah  
 Mark A. Versallion  
 Jeremy Zeid

**PRAYERS**

The meeting opened with Prayers offered by the  
 Reverend Antony Ford Rablen

**269. COUNCIL MINUTES:**

**RESOLVED:** That the minutes of the Annual meeting held on 8 May 2008 and Extraordinary meeting held on 5 June 2008 be taken as read and signed as correct records.

**270. DECLARATIONS OF INTEREST:**

The Mayor invited appropriate declarations of interests by Members of the Council in respect of the business on the Summons.

Councillor Salim Miah declared a personal interest in relation to Item 10 (Local Authorities (Alcohol Consumption in Designated Places) Regulations 2007) as a Licensee.

Councillor Graham Henson declared a personal interest in relation to Item 16(2) (Motion – Post Offices) as an employee of that organisation.

Councillor B E Gate declared a personal interest in relation to Item 16(3) (Motion – Healthcare in London) as two of his family members were employed by General Practitioner Clinics within Harrow.

The Deputy Mayor (Councillor Eric Silver) also declared a personal interest in relation to item 16(3) (Motion – Healthcare in London) as a Primary Care Trust contractor.

**271. MAYOR'S ANNOUNCEMENTS:**

The Mayor spoke briefly on several of his upcoming engagements, including the reintroduction of the Annual Battle of Britain Service to be held on 14 September 2008, requesting that Members note the engagements within their diaries.

The Mayor then spoke on a recent event he had attended to mark the retirement of Mr Chris Murphy, who had been employed by the Council for 47½ years.

**RESOLVED: That**

- (1) the report of the Worshipful the Mayor upon his official duties, as tabled, be noted and received;**
- (2) the Mayor write, on behalf of the Council, to congratulate Mr Chris Murphy on his long service to Harrow Council and to wish him an enjoyable retirement.**

**272. COUNCILLOR JOHN COWAN:**

Members of the Council expressed their pleasure at Councillor Cowan's return to meetings of the Council and unanimously welcomed him back.

**273. PROCEDURAL MOTIONS:**

- (i) Councillor Bill Stephenson moved a procedural motion under the general provisions of Rule 15.6 that the Motion included at Item 16(1) (Harrow Town Centre) of the Summons and indicated to stand referred to the next meeting of the Executive, as being a matter within its remit, should rather be considered at this Council meeting. Upon a vote, the procedural motion was not carried.
- (ii) Councillor Bill Stephenson asked why a question from Councillor Bob Currie under the provisions of Rule 13 had been ruled out of order by the Mayor on the grounds that it would require the disclosure of exempt information, given that the matter to be discussed was in the public domain. The Mayor advised that when he had initially excluded the question the information it referred to was not in the public domain and exempt from disclosure. However, he accepted that this position had changed and he therefore intended to allow the question to be asked under Item 15, but noted that it would be subject to written response by the Portfolio Holder.

- (iii) The Mayor took this opportunity to announce that following the issue of the Council Summons, he had agreed, under Council Procedure Rule 7.2, to the addition of a new item of business to the Summons, namely "Item 14(a) – Amendments to Committee and Outside Body Appointments".

**RESOLVED: That**

- (1) **the procedural motion under Rule 15.6, seeking the consideration at this meeting of the Motion at 16(1) of the Summons (Harrow Town Centre) (Resolution 286 refers), be not agreed;**
- (2) **the question from Councillor Bob Currie under the provisions of Rule 13 be asked under Item 15 (Resolution 285 refers) as the information was now in the public domain.**

**274. PETITIONS:**

In accordance with Rule 11, the following petitions were presented:-

- (1) By members of the public:
- (i) Submitted by Mr Barankar containing 13 signatures of residents, calling upon the Council to urgently amend the waiting times in High Road, Harrow Weald, covering properties numbered 205-227, to finish at 6.30pm in order to assist the traders to continue to run their businesses and to help boost the economic vitality and vibrancy of Harrow.
- [The petition stood referred to the Portfolio Holder for Environment Services and Community Safety].
- (ii) Submitted by Ms Freeman containing 112 signatures of residents, requesting that the Cabinet reconsider its decision to transfer residential services run by Harrow Consortium for Special Needs to Support for Living.
- [The petition stood referred to the Cabinet].
- (2) By Members of Council on behalf of Petitioners:
- (i) Submitted by Councillor Noyce containing 33 signatures of residents, objecting to Planning Application P/1885/08DFU for the conversion of a single family dwelling house into two separate flats.
- [The petition stood referred to the Development Management Committee].
- (ii) Submitted by Councillor Noyce containing 34 signatures of residents, objecting to a Planning Application for 15 The Close.
- [The petition stood referred to the Development Management Committee].
- (iii) Submitted by Councillor Solanki containing 1,430 signatures of residents, requesting that the Council seek to enable the return of Dr Kurien on a long term contract back at the local parade of Mollison Way, so that continuity of patient care and accessibility to the doctor's surgery is not compromised.
- [The petition stood referred to the Portfolio Holders for Adults and Housing, Children's Services and Community and Cultural Services].

**275. PUBLIC QUESTIONS:**

The following question had been submitted by a member of the public in accordance with Rule 12.3:-

| <u>QUESTION BY</u> | <u>QUESTION OF</u>   | <u>TEXT OF QUESTION</u>  |
|--------------------|--|--|
| Debbie Alway       | Portfolio Holder for Adults and Housing (Councillor Barry Macleod-Cullinane) | <p>"I have received a letter from First Call concerning 'Investigating tenant management', which says "Unless you join the TMO you will be unable to vote later when it is decided if the TMO is to go ahead." Surely this cannot be correct?</p> <p>Everyone in the borough who is affected by this issue (be they tenants or leaseholders) should be entitled to vote, whether they have joined the TMO or not. The problem with joining the TMO is that the act of joining is considered by the TMO as being tacit approval of its existence"</p> |

[Note: Under the provisions of Rule 12.7, the question was answered orally by the Portfolio Holder. The member of the public asked a supplementary question, which was also answered orally].

**276. ETHICAL STANDARDS:**

Further to Item 7 on the Summons, the Council considered Recommendation I from the Standards Committee meeting held on 5 June 2008, which sought to revise its terms of reference and operating arrangements in relation to the new system for handling complaints against Members and issues that required addressing by the Council, arising from the requirements of the Local Government and Public Involvement In Health Act 2007.

**RESOLVED: That**

- (1) the revised Terms of Reference be approved and adopted into the Constitution, as detailed in Appendix 1 to these Minutes;
- (2) the membership of the Assessment and Review Sub-Committees be three persons, comprising one independent member, who shall Chair the meeting, and two elected Members reflecting political proportionality where possible;
- (3) the membership of the Hearing Sub-Committee remain as five persons (whenever possible) comprising three independent members, one of whom shall Chair the meeting. This Sub-Committee should be politically balanced whenever possible. This Sub-Committee shall be quorate when one independent and one elected member from each political party on the Standards Committee are present;
- (4) the members of the Standards Committee shall form a pool from which the membership of all the Sub-Committees shall be drawn;
- (5) the Monitoring Officer should prepare a pre-assessment report in relation to any complaint for consideration by the Assessment Sub-Committee;
- (6) the criteria for the preparation of the Pre-assessment Report, Assessing Complaints, and Referrals to the Standards Board for England be approved;
- (7) the member complained about should be informed of the complaint as soon as possible after the meeting of the Assessment Sub-Committee;
- (8) the process be reviewed by Standards Committee in March 2009.

**277. PROTOCOL FOR PLANNING COMMITTEES:**

At Item 8 on the Summons, the Council received Recommendation II from the Standards Committee meeting held on 5 June 2008 to add the following paragraphs for Early Engagement on Strategic Planning Applications into the Protocol for Planning Committees, in line with the guidance contained within "Connecting Councillors with Strategic Planning Applications":

**"Early Engagement on Strategic Applications"**

1. Since 2003 the complexity of the planning process has increased considerably particularly in respect of major applications which can require Environmental Assessments, Access and Design Statements, Transport Assessments, Viability 'Toolkits', Energy Statements, Children's Play statements etc. The numbers of major applications which are currently in the pipeline is far above what has previously been the norm for the authority, and the pressure to deal with these in a timely manner within Government targets remains.
2. To enable members to understand large scale applications and their implications the officers consider that they should have the opportunity to ask questions, raise issues and meet applicants, both prior to submission and between submission and determination. However, to avoid any problems of probity this engagement needs to be carefully managed. This approach is recommended in a leaflet published by London Councils, The Government Office for London and London First in November 2007.
3. Officers are recommending that applicants for major strategic schemes should be invited to make a presentation to members of the Committee and reserves, at which they should explain their proposals and answer questions of fact. Such presentations may also involve a site visit, and where necessary site visits for strategic proposals should be arranged prior to Committee meetings where the proposal is to be considered. At such presentations there should be no debate about the merits or otherwise of the scheme.
4. At least one senior officer should be present at all such meetings and may be called upon to answer any factual questions about policy issues etc.

Such meetings can be at either pre- or post-application stages and in some instances both may be appropriate. Similar meetings may also be arranged for ward/backbench members and members of the Executive."

**RESOLVED: That the additional paragraphs be adopted as printed and included in the Protocol.**

**278. BEST VALUE PERFORMANCE PLAN:**

Further to Item 9 on the Summons, the Council received Recommendation I of the Cabinet meeting held on 19 June 2008 on this matter.

The Recommendation was formally moved by the Leader (Councillor David Ashton).

**RESOLVED: That the Best Value Performance Plan be approved and adopted.**

**279. LOCAL AUTHORITIES (ALCOHOL CONSUMPTION IN DESIGNATED PLACES) REGULATIONS 2007:**

In relation to Item 10 on the Summons, the Council received a Recommendation from the Licensing and General Purposes Committee meeting held on 23 June 2008.

The Recommendation was formally moved by Councillor Mrs Lurline Champagne.

**RESOLVED: That the existing Controlled Drinking Zone be extended to cover the whole of the Borough and that the current Zone be withdrawn on the date of implementation of the new Zone.**

**280. OVERVIEW & SCRUTINY COMMITTEE - TERMS OF REFERENCE:**

Further to Item 12 on the Summons, the Council received a Recommendation from the Overview and Scrutiny Committee meeting held on 10 June 2008 to effect a change in its Terms of Reference.

The Recommendation was formally moved by Councillor Stanley Sheinwald.

**RESOLVED: That the Terms of Reference of the Overview and Scrutiny Committee, as amended, be approved and adopted into the Constitution, as detailed in Appendix 2 to these Minutes.**

**281. SCRUTINY ANNUAL REPORT 2007/08:**

- (i) Council received Recommendation I of the Overview and Scrutiny Committee meeting on 8 July 2008, which had been circulated in the tabled documentation for the meeting. The Scrutiny Annual Report 2007/08 had been circulated previously.
- (ii) The Recommendation was formally moved by Councillor Stanley Sheinwald.
- (iii) During consideration of this item, questions under Council Procedure Rule 13.1 (Questions Without Notice) were asked by Councillors Phillip O'Dell and Navin Shah, to which oral answers were provided.

**RESOLVED: That the Overview and Scrutiny Committee's Annual Report for 2007/08 be adopted.**

**282. OPERATION AND PROVISIONS FOR CALL-IN AND URGENCY:**

In accordance with Overview and Scrutiny Procedure Rule 23 which required Members to monitor annually the operation of the provisions for call-in and urgency, the meeting received a report of the Chief Executive on this matter.

**RESOLVED: That the operation of the call-in and urgency procedures, as now reported, be noted.**

**283. APPOINTMENTS TO VACANCIES - REPRESENTATIVES ON OUTSIDE BODIES:**

Item 16 on the Summons provided for the receipt of proposals from the Political Groups as to the appointment of representatives of the Authority to two vacancies on outside bodies for the remainder of the Municipal Year 2008/09.

**RESOLVED: That the following appointments for the remainder of the Municipal Year 2008/09 be approved:**

| Name of Outside Body                              | Name of Councillor           |
|---|------------------------------|
| Harrow Refugee and Minorities Forum               | Councillor Christopher Noyce |
| North London Collegiate School Board of Governors | Councillor John Cowan        |

**284. AMENDMENTS TO COMMITTEE AND OUTSIDE BODY APPOINTMENTS:**

Further to Resolution 273 above, the Leader, under the general provisions of Rule 14.1, moved proposals for various amendments to committee memberships and outside body appointments, which were agreed, as follows:

| <b>Name of Committee</b>         | <b>Name of Councillor to be replaced</b>   | <b>Appointee for the remainder of 2008/09</b>   | <b>Political Group holding nomination</b> |
|----------------------------------|--|---|---|
| Overview and Scrutiny Committee  | Reserve:<br>1. Councillor Eric Silver<br>5. Councillor Lurline Champagne   | Reserve:<br>1. Councillor Julia Merison<br>5. Councillor G Chowdhury  | Conservative                              |
| Overview and Scrutiny Committee  | Reserve:<br>1. Councillor Bill Stephenson  | Reserve:<br>1. Councillor Krishna James   | Labour                                    |
| Standards Committee              | Councillor Phillip O'Dell<br><br>Reserve:<br>2. Councillor Asad Omar   | Councillor Asad Omar<br><br>Reserve:<br>2. Councillor Phillip O'Dell  | Labour                                    |
| Licensing and General Purposes   | Nominated Member:<br>Councillor Mrinal Choudhury   | Nominated Member:<br>Councillor Phillip O'Dell  | Labour                                    |
| Development Management Committee | Councillor Mrinal Choudhury<br><br>Reserves:<br>1. Cllr David Gawn<br>3. Cllr Mrs Rekha Shah                                       | Councillor Krishna James<br><br>Reserves:<br>1. Cllr Mrinal Choudhury<br>3. Cllr Jerry Miles  | Labour                                    |
| Strategic Planning Committee     | Nominated Member:<br>Councillor Keith Ferry<br><br>Reserves:<br>1.Cllr David Gawn<br>2.Cllr Graham Henson<br>3.Cllr Mrs Rekha Shah | Nominated Member:<br>Councillor Thaya Idaikkadar<br><br>Reserves:<br>1.Cllr Graham Henson<br>2.Cllr Krishna James<br>3.Cllr Jerry Miles | Labour                                    |

| <b>Name of Outside Body</b>                                   | <b>Name of Councillor to be replaced</b>   | <b>Appointee for the remainder of 2008/09</b>                             | <b>Political Group holding nomination</b> |
|---|--|---|---|
| Age Concern Harrow  | Councillor Krishna James   | Councillor Asad Omar  | Labour                                    |
| Harrow Police and Community Consultative Group                | Councillor Navin Shah  | Councillor Mano Dharmarajah   | Labour                                    |
| Associated Joint Committee (London Councils Grants Committee) | Cllr Manji Kara<br>Cllr Golam Chowdhury<br>Cllr Joyce Nickolay<br>Cllr Don Billson | Cllr Paul Osborn<br>Cllr Marilyn Ashton<br>Cllr Anjana Patel<br>(deleted) | Conservative                              |
| Harrow College Further Education Board                        | Cllr Anjana Patel  | Cllr John Cowan   | Conservative                              |

**RESOLVED:** That the changes to the committee memberships and outside body appointments, as set out above, be approved.

**285. QUESTIONS WITH NOTICE:**

- (1) The following question had been submitted by a Member of Council under Rule 13.2:-

| <u>QUESTION BY</u>       | <u>QUESTION OF</u>   | <u>TEXT OF QUESTION</u>  |
|--------------------------|--|--|
| Councillor Krishna James | Portfolio Holder for Environment Services & Community Safety (Councillor Susan Hall) | <p>Recently the Council has financed extra policing for Harrow Town Centre, a move which I welcome. However Wealdstone High Street is experiencing a lot of antisocial behaviour and violent crime.</p> <p>Will you also look at putting in extra police in Wealdstone High Street to cope with this problem, possibly by using some of the police from the Town Centre or preferably with extra police over and above this?</p> |

[Notes: (i) Under the provisions of Council Procedure Rule 13.4, the question was answered orally by the Portfolio Holder;

(ii) under the provisions of Council Procedure Rule 13.5, the Member asked a supplementary question, which was also answered orally].

- (2) Further to Resolution 273 above, the following question which had also been submitted by a Member of Council under Rule 13.2 but initially ruled out of order, was asked:-

| <u>QUESTION BY</u>    | <u>QUESTION OF</u>   | <u>TEXT OF QUESTION</u>   |
|-----------------------|--|---|
| Councillor Bob Currie | Portfolio Holder for Adults and Housing (Councillor Barry Macleod-Cullinane) | <p>Recently Kier has admitted not adhering to Health and Safety Executive regulations in disposing of asbestos within some of the Council properties in 2-65 Brookside Close. Has the Council investigated whether other Council properties have also been involved and, if so, which ones?</p> |

[Note: The Portfolio Holder undertook to respond fully in writing to the Member and all Members of Council].

**286. MOTION AT ITEM 16(1) - HARROW TOWN CENTRE:**

Further to the provisions of Council Procedure Rule 15.6, it was

**RESOLVED: That the Motion at item 16(1) of the Summons stand referred to the next meeting of the Executive (in particular the Local Development Framework Panel), as being a matter within the remit of the Executive.**

**287. MOTION AT ITEM 16(2) - POST OFFICES:**

- (i) At Item 16(2) on the Summons, the Council received a Motion in the names of Councillors Bill Stephenson and Navin Shah.
- (ii) The Motion was the subject of a cross party amendment in the names of Councillor Bill Stephenson and David Ashton, which sought to amend the Motion to read as follows:-

“This Council strongly deplores the decision by Post Office Ltd to close five post offices in Harrow following a cosmetic consultation exercise where well-argued views and serious concerns of Harrow residents were totally ignored and the predetermined outcomes were achieved which most adversely affect vulnerable people who greatly rely on their local post offices.

Council notes that the Town Centre Post Office is currently quite unfit for purpose being far too small with long queues and will be even more so in the light of the closures and of the proposed residential developments in the Town Centre.

Council also notes that Post Office Ltd is willing to enter into agreements with Local Authorities to take over the running of local post offices.

Council resolves:

- (1) To communicate the above resolution to Post Office Ltd as well as to the Harrow MPs and to the appropriate Government minister.
  - (2) To further explore the feasibility of Council running some local post offices.
  - (3) To seek a meeting with Post Office Ltd to discuss the Town Centre Post Office and the need for other post offices in Harrow in the light of plans for residential development.”
- (iii) The amendment, and subsequently the amended substantive Motion, were agreed by general assent.

**RESOLVED: That the substantive Motion, as amended and set out at (ii) above, be adopted.**

**288. MOTION AT 16(3) - HEALTHCARE FOR LONDON:**

- (i) At Item 16(3) on the Summons, the Council received a Motion in the names of Councillors Mrs Vina Mithani and Councillor Mrs Lurline Champagne.
- (ii) The Motion was the subject of a cross party amendment in the names of Councillors Mrs Vina Mithani and Councillor Mrs Rekha Shah, which sought to amend the Motion to read as follows:-

“This Council is concerned at the dramatic implications of the proposed changes to the NHS as contained in the Darzi Report, ‘Healthcare for London’, especially the possible imposition of polyclinics - perceived as a “one size fits all” model - with the potential to seriously damage the established pattern of provision of the general practitioner, which for decades has underpinned the provision of the basic healthcare needs of every individual “from conception to death”.

Council welcomes the assurances from our local health partners that Harrow does not face the prospect of such an imposition. However, Council resolves to oppose any local proposals:

- (i) if they fail to take into account local needs,
- (ii) if they undermine local GP practices and existing local health facilities,
- (iii) if stakeholders and residents have not been properly consulted and listened to.

Council resolves to communicate this motion to the two Harrow MPs, the Chief Executive of NHS London and the Minister of Health, in order to express its deep concerns over this issue”.

- (iii) The amendment, and subsequently the amended substantive Motion, were agreed by general assent.

**RESOLVED:** That the substantive Motion, as amended and set out above, be adopted.

**289. DECISIONS UNDER THE URGENCY PROCEDURE AND USE OF SPECIAL URGENCY PROCEDURE:**

Further to Item 17 on the Summons, the meeting received a report of the Director of Legal and Governance Services which provided a summary of the urgent decisions taken by Portfolio Holders and the Leader and the use of the special urgency procedure, since the last ordinary meeting of Council on 21 February 2008.

**RESOLVED:** That the urgent decisions taken by the Portfolio Holders and the Leader since the Council meeting on 21 February 2008 be noted.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 9.48 pm).

**APPENDIX 1****TERMS OF REFERENCE****STANDARDS COMMITTEE**

The Standards Committee will have the following powers and duties:

- (a) promoting and maintaining high standards of conduct by Councillors, co-opted members and “church” and parent governor representatives;
- (b) assisting Councillors, co-opted members and “church” and parent governor representatives to observe the Members’ Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members’ Code of Conduct;
- (d) monitoring the operation of the Members’ Code of Conduct;
- (e) developing and recommending local protocols to the Council to supplement the Members’ Code of Conduct;
- (f) enforcing local protocols and applying sanctions in respect of breaches as appropriate;
- (g) advising, training or arranging to train Councillors, co-opted members and “church” and parent governor representatives on matters relating to the Members’ Code of Conduct;
- (h) granting dispensations to Councillors, co-opted members and “church” and parent governor representatives from requirements relating to interests set out in the Members’ Code of Conduct;
- (i) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer;
- (j) to keep under review and amend, as appropriate, the Protocol on Councillor/Officer Relations;
- (k) to keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition;
- (l) to receive reports and keep a general overview of probity matters arising from ombudsman investigations, Monitoring Officer reports, reports of the Chief Financial Officer and Audit Commission;
- (m) to have oversight of the Council’s whistleblowing policy;
- (n) to agree the policy for decisions on payments to those adversely affected by Council maladministration (under section 92 Local Government Act 2000)
- (p) To establish sub-committees to deal with complaints that a member or a co-opted member has failed to comply with the Council’s Code of Conduct
- (q) To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- (r) Upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.

**Assessment Sub-Committee**

The Assessment Sub-committee has the following powers and duties:

- (a) To receive allegations that a member or co-opted member of the Authority has failed, or may have failed, to comply with the Authority’s Code of Conduct

- (b) Upon receipt of each allegation, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
- refer the allegation to the Monitoring Officer, for formal investigation
  - refer the allegation to the Monitoring Officer with directions that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
  - refer the allegation to the Standards Board for England;
  - decide that no action should be taken in respect of the allegation; or
  - where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;
- (c) Where the Sub-Committee resolves to do any of the actions set out in paragraph the Sub-Committee shall state its reasons for that decision

### **Review Sub-Committee**

The Review Sub-committee has the following powers and duties:

- (a) To review, upon the request of a person who has made an allegation that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct a decision of the Assessment Sub-Committee that no action be taken in respect of that allegation
- (b) Upon receipt of such request and any accompanying report by the Monitoring Officer, the Sub-Committee review the decision and shall then do one of the following:
- refer the allegation to the Monitoring Officer, for formal investigation
  - refer the allegation to the Monitoring Officer with directions that he/she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
  - refer the allegation to the Standards Board for England;
  - decide that no action should be taken in respect of the allegation; or
  - where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;

### **Hearing Sub-Committee**

The Hearing Sub-committee has the following powers and duties

- (a) To consider allegation referred to it following investigation that a member or co-opted member has failed to comply with the Council's Code of Conduct for Councillors
- (b) To determine whether
- it accepts the Monitoring Officer's findings of no failure to observe the Code of Conduct
  - the matter should be referred for consideration at a hearing before the Hearings Sub-Committee of the Standards Committee; or
  - that the matter should be referred to the Adjudication Panel for determination where it considers that the action it could take against the member is insufficient
- (c) Where the Sub-Committee resolves to do any of the actions set out in Paragraph (b) above, the Sub-Committee shall state its reasons for that decision.

APPENDIX 2OVERVIEW AND SCRUTINY COMMITTEEOVERVIEW AND SCRUTINY COMMITTEE – Terms of Reference

The Overview and Scrutiny Committee has the following power and duties:

1. To oversee a more targeted and proportionate work programme that can help secured service improvement through in depth investigation of poor performance and the development of an effective strategy/policy framework for the council and partners
2. To have general oversight of the council's scrutiny function;
3. To support the executive's policy development function and the long-term strategic direction of the borough;
4. To anticipate policy changes and determine their potential impact on residents;
5. To consider the council and partners strategic approach to service delivery;
6. To undertake detailed investigation of service/financial performance in order to recommend policy changes and to commission light touch investigations by the Performance and Finance sub committee;
7. To consider items included in the Forward Plan as appropriate;
8. To consider such urgent items as are appropriate – area scrutiny.
9. To consider Councillor Call for Action in terms of
  - **Local Government Matter (Section 119, LGA 2007)**
  - **Local Crime & Disorder Matter (Section 19, Police & Justice Act 2006)**
10. **To discharge the functions conferred by Section 21(f) of the Local Government Act 2000 of reviewing and scrutinising, in accordance with regulations under Section 7 of the Health and Social Care Act 2001, matters relating to the planning, provision and operation of health services in Harrow.**
11. **To scrutinise matters relating to health and public health and to hear the views of local residents, with a view to improving health services, reducing health inequalities and improving the health of local residents.**
12. **To respond to consultations from local health trusts, Department of Health and any organisation which provides health services outside the local authority's area to inhabitants within it.**



DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 15 JULY 2008**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Thaya Idaikkadar  
 \* Mrinal Choudhury (1) \* Julia Merison  
 \* G Chowdhury (2) \* Joyce Nickolay  
 \* Keith Ferry

\* Denotes Member present  
 (1) and (2) Denote category of Reserve Members

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**

 246. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance of the following duly appointed Reserve Members:

Ordinary Member

Councillor Robert Benson  
 Councillor Krishna James

Reserve Member

Councillor Golam Chowdhury  
 Councillor Mrinal Choudhury

 247. **Right of Members to Speak:**

**RESOLVED:** To note that there were no requests to speak from Members who were not Members of the Committee.

 248. **Declarations of Interest:**

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

| <u>Agenda Item</u>  | <u>Member</u>              | <u>Nature of Interest</u>   |
|---|----------------------------|---|
| 11. Planning Applications<br>Received item<br>2/09 Bentley Wood High School,<br>Bridges Road,<br>Stanmore,<br>HA7 3NA | Councillor Marilyn Ashton  | Personal interest in that Councillor Ashton had been invited to the reopening of the school's building in her capacity as a ward Councillor. Councillor Ashton remained in the room and took part in the discussion and decision making on this item. |
| 11. Planning Applications<br>Received item<br>3/01 – 3 Aylwards Rise, Stanmore,<br>HA7 3EH                            | Councillor Marilyn Ashton  | Prejudicial interest in that Councillor Ashton had a close involvement in a cluster of houses near the site. Councillor Ashton left the room and took no part in the discussion or decision making on this item.                                      |
| 11. Planning Applications<br>Received item<br>2/13 – 190<br>Kenmore Avenue,<br>Harrow, HA3 8PR                        | Councillor Golam Chowdhury | Personal interest in that Councillor Chowdhury lived on the same road as the application to be determined, although not nearby. Councillor Chowdhury remained in the room and took part in the discussion and decision making on this item.           |

- |   |                             |   |
|---|-----------------------------|---|
| 11. Planning Applications Received item 3/03 174 – 178 Kenton Road, Harrow, HA3 8BL | Councillor Mrinal Choudhury | Personal interest in that Councillor Choudhury lived close to the application site. Councillor Choudhury remained in the room and took part in the discussion and decision making on this item. |
|---|-----------------------------|---|

249. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u>                                       | <u>Special Circumstances / Grounds for Urgency</u>   |
|--|--|
| Addendum   | This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.     |
| 9. References from Council and Other Committees / Panels | These reports were not available at the time the agenda was printed and circulated as the referrals from Council were made on 10 July 2008. Members were requested to consider this item, as a matter of urgency, so that the referrals could be reported as soon as possible. |

(2) all items be considered with the press and public present.

250. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 June 2008, be taken as read and signed as a correct record.

251. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 respectively.

252. **Reference from Council Meeting Held on 10 July 2008: Petition Relating to Proposal at 39 High Worples, Harrow, HA2 9SX:**

The Committee received the above petition which had been presented to the Council meeting on 10 July 2008.

**RESOLVED:** That the petition be received and noted.

253. **Reference from Council Meeting Held on 10 July 2008: Petition Relating to Proposal at 15 The Close, HA5 1PH:**

The Committee received the above petition which had been presented to the Council meeting on 10 July 2008.

**RESOLVED:** That the petition be received and noted.

254. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of item 2/02 on the list of planning applications.

255. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

256. **Enforcement Notices Awaiting Compliance:**  
The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.
- RESOLVED:** That the report be noted.
257. **The Future of Building Control CLG Consultation:**  
The Committee received an information report of the Head of Development Management and Building Regulations on the Department for Communities and Local Government (CLG) consultation paper on the future of Building Control.
- RESOLVED:** That officers, in consultation with the chairman and nominated member, write to the Department for Communities and Local Government expressing concerns relating to the proposal that money raised from the building control department should be ringfenced and restricted, as contained in the consultation paper on the future of Building Control
258. **31 Bellfield Avenue, Harrow, HA3 6ST:**  
The Committee received a report of the Director of Legal and Governance Services which requested a two month extension of time to complete a Section 106 Agreement relating to 31 Bellfield Avenue, Harrow, HA3 6ST.
- RESOLVED:** That the time for completion of a Section 106 Agreement relating to 31 Bellfield Avenue, Harrow, HA3 6ST be extended by two months from 15 July 2008.
259. **Member Site Visits:**
- RESOLVED:** That Member visits to the following sites takes place on Friday 1 August 2008 from 6.00 pm.
- 2/02 – 11 Norman Crescent, Pinner, HA5 3QQ  
2/03 – 176 Marsh Lane, Stanmore, HA7 2SL.
- (Note: The meeting, having commenced at 6.30 pm, closed at 8.06 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman



**PROPOSAL:** Conversion of Dwelling House to Two Flats; Single Storey Rear Extension; External Alterations.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

**LIST NO:** 2/05                      **APPLICATION NO:** P/1302/08/DFU/MRE

**LOCATION:** 47 Balmoral Road, Harrow, HA2 8TE

**APPLICANT:** Mr Shany Gupta

**PROPOSAL:** Single Storey Rear Extension and Conversion of Dwelling House to Two Flats with Front Ramp; External Alterations and One Parking Space.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

**LIST NO:** 2/06                      **APPLICATION NO:** P/1386/08/DFU/NR

**LOCATION:** Elm Park Clinic, 69 Elm Park, Stanmore, HA7 4AJ

**APPLICANT:** Dr N N O'Sullivan

**PROPOSAL:** Variation of Condition 7 of Planning Permission LBH/36494 to Allow Two Doctors to Practice Concurrently at the Premises.

**DECISION:** GRANTED permission for the variation described in the application and submitted plans, as amended on the Addendum, subject to a legal agreement and the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

**LIST NO:** 2/07                      **APPLICATION NO:** P/1317/08/DFU/SB5

**LOCATION:** Land to the Rear of 40 – 42 Greenford Road, Harrow, Middlesex, HA1 3QH

**APPLICANT:** Genesis Housing Group

**PROPOSAL:** Two Storey Building Providing Six Flats and Parking with Access Between 30 and 36 Greenford Road.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/08                      **APPLICATION NO:** P/1696/08/DCO/MRE

**LOCATION:** 19-23 High Street, Pinner, HA5 5PJ

**APPLICANT:** Starbucks Coffee Co (UK) LTD

**PROPOSAL:** Retention of Air Conditioning Units and Extraction Apparatus at Rear.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/09                      **APPLICATION NO:** P/1630/08/CFU/ML1  
**LOCATION:** Bentley Wood High School, Bridges Road, Stanmore, HA7 3NA  
**APPLICANT:** Harrow Council  
**PROPOSAL:** Replacement Temporary Mobile Classroom (2 Years).  
**DECISION:** DEFERRED at officers' request to obtain further information on the proposal and other existing temporary classrooms on the site.

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**LIST NO:** 2/10                      **APPLICATION NO:** P/0772/08/DFU/GL  
**LOCATION:** 6 Kingsway Crescent, Harrow, HA2 6BG  
**APPLICANT:** Mark Maley  
**PROPOSAL:** Single Storey Rear Extension; Front Porch.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/11                      **APPLICATION NO:** P/1681/08/DFU/JB1  
**LOCATION:** 26 Bellfield Avenue, Harrow, HA3 6SX  
**APPLICANT:** Mr Nick Fitzgerald  
**PROPOSAL:** Single Storey Outbuilding in Rear Garden.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/12                      **APPLICATION NO:** P/1139/08/DAD/SG  
**LOCATION:** 6 Canons Corner, Edgware, HA8 8AE  
**APPLICANT:** Bankmachine Ltd  
**PROPOSAL:** Illuminated ATM Sign on Shopfront.  
**DECISION:** GRANTED permission for the advertisement described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/13                      **APPLICATION NO:** P/1938/08/DFU/BS  
**LOCATION:** 190 Kenmore Avenue, Harrow, HA3 8PR  
**APPLICANT:** Mr Hitesh Patel  
**PROPOSAL:** Single Storey Rear Extension.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.  
  
[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

**LIST NO:** 3/01                      **APPLICATION NO:** P/1196/08/DFU/NR

**LOCATION:** 3 Aylwards Rise, Stanmore, HA7 3EH

**APPLICANT:** Mrs Valerie Bloohn

**PROPOSAL:** Removal of Condition 2 of Appeal Planning Permission APP/M5450/A/07/2039231 Which Requires Glazing in Front Dormer Window to be made of Purpose Made Obscure Glass and Permanently Fixed Shut.

**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for reason reported.

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in the above item, the Vice Chairman, Councillor Joyce Nickolay took the chair for the duration of the item].

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**LIST NO:** 3/02                      **APPLICATION NO:** P/1304/08/DFU/SG

**LOCATION:** 6 Canons Corner, Edgware, HA8 8AE

**APPLICANT:** Bankmachine Ltd

**PROPOSAL:** ATM on Shop Frontage.

**DECISION:** REFUSED permission for the development described in the application and submitted plans for the reason reported.

[Note: The Committee wished for it to be recorded that the decision to refuse the application was unanimous].

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**LIST NO:** 3/03                      **APPLICATION NO:** P/0029/08/DFU/ML1

**LOCATION:** 174 – 178 Kenton Road, Harrow, HA3 8BL

**APPLICANT:** Mr N Patel

**PROPOSAL:** Change of Use From Retail to Restaurant / Drinking Establishment (Class A1 to Classes A3 and A4).

**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the reasons reported.

[Note: The Committee wished for it to be recorded that the decision to refuse the application was unanimous].

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STRATEGIC  
PLANNING  
COMMITTEE



**REPORT OF STRATEGIC PLANNING COMMITTEE**

**MEETING HELD ON 23 JULY 2008**

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Husain Akhtar (5) \* Julia Merison  
 \* Don Billson \* Jerry Miles (3)  
 \* Mrinal Choudhury \* Joyce Nickolay  
 \* Krishna James (2)

\* Denotes Member present  
 (2), (3) and (5) Denote category of Reserve Members

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

269. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

| <u>Ordinary Member</u>      | <u>Reserve Member</u>    |
|-----------------------------|--------------------------|
| Councillor Robert Benson    | Councillor Husain Akhtar |
| Councillor Keith Ferry      | Councillor Jerry Miles   |
| Councillor Thaya Idaikkadar | Councillor Krishna James |

270. **Right of Members to Speak:**

**RESOLVED:** To note that there were no requests to speak from Members who were not Members of the Committee.

271. **Declarations of Interest:**

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

| <u>Agenda Item</u>  | <u>Member</u>             | <u>Nature of Interest</u>  |
|---|---------------------------|--|
| 11. Planning Applications Received. Item 1/04 and 1/05 – Bentley Priory, The Common, Stanmore, Harrow | Councillor Marilyn Ashton | Prejudicial interest in that Councillor Ashton lived next door to the site. Councillor Ashton left the room and took no part in the discussion or decision making on these items.  |
|   | Councillor Julia Merison  | Personal interest in that Councillor Merison was a Member of the Bentley Priory Nature Reserve Management Committee. Councillor Merison remained in the room and took part in the discussion and decision making on this item.   |
|   | Councillor Joyce Nickolay | Personal interest in that Councillor Nickolay was a Member of the Bentley Priory Nature Reserve Management Committee. Councillor Nickolay remained in the room and took part in the discussion and decision making on this item. |

- ) Councillor Bill Stephenson The Member who was not a Member of the Committee declared a personal interest in that Councillor Stephenson was a Member of the Bentley Priory Nature Reserve Management Committee. He remained in the room during the discussion and decision making on this item.
- )
- )
- )
- )
- )
- )
11. Planning Applications Received. Item 2/01 – Rooks Heath High School, Eastcote Lane, Harrow, HA2 9AG Councillor Jerry Miles Personal interest in that Councillor Miles was a Local Authority appointed governor for Rooks Heath High School. Councillor Miles remained in the room and took part in the discussion and decision making on this item.

272. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u> | <u>Special Circumstances / Grounds for Urgency</u>  |
|--------------------|---|
| Addendum           | This contained information relating to various items on the agenda and was based on information received after the dispatch of the agenda. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision. |

(2) all items be considered with the press and public present.

273. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 25 June 2008, be taken as read and signed as a correct record.

274. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 respectively.

275. **References from Council and other Committees/Panels:**

The Committee received a reference from the Standards Committee held on 5 June 2008 regarding changes proposed by the Strategic Planning Committee at its meeting on 16 January 2008.

**RESOLVED:** That the Committee respectfully note the comments of the Standards Committee and refer the Protocol for Planning Committees back to the Standards Committee for further discussion to find a way forward which is mutually acceptable.

276. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18, representations be received in respect of item 1/07 on the list of planning applications.

277. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

278. **Planning Appeals Update:**

The Committee received a report from the Head of Planning which listed those appeals being dealt with and those awaiting decision.

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

279. **Member Site Visits:**

**RESOLVED:** That Member visits to the following site take place on Friday 5 September 2008 at 6.00 pm.

1/06 – Former Case is Altered Public House, 74 High Street, Wealdstone, HA3 7AF.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.38 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/0431/08/CFU/AF

**LOCATION:** Rayners Lane Estate Phases E-H, Bounded By Rayners Lane, Maryatt Avenue, Coles Crescent, Eliot Drive, Austen Road, And New Road Below Phase D2 (Yet To Be Named), Harrow

**APPLICANT:** Home Group

**PROPOSAL:** Outline: Redevelopment Of Rayners Lane Estate (Area Bounded By Rayners Lane, Maryatt Avenue, Coles Crescent, Eliot Drive And Austen Road, Phases E To H) To Provide 162 Houses, 177 Flats, Car Parking, Public Open Space and New Access Road / Pedestrian Access

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to a legal agreement, the Direction of the Mayor of London, the withdrawal of the objection by the Environment Agency and the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 1/02                      **APPLICATION NO:** P/1516/08/CFU/AF

**LOCATION:** 93 and Former Mortuary And Parks Deposit Site, Peel Road, Wealdstone, HA3 7QX

**APPLICANT:** Tudorvale Properties Ltd

**PROPOSAL:** Redevelopment: 46 Residential Units (34 Flats And 12 Houses) In 3 X Three And Four Storey Blocks, New Shared 'Home-Zone' Access Off Peel Road, 36 Surface Car Parking Spaces, 46 Cycle Spaces, Private And Communal Garden Space, Private Balconies And Associated Landscaping And Refuse Bin Storage (Resident Permit Restricted)

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to a legal agreement, the conditions and informatives reported

The Committee requested legal officers to look into the issue of whether the matters referred to in informative 9 of the officer's report were better secured through the legal agreement.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

---

**LIST NO:** 1/03                      **APPLICATION NO:** P/1412/08/DFU/AF

**LOCATION:** Belmont FC, William Ellis Sports Ground, Camrose Avenue, Edgware, HA8 6ES

**APPLICANT:** Belmont Utd Football Club

**PROPOSAL:** Single Storey Sports Facility With Access From Camrose Avenue

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to the conditions and informatives reported.

[Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 1/04                      **APPLICATION NO:** P/1452/08/CFU/DT2

**LOCATION:** Bentley Priory, The Common, Stanmore Park, Harrow

**APPLICANT:** VSM Estates Ltd

**PROPOSAL:** Change Of Use From Defence Establishment To Provide A Museum / Education Facility (D1 Use Class) 103 Dwelling (C3 Class) With Associated Car Parking, Ancillary Service / Accommodation, Energy Centre, Works To Landscape (Including Open Space Provision, Boundary Fencing And Removal Of Trees) With Improved Means Of Access To The Common, And Including Alterations And Partial Demolition Of The Mansion House, Alterations And Extension Of Building 7. Relocation Of Entrance To The Walled Garden And Demolition Of Other Listed Buildings.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to a legal agreement, the Direction of the Mayor of London, the withdrawal of objections by the Environment Agency and the conditions and informatives reported.

[Notes: (1) The Chairman, Councillor Marilyn Ashton, declared a prejudicial interest in the above item. The Vice Chairman, Councillor Joyce Nickolay took the chair for the duration of this item.

(2) The Committee wished for it to be recorded that the decision to grant the application was unanimous amongst the Members who were present].

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**LIST NO:** 1/05                      **APPLICATION NO:** P/1453/08/CLB/DT2

**LOCATION:** Bentley Priory, The Common, Stanmore Park, Harrow

**APPLICANT:** VSM Estates Ltd

**PROPOSAL:** Listed Building Consent: Change Of Use From Defence Establishment To Provide A Museum / Education Facility (D1 Use Class) 103 Dwelling (C3 Class) With Associated Car Parking, Ancillary Service / Accommodation, Energy Centre, Works To Landscape (Including Open Space Provision, Boundary Fencing And Removal Of Trees) With Improved Means Of Access To The Common, And Including Alterations And Partial Demolition Of The Mansion House, Alterations And Extension Of Building 7. Relocation Of Entrance To The Walled Garden And Demolition Of Other Listed Buildings.

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the addendum, subject to a legal agreement, the Direction of the Mayor of London, the withdrawal of objections by the Environment Agency and the conditions and informatives reported.

[Notes: (1) The Chairman, Councillor Marilyn Ashton, declared a prejudicial interest in the above item. The Vice Chairman, Councillor Joyce Nickolay took the chair for the duration of this item.

(2) The Committee wished for it to be recorded that the decision to grant the application was unanimous amongst the Members who were present].

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**LIST NO:** 1/06                      **APPLICATION NO:** P/1673/08/CFU/DC3

**LOCATION:** Former Case Is Altered Public House, 74 High Street Wealdstone, HA3 7AF

**APPLICANT:** Fruition Properties

**PROPOSAL:** Redevelopment To Provide 24 Flats In 3 Separate Blocks Ranging Between 4 And 6 Storeys In Height; 352 Square Metres Of Retail Floor Space (Use Class A1) At Ground Floor Level (Resident Permit Restricted)

**DECISION:** DEFERRED for further investigation into refuse collection and accessibility thereof and for a Member site visit.

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**LIST NO:** 1/07 **APPLICATION NO:** P/1659/08/COU/AF  
**LOCATION:** Stanmore College, Elm Park, Stanmore, HA7 4BQ  
**APPLICANT:** Stanmore College  
**PROPOSAL:** Outline: Redevelopment To Provide New Two To Four Storey Building Along With Indoor And Outdoor Sports And Recreational Facilities, Internal Roads And Footpaths, Access And Parking, And Ancillary Facilities  
**DECISION:** DEFERRED to allow issues relating to ensuring that no material harm is caused to residential amenities, to be addressed.  
 [Note: Prior to discussing the above application, the Committee received representations from an objector and the applicant's representative, which were noted].

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**LIST NO:** 1/08 **APPLICATION NO:** P/1721/08/CFU/RP1  
**LOCATION:** North Side Car Park, Greenhill Way, Harrow, HA1  
**APPLICANT:** Shiv Properties  
**PROPOSAL:** Redevelopment Of Former Car Park To Provide Block Of 37 Flats With Associated Parking (Resident Permit Restricted)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to a legal agreement, the conditions and informatives reported.  
 The Committee requested legal officers to look into the issue of whether the matters referred to in informative 6 of the officer's report were better secured through the legal agreement.  
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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#### **SECTION 2 - OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01 **APPLICATION NO:** P/1678/08/CFU/MRE  
**LOCATION:** Rooks Heath High School, Eastcote Lane, Harrow, HA2 9AG  
**APPLICANT:** Harrow Council  
**PROPOSAL:** Single Storey Unit Adjacent To Front Site Boundary For Temporary Two-Year Period And Two-Storey Unit Adjacent To Easterly Site Boundary For Temporary Five-Year Period  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.  
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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**LIST NO:** 2/02 **APPLICATION NO:** P/1824/08/DFU/GL  
**LOCATION:** The Old Coachworks Land To The R/O 1-7 Whitefriars Drive, Harrow Weald, HA3 5HJ  
**APPLICANT:** Stablewood Ltd  
**PROPOSAL:** Development Of 8 Residential Apartments With Associated Parking And Landscaping  
**DECISION:** GRANTED permission for the development described in the application and submitted plans subject to the conditions and informatives reported.  
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

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LICENSING AND  
GENERAL PURPOSES  
PANELS



## LICENSING PANEL

24 JULY 2008

Chairman: \* Councillor Mrs Vina Mithani

Councillors: \* Mano Dharmarajah \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**303. **Appointment of Chairman:**

**RESOLVED:** That Councillor Vina Mithani be appointed Chairman of the Panel for the purpose of this meeting.

304. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

305. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

306. **Minutes:**

(See Note at conclusion of these minutes).

307. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at the meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

308. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves. The Chairman then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

309. **Application for a new Premises Licence for Vintage Wine Bar, 36 High Street, Pinner, HA5 5PW:**

The Panel received a report from the Chief Environmental Health Officer, which sought a determination of an application for a new premises licence for Vintage Wine Bar, 36 High Street, Pinner, HA5 5PW. The application had been made by Miss Delia Markham and was referred to the Panel as there were unresolved representations from members of the public.

The Applicant was in attendance. Mr Puthrasingam Sivashankar and Mr Stephen Gallagher from Licensing Services were also in attendance. No members of the public that had made representations attended the meeting. The Panel determined that the hearing could continue in the absence of those who had made representations and that their representations would be considered at the hearing.

Mr Sivashankar detailed the application and summarised the activities and hours of operation that would be permissible if the licence was granted as sought. He informed the Panel of the proposed licence conditions, as detailed in Annex 2 of the report, and requested that the Panel consider the following points:

- Mr Sivashankar reported that Condition 1 currently read: "CCTV will be installed, operated and maintained according to the reasonable specification of the Metropolitan Police Crime Prevention Officer: images will be securely stored, kept for a minimum of 31 days and made available to officers of the police or local authority upon request". He requested that the panel consider modifying the condition so that the licence would only become valid once the CCTV system had been installed and was fully operational.
- Mr Sivashankar reported that Condition 11 currently read: "No persons under the age of 18 years will be allowed on the premises unless accompanied by a responsible adult". He commented that, as the Vintage Wine Bar would not be

serving tabled meals, individuals under the age of 18 would be prohibited from drinking alcohol. He asked the Panel to consider how the applicant would ensure that this was enforced.

- In addition to Conditions 1 and 11, Mr Sivashankar requested that the Panel consider the noise issues. He noted that whilst the applicant had informed local residents that she only intended to use music for background ambience, her application had mentioned dancing and vocals through an amplified sound system. He advised the Panel that the venue was not well insulated and asked that it consider how noise escape could be minimised.

The applicant made her presentation to the Panel. In response to Mr Sivashankar's concerns of underage drinking, she explained that she was hoping to attract an older professional clientele and, though she would monitor the situation carefully, she doubted that younger people would want to frequent the venue. The applicant also stated that she only intended to provide background music and had only requested that dancing be added to the licence in case people started to do it spontaneously. She added that the venue was small and could not realistically be used for dancing purposes. Mr Sivashankar explained that, provided it was not promoted or encouraged by the licence holder, short instances of spontaneous dancing would not be against the law.

The applicant informed the Panel that, though she intended to keep noise levels at a minimum, she had soundproofed the venue and that the premises had been inspected by a resident who had submitted a representation against her application. She commented that the resident held a PhD in Acoustics and had been satisfied that noise escape would no longer be an issue. The applicant reported that the resident concerned had told her that he would not be attending the hearing.

Following questions from the Panel, the applicant clarified that:

- The venue would utilise a monitored Central Station Alarm and a Panic Button system so that the Police could be notified if there was a major incident.
- Security Industry Authority (SIA) licensed door staff would be utilised during busy periods, although they would not patrol the venue.
- The venue had been soundproofed as much as possible. The ceiling had already been insulated and all windows were double glazed.
- There was a decked area outside that would be used as the sole designated smoking area.
- Karaoke would not be offered to patrons.
- Speakers would be wall mounted.
- A zero tolerance approach to under-age drinking would be enforced, with staff only accepting driving licenses or passports as valid forms of ID.
- The Vintage Wine Bar would initially only serve snacks, although the applicant may consider offering soups and other small dishes in the future.
- The applicant had previous experience of running a licensed premise.

The Chairman noted that none of the residents who had made representations were in attendance. The Chairman confirmed that the Panel would consider their representations in their absence.

Summing up, the applicant reiterated the main points of her presentation and stated that, as a long-term resident of Harrow, she cared about Pinner and would ensure that the premises was managed in a responsible manner.

**RESOLVED:** That the Panel, having considered the application and all the representations by interested parties, including the oral representation made by the applicant, granted the licence as sought, subject to the following modifications:

- Condition 1 be changed to read: "CCTV will be installed, operated and maintained according to the reasonable specification of the Metropolitan Police Crime Prevention Officer before the licence becomes effective. Images will be

securely stored, kept for a minimum of 31 days and made available to officers of the police or local authority upon request”.

- Condition 2 be changed to read: “Prior to the licence becoming effective, a monitored Central Station Alarm will be installed, operated and maintained according to the reasonable specification of the Metropolitan Police Crime Prevention Officer”.
- Condition 11 be changed to read: “No persons under the age of 18 years will be allowed on the premises unless accompanied by a responsible adult and will also not be permitted to consume alcohol”.
- An additional condition (12) be added to the licence that reads: “Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties”.

**REASON:** The Panel has reached this decision and made the modifications and addition of conditions to the licence for the promotion of the licensing objectives pertaining to the prevention of public nuisance and the prevention of crime and disorder.

(Note: The meeting having commenced at 7.00 pm, closed at 8.51 pm)

(Signed) COUNCILLOR VINA MITHANI  
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting’s proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## LICENSING PANEL

29 JULY 2008

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Husain Akhtar \* Raj Ray

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**310. **Appointment of Chairman:**

**RESOLVED:** That Councillor Mrs Lurline Champagne be appointed Chairman of the Panel for the purpose of this meeting.

311. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

312. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

313. **Minutes:**

(See Note at conclusion of these minutes).

314. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

315. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

316. **Application for a new Premises Licence for Cubix Lounge, 1st Floor, Kenton Lane, HA3 8RQ:**

The Panel received the report of the Chief Environmental Health Officer which sought a determination of an application for a new premises licence for Cubix Lounge, 1st Floor, Kenton Lane, HA3 8RQ. The application had been made by Mr Shyam Luhar through the company Classical Sounds Limited and had been referred to the Panel as there was an unresolved representation from the Planning Authority.

The applicant, Mr Luhar, was in attendance and was represented by Ken Macleay from Hodders Solicitors. Chavdravant Patel, the company Director for Classical Sounds Limited and Pritish Patel, the duty manager, were also in attendance in support of the application. Also present were Mr P Sivashankar and Mr Stephen Gallagher from Licensing Services were also present.

Mr Sivashankar informed the Panel that the application contained licensable activities that would, if granted, fall outside the opening hours agreed by the Planning Authority. He added that the current opening hours were granted in 1991 with a provision to safeguard the residents' amenities. He concluded that the applicant had been informed by letter that special reasons must be submitted to attend a licensing panel with an application that was not coterminous with the hours laid out by the planning authority.

Mr Macleay informed the Panel that should the licence be granted as submitted, an application would be made to the planning authority seeking to establish coterminous hours, and that the current premises licence would therefore be rescinded. Mr Macleay explained that the Cubix Lounge was marketed as a family environment with food sales accounting for approximately 60% of its business. He added that his client had already satisfied environmental and police issues, having agreed to the conditions set out in the agenda papers and had consulted with Sergeant Davies of the Metropolitan Police in relation to the readmission for customers and the non-admittance of the public after a

designated hour. Mr Macleay continued that the application concerned provisions for dancing and the potential showing of films. He concluded that the premises was covered by CCTV, had an electronically monitored entrance and had completed fire risk assessment. This was, he stated, reflected by the clear and transparent application put before the Panel.

Mr Sivashankar informed the Panel that a director of Classical Sounds Limited had received a caution from the Licensing Authority after breaching the conditions of the current premises Licence. He concluded that the Panel must be satisfied that the applicant would not break legislation again.

In response to questions from Members, Mr Macleay confirmed that:

- Staff had been trained regarding the hours and the conditions of the licence within the application.
- The Designated Premises Supervisor (DPS) took responsibility for the training of the staff and the day-to-day running issues.
- Signs requesting the patrons to leave the premises quietly were displayed, and although only presently written in English, the DPS would be happy to add additional languages should it be required.
- Security would be provided on occasions when music was performed.
- Due to a condition from Health and Safety that all windows and inner doors be kept shut, the premises would be cooled by an air conditioning system.
- The Director who had received the Caution was still a Director of Classical Sounds Limited, but was not in attendance at the hearing.
- The application for dancing on the licence was merely a provision to cover such an eventuality and was not an indication of a desire to change the nature of the business.
- A section of the application detailing the exclusion of children from the premises when adult entertainment was arranged had been incorrectly added to the application, and that he and his client were happy for it to be removed.

**RESOLVED:** That the Panel decided to grant the license subject to the following conditions, as set out in annex 2 at page 9 of the agenda papers.

- Condition 3 becomes 3a, with the addition of 3b, which reads: drink vessels shall only be made from shatter-proof material, e.g. plastic or toughened glass.
- Condition 14 now reads: No adult entertainment is permitted at these premises.
- A new condition 15, which reads: Any children under 16 remain the responsibility of the accompanying adult when using the premises (and/or exterior area).
- A new condition 16, which reads: Staff are not allowed to be in the sole supervision of children which remains the responsibility of the accompanying adult at all times.
- The original condition 15 becomes condition 17, 16 becomes 18 and all subsequent original conditions be renumbered accordingly.

In addition the eight conditions as agreed between the applicant and Health and Safety, as appearing on pages 55 and 56 of the agenda papers were agreed for inclusion.

**REASON:** That the Panel considered the representation submitted on behalf of the applicants and the representation by the responsible authority. In arriving at its decision the Panel was guided by the principles in the Licensing Act 2003 and in particular the licensing objectives, which are: prevention of crime and disorder, public safety, prevention of public nuisance, and the protection of children from harm. In addition the Panel also took into account the guidance issued under section 182 of the Licensing Act 2003.

(Note: The meeting having commenced at 1.36 pm, closed at 3.41 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## PENSION FUND INVESTMENTS PANEL

28 JULY 2008

Chairman: \* Councillor Richard Romain

Councillors: \* Mano Dharmarajah \* Thaya Idaikkadar  
\* Tony FerrariCo-optee \* Howard Bluston  
(Non-voting):

\* Denotes Member present

[Note: Other Attendance: Andrew Elliott and Lorna Tonner of Hymans Robertson LLP attended in an advisory role, as the Council's Actuary/Adviser.]**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**121. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.122. **Declarations of Interest:****RESOLVED:** To note that, in relation to all substantive items of business on the agenda, the following Members declared personal interests as set out below and remained in the room to participate in the discussion and decision-making on all items on the agenda:

- (i) Councillor Richard Romain stated that he had attended Day Four of the England-South Africa test cricket match at Lords as a guest of Baillie Gifford;
- (ii) Howard Bluston stated that he had attended the following events:
- a private equity seminary by Pantheon in June 2008
  - a Local Authority Pension Fund business meeting
  - a National Association of Pension Funds workshop
  - a dinner organised by the Association of Independent Investment Advisers and sponsored by State Street.

123. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u>  | <u>Special Circumstances/Grounds for Urgency</u>   |
|--|--|
| 12. Performance of Fund Managers - Quarter Ending 30 June 2008 | The appendix to the report was not available at the time the agenda was printed and circulated owing to the proximity of the meeting to the end of the period under review. Members were requested to consider this item, as a matter of urgency, in order to be able to evaluate and respond to the information in a timely manner. |

(2) all items be considered with the press and public present with the exception of the following items for the reasons set out below:

| <u>Item</u>                                 | <u>Reason</u>  |
|---|--|
| 10. Review of the Fund's Strategic Position | ) These reports were considered to contain exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that they contained information relating to the financial or business affairs of a particular person |
| 11. Fund Manager Structure Review           |  |

12. Performance of Fund Managers - Quarter Ending 30 June 2008 ) (including the authority holding that information).

124. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 19 May 2008 be taken as read and signed as a correct record subject to agreed changes in the list of observers and advisers present.

125. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

126. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

127. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

128. **Presentation by WM Performance Services:**

The Panel received a presentation from Karen Thrumble of WM Performance Services on the annual performance review of the Pension Fund up to the end of March 2008. The Panel noted that 2007/08 had been difficult for pension fund investors in general. Local authority pension funds in particular had performed poorly compared with market performance, and funds managed actively had fared badly. Members were disappointed that in 2007/08 the Fund had underperformed relative to benchmark by minus 1.8%, although the longer-term figures were better. However, it was noted that while BlackRock overseas equity investments had been hedged, this had not been reflected in the benchmark against which return was measured, and might have led to an underestimate of performance. The representative of Hymans Robertson LLP agreed to investigate reworking the benchmark on a hedged basis. Members were also concerned that the differential returns of funds managed actively and passively might distort the performance figures.

Members noted that the Pension Fund had not performed well compared with other local authority pension funds in 2007/08 and over the past three years, although the five and 10-year figures were very good. Members were concerned to do the best job possible for the fund and to undertake training, which officers agreed to organise, to enable Members better to interpret performance and interrogate fund managers. It was also suggested that only one fund manager presentation should be placed on the agenda for each Panel meeting.

**RESOLVED:** That (1) the presentation be noted;

(2) the Corporate Director, Finance, organise training for Members as indicated in the comments above.

129. **Other Business:**

**Special Meeting**

**RESOLVED:** To hold a special meeting in August/early September 2008 to give further consideration to issues raised in agenda item 11, Fund Manager Structure Review.

(See also Minute 131)

130. **Review of the Fund's Strategic Position:**

The Panel received a confidential report of the Corporate Director, Finance, setting out potential scenarios on specific funding and investment strategies following the actuarial valuation of the Fund as at 31 March 2007. A representative of Hymans Robertson LLP explained the methodology of the review, answered questions from Members and

summarised the conclusions. In answer to a question from a Member, the representative of Hymans Robertson LLP explained that the analysis had not factored in any effect of future changes in longevity over and above that allowed for in the 2007 actuarial valuation. While this might be a reason for further increases in contribution rates, this effect might be offset by the introduction of cost-sharing between employers and employees.

Members noted that the employees' contribution rate was set by the national scheme and was not the subject of any decision or recommendation by the Panel.

**RESOLVED:** To (1) note the report;

(2) recognise the need to increase the current contribution rate in line with the 2007 actuarial valuation from 18% to 18.6% by 31 March 2011, as reflected in the current medium-term financial strategy and, as indicated in that valuation, to 19.35% by 31 March 2014. To note that, subject to future valuations, there might be further increases thereafter up to a contribution level of around 20%;

(3) draw the attention of the Budget Review Working Group to the anticipated further increase;

(4) authorise officers to agree a contribution stabilisation mechanism with the Council's actuary;

(5) endorse the recommendation in the report that the current allocation of 75% in 'risky assets' should be maintained.

131. **Fund Manager Structure Review:**

The Panel received a confidential report of the Corporate Director, Finance, setting out proposals for consideration by the Panel on the Fund's investment structure. A representative of Hymans Robertson LLP introduced the report and answered questions from Members. While agreed on the need to diversify risk and consider realigning UK versus global equity holdings, Members were concerned that the timing of any of the proposed changes should be advantageous to the Fund and agreed to hold another meeting in order to have a fuller discussion on investment principles, the balance of active and passive management and the timing of changes in relation to market conditions. The Panel deferred consideration of the main recommendations in the report and

**RESOLVED:** To (1) note that a case had been made to consider a realignment of UK versus global equity holdings;

(2) consider further the benefits of active versus passive management of all equity holdings;

(3) consider further the reasons for changes to the fund manager structure, the process to achieve this, and the timing of any changes;

(4) take advice on reviewing the number of fund managers;

(5) consider further, and at a future meeting, the bond and property mandate.

(See also Minute 129)

132. **Performance of Fund Managers - Quarter Ending 30 June 2008:**

The Panel received a confidential report of the Corporate Director, Finance, setting out the performance of the Pension Fund Managers for the quarter ending 30 June 2008. A confidential appendix to the report was tabled at the meeting. The Corporate Director introduced the report, and a representative of Hymans Robertson LLP, the Council's Adviser, presented the findings of the review of managers' performance and answered questions from Members. The Panel noted the sharp fall in investor confidence during the quarter, with continuing turmoil in the credit market and the emergence of global inflationary pressures. Members noted and considered the performance of individual fund managers. Asked about the measurement of return relating to a long-term global growth fund, the representative of Hymans Robertson LLP agreed to investigate alternative ways of measuring this, but was confident that measuring performance relative to the MSCI world markets index was an effective way.

In response to questions from Members, officers agreed to supply the following information in writing:

- the status of a global 'pooled' fund
- the reasons for and details of one particularly small UK equities investment with a particular fund manager.

The Corporate Director reported that in future officers would arrange separate meetings with fund managers, as well as inviting them to make presentations to the Panel. She also informed Members that recruitment was taking place to fill a vacant senior post in pension management and that, once recruited, the officer would be able to support the Panel.

**RESOLVED:** To note the performance of the Pension Fund Managers for the quarter ending 30 June 2008.

(Note: The meeting having commenced at 6.30 pm, closed at 9.30 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN  
Chairman

THE CABINET,  
CABINET ADVISORY PANELS,  
CONSULTATIVE FORUMS  
AND  
PORTFOLIO HOLDER MEETINGS



PORTFOLIO HOLDER  
DECISION MEETING



## PORTFOLIO HOLDER DECISION MEETING

4 JULY 2008

Chairman: \* Councillor David Ashton

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**52. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

53. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:

| <u>Item</u>            | <u>Special Circumstances/Grounds for Urgency</u>  |
|------------------------|---|
| 7. Street Lighting PFI | The approval contained in this report is required in order to enable Harrow's revised Outline Business Case for a Street Lighting PFI to be submitted to DfT. The report is urgent in order to comply with DfT's timetable for submission to the Treasury Programme Review Group (PRG) in September 2008. Delay would result in increased costs to the Council in respect of procurement costs in respect of external advisors and also the annual Affordability Gap that the Council must meet. It may also jeopardise the approval of the scheme. |

(2) That all items be considered with the press and public present with the exception of the following item for the reasons set out below:

| <u>Item</u>            | <u>Reason</u>  |
|------------------------|--|
| 9. Street Lighting PFI | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |

54. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 17 March 2008, be taken as read and signed as a correct record.

55. **Petitions:**

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

56. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 16.

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

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

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

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

59. **Street Lighting PFI:**

The submission of the Street Lighting PFI Outline Business Case to the Department of Transport had been discussed by Cabinet at its meetings in January 2007, March 2008 and May 2008. Since the May Cabinet, further discussions had taken place with the Department for Transport, 4Ps and EDF and these had given rise to the need to make further changes to the Outline Business Case.

An officer introduced the confidential report which detailed the reasons for the changes and the advice from the Council's financial advisers.

**RESOLVED:** That (1) the revised bid to the Department of Transport for PFI credits be approved as set out in the report;

(2) that a further addition to the procurement budget of £400k, making £1.3m in total, be approved; and

(3) that the funding of the revised base Affordability Gap for the duration of the contract term and as set out within the Council's Outline Business Case be approved.

**Reason for Decision:** Following discussions with the Department for Transport, 4Ps and EDF it had become apparent that further amendments were necessary to Harrow's PFI proposal before a revised Outline Business Case could be submitted.

(This item was included in Part II as it was considered exempt by virtue of paragraph 3 as specified in Schedule 12a (as amended) of the Local Government Act 1972 in that it related to information relating to the financial or business affairs of any particular person (including the authority holding that information).

(Note: The meeting having commenced at 7.45 am, closed at 8.00 am)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman

## PORTFOLIO HOLDER DECISION MEETING

29 JULY 2008

Chairman: \* Councillor David Ashton

\* Denotes Member present

**PART I - RECOMMENDATIONS****PART II - MINUTES**60. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at the meeting.

61. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:

| <u>Item</u>   | <u>Special Circumstances/Grounds for Urgency</u>   |
|---|--|
| 9. Key Decision: Oxhey Lane Flood Defence Works – Oxhey Lane Farm | The approval contained in this report was required in order to carry out essential flood defence work and for work on site to commence immediately in order to comply with the work programme. |

(2) all items be considered with the press and public present with the exception of the following item for the reasons set out below:

| <u>Item</u>   | <u>Reason</u>  |
|---|--|
| 9. Key Decision: Oxhey Lane Flood Defence Works – Oxhey Lane Farm | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |

62. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 July 2008, be taken as read and signed as a correct record.

63. **Petitions:**

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

64. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Executive Procedure Rule 16.

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

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

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

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

67. **Key Decision: Oxhey Lane Flood Defence Works - Oxhey Lane Farm:**

The Leader of the Council considered a confidential report of the Corporate Director of Community and Environment which sought approval for the construction of the Oxhey Lane flood defence works. The report was urgent as approval to start the works was required in order to remain on programme. Following questions from the Leader,

officers explained why the work was necessary, clarified key financial details and confirmed that public consultation had been carried out.

**RESOLVED:** That the Corporate Director of Community and Environment be authorised to approve the flood defence works at and adjoining Oxhey Lane Farm and, in consequence, to approve major variations to the agricultural tenancy of the farm, including the termination of the tenancy in relation to part of the premises and authorise service of a notice of entry to effect those works.

**Reason for Decision:** The flood defence works set out in the report were regarded as essential in protecting properties in Hatch End and the scheme represented the most cost effective solution.

(Note: The meeting having commenced at 11.30 am, closed at 11.48 am)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman

CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 17 JULY 2008**


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Chairman: \* Councillor David Ashton

Councillors: \* Marilyn Ashton \* Barry Macleod-Cullinane  
 \* Miss Christine Bednell \* Chris Mote  
 \* Tony Ferrari \* Paul Osborn  
 \* Susan Hall \* Mrs Anjana Patel

\* Denotes Member present

[Note: Councillors Margaret Davine and Stanley Sheinwald also attended this meeting to speak on the items indicated at Minutes 457, 459 and 461 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

452. **Declarations of Interest:**

During the discussion on agenda item 17, Adults and Housing Transfer of Residential Homes, three Members present declared an interest.

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

| <u>Agenda Item</u>   | <u>Member</u>            | <u>Nature of Interest</u>  |
|--|--------------------------|--|
| 17. Key Decision<br>– Adults and<br>Housing<br>Transfer of<br>Residential<br>Homes | Councillor David Ashton  | The Member declared an interest in that he sat on the fundraising Board of Harrow Mencap. The Member remained in the room whilst the matter was considered and voted upon. |
|  | Councillor Julia Merison | The Member declared an interest in that her nephew attended Bedford House. The Member remained in the room whilst the matter was considered and voted upon.                |
|  | Councillor Anjana Patel  | The Member declared an interest in that she was a Board Member of Harrow Mencap. The Member remained in the room whilst the matter was considered and voted upon.          |

453. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 19 June 2008, be taken as read and signed as a correct record.

454. **Arrangement of Agenda:**

The Chairman drew Members attention to the three items that had been circulated on the supplemental agenda. He asked Cabinet to consider these items as a matter of urgency for the reasons detailed on the supplemental agenda.

During the course of the meeting, the Chairman drew attention to comments received from Unison in relation to agenda item 17, Adults and Housing Transfer of Residential Homes, which had been tabled. Members indicated that they would consider Unison's comments in conjunction with the officer report.

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

| <u>Item</u>  | <u>Reason</u>  |
|--|--|
| 16. 2007-08 Treasury Management Activity                           | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |
| 17. Key Decision – Adult and Housing Transfer of Residential Homes | The report was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). |

455. **Petitions:**

1. Mr Roger Reading presented a petition containing 63 signatures on behalf of the residents of Woodside Drive, Stanmore in relation to the unreasonable behaviour of some residents on the estate. He circulated a copy of the petition to all members of Cabinet and highlighted particular issues of concern. In accordance with Executive Procedure Rule 15.2, the Chairman extended the time allowed to present the petition.

The Chairman gave an undertaking to work with the three Stanmore Park Ward Councillors and to respond to the issues raised in the petition. He advised that, if necessary, the estate would be leafleted.

**RESOLVED:** That the petition be received and referred to the relevant Corporate Director for consideration.

2. Cabinet received a petition containing 112 signatures which had been referred by Council on 10 July 2008. The terms of the petition were as follows:-

“Transfer of Residential Services run by Harrow Consortium for Special Needs (HCSN) to Support for Living

We, the undersigned, strongly urge the Cabinet to reconsider its decision to transfer residential services run by Harrow Consortium for Special Needs (HCSN) to Support for Living on the following grounds:

1. There has been no communication or consultation with residents and carers in the affected units or wider learning disability and mental health communities regarding the proposed transfer. (see statutory requirement in Commission for Social Care Inspection (CSCI) November 2007 report of 7 Kenton Road – “The provider must make sure that residents, staff and the Commission are consulted about future plans for the service especially where this may involve closure or changes to the homes registration”. CSCI’s deadline of 31.03.08 not complied with).
2. To enter a block contract for residential and supported living with one provider will severely limit service user accommodation options and totally conflicts with the Council’s Adult & Housing Transformation Plan and Recommendation 15 of Harrow PCT’s Mental Health Partnership Board’s MH Needs Assessment.
3. The contract was not subjected to a tendering process that would ensure transparency and value for money.”

**RESOLVED:** That the petition be received and considered in conjunction with agenda item 17, Adults and Housing Transfer of Residential Homes.

(See Minute 469).

456. **Public Questions:**

**RESOLVED:** To note that no public questions had been received.

457. **Councillor Questions:**

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

1.

**Questioner:** Councillor Margaret Davine.

**Asked of:** Councillor Barry Macleod-Cullinane, Portfolio Holder for Adults and Housing.

**Question:** "In relation to the Part Two item on the tonight's Cabinet Agenda, Item 17 Adult and Housing Transfer of Residential Homes, can you give a categorical assurance that whichever option is adopted by the Cabinet the position of current users will be protected and that there will be full consultation with them and their carers before any changes in their individual living arrangements made".

**Answer:** Yes, I want to give you a reassurance that, without going into the specifics of the Part II report, that Harrow Council is committed to ensuring that the services we provide to our users, and the carers that support them, match the carers' and, more importantly, the users' needs, that they are appropriate to them, and that we provide a range of services to reflect the fact that no one is the same and that at different times and different stages of life they have a different needs spectrum.

We will make sure that the users are paramount in our deliberations and, secondly, in any move forward, we will ensure that there is consultation that includes the relevant people, that brings them on board and that we consider what they think and listen to their suggestions because their ideas will help us better tailor services to their needs.

I plan to make sure that I, my Cabinet assistants and my officer team are engaging with users and other organisations involved to ensure that we have the widest possible consultation on this.

**Supplemental Question:** Can you also give an assurance that whenever changes to living conditions may be made, the service user concerned will be given full support according to their individual needs, including advocacy if it is felt necessary for their accessibility?

**Supplemental Answer:** Again, yes I can. And again it fits very closely with the "personalization of care" agenda to make sure that people are getting the services that they need and which are appropriate to them, to assist them in taking more responsibility and control over decisions as to what services they need, what are their needs and how these needs are to be met. We want to empower our users to have a better standard and quality of life. We want them to be choosing how their care is delivered.

458. **Forward Plan 1 July - 31 October 2008:**

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

459. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Scrutiny Review - Delivering a Strengthened Voluntary and Community Sector:**

The Chairman of the Overview and Scrutiny Committee introduced the report which set out interim findings of the scrutiny review – delivering a strengthened voluntary and community sector. The purpose of the report was to provide Cabinet with details of progress made so far and the opportunity to contribute to the second phase of the project. He thanked the participants in the review and indicated that he looked forward to presenting the final report to Cabinet in December 2008.

The Chief Executive of Harrow Association of Voluntary Service stated that the voluntary sector had welcomed their involvement in the review and were pleased that it would not only look at the grants process. She stated that she was hopeful of a positive way forward.

The Chairman drew Members' attention to the reference from the Overview and Scrutiny Committee meeting held on 8 July 2008 which had been circulated as an urgent item on the supplemental agenda.

Members welcomed the report and

**RESOLVED:** That (1) the interim findings of the scrutiny review be noted;

(2) the findings of the review so far were a fair reflection of the current climate and that they be used to inform the second phase of the review and any recommendations;

(3) the revised reporting date for the review of December 2008 be noted;

(4) the 2009-10 grants round should be conducted in full compliance with the existing criteria and process and in a transparent way;

(5) Member development for the Grants Advisory Panel be undertaken to increase awareness of the principles of the Harrow Compact and to support Members in developing a fuller understanding of the pressures and challenges faced by the sector.

**Reason for Decision:** In accordance with Overview and Scrutiny Procedure Rules, Cabinet shall consider reports produced by the Committee.

(See Minute 454).

460. **Progress on Scrutiny Projects:**

**RESOLVED:** To receive and note the current progress on Scrutiny Reviews.

461. **Strategic Performance Report - Quarter 4, 2007-08:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which summarised Council and service performance against key measures and drew attention to areas requiring action. He advised that the format of the report would be amended so that it was more in line with the Comprehensive Area Assessment Scheme. Future reports would be tailored to reflect how it was envisaged that the Government would measure the Council and to flag up risks.

Each Portfolio Holder updated Cabinet on the position within their area, highlighting areas of progress and concern. During the discussion on this item, Members were advised that the Divisional Director of Safeguarding and Family Support would be retiring shortly and he was thanked for his work in the Children's Services directorate and the progress made. In accordance with Executive Procedure Rule 20, the Chairman invited a Member present to speak on this matter and to convey her thanks to the Divisional Director.

**RESOLVED:** That (1) Portfolio Holders be requested to work with officers to achieve improvement against identified key challenges and receive monthly updates;

(2) the report be noted.

**Reason for Decision:** To enable Cabinet to be informed of performance against key measures and to identify and assign corrective action where necessary.

462. **Key Decision - Local Area Agreement 2008-2011:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which set out the new Local Area Agreement (LAA) for Harrow

and the process that had been undertaken. He advised that the LAA had been approved by the Harrow Strategic Partnership.

**RESOLVED:** That the new local area agreement initiatives be adopted for the purpose of developing the Council's future Directorate service plans.

**Reason for Decision:** Adopting the Local Area Agreement would ensure that Directorate service plans included actions to deliver the agreed stretch targets.

463. **Integrated Planning 2009-10 to 2010-2011:**

The Corporate Director of Finance introduced the report, which set out the framework for the development of the new corporate plan and medium term financial strategy for 2009-10 to 2011-12. She advised that the impact of the current economic climate required consideration.

**RESOLVED:** That (1) the timetable, set out in Appendix 1 to the report of the Corporate Director of Finance, be noted;

(2) the strategy for closing future funding gaps, set out in Appendix 2 to the report of the Corporate Director of Finance, be approved;

(3) the approach to consultation be approved.

**Reason for Decision:** To promote effective medium term planning.

464. **Annual Health and Safety Report for period 1 April 2007 to 31 March 2008:**

The Chairman reported that there had been an accident at the Depot in Forward Drive the previous day and that a person had been seriously injured. He advised that he would be writing to the individual to wish him a speedy recovery. The Corporate Director of Finance advised that, whilst it appeared that all proper procedures had been complied with in this case, there would be a full investigation by the Health and Safety Executive.

The Corporate Director of Finance introduced the report, which set out a summary of the Council's health and safety performance for the year 1 April 2007 to 31 March 2008. It also provided an update of activities undertaken, including action as part of the response to the Health and Safety Executive (HSE) post inspection management Action plan. In addition, it provided information on performance measures including training data, audits and accidents. It looked ahead to the work planned to support the Council in its change agenda and in response to new legislation.

**RESOLVED:** That the report on corporate health and safety performance be noted.

**Reason for Decision:** The report met the objective to assure the health, safety and welfare at work of employees, to promote well being, and to lead and be an exemplar of good health and safety for our community.

465. **Key Decision - Homelessness Strategy 2008-2013:**

The Portfolio Holder for Adults and Housing introduced the report, which set out the key objectives and priorities of the new Homelessness Strategy for Harrow to be delivered over the next 5 years. It had been developed following a full review of homelessness services, including extensive consultation with staff, partners and service users. It set out the way in which the Council and its partners, would develop services to meet the challenges of homelessness demand in Harrow, while at the same time supporting national, regional and local priorities.

The Portfolio Holder for Adults and Housing advised that the Council was trying to ensure that services were available to those most in need. The Divisional Director of Adults and Housing added that there were currently 1,069 families in temporary accommodation and that the Council had a responsibility to find them permanent homes.

**RESOLVED:** That the Homelessness Strategy 2008-2013 be approved and the Corporate Director of Adults and Housing be delegated authority to make changes, including any adjustments necessary following discussion with Communities and Local Government (CLG), and report to the Tenants' and Leaseholders' Consultative Forum on 22 July 2008.

**Reason for Decision:** All councils are required, under the Homelessness Act 2002, to have a five-year Homelessness Strategy in place, based on a full review of homelessness and homeless services. Harrow's existing Homelessness Strategy was

developed in 2003 so the Council was required to develop a new Homelessness Strategy for submission to Department for Communities and Local Government by 31 July 2008.

466. **Key Decision - Gating Policy and Procedures:**

The Corporate Director of Community and Environment introduced the report, which put forward a Gating Policy and Procedures for adoption to ensure that there was a fair and consistent approach for installing alley gates across Harrow. The policy was intended to put a framework around how the Council would work with the police and the community to introduce the gates and improve safety. The Portfolio Holder for Environment Services endorsed the proposals.

**RESOLVED:** That (1) the Gating Policy and Procedures set out at Appendix 1 to the report of the Corporate Director of Community and Environment be formally adopted;

(2) the policy be subjected to ongoing consultation and reviewed on an annual basis, with minor amendments agreed and incorporated on an annual basis in consultation with the Portfolio Holder;

(3) where significant amendment or review was required, the Policy be brought back to Cabinet for decision.

**Reason for Decision:** To introduce a prioritised approach to alley gating that ensured effectiveness, efficiency and encouraged local resident involvement and ownership.

467. **Any Other Urgent Business:**

**Memberships of Cabinet Advisory Panels and Consultative Forums**

**RESOLVED:** That the amendments to the memberships of the bodies listed at Appendix 1 to these minutes be approved.

**Reason for Decision:** To enable the changes to be effected.

**Motion Referred to the Executive by Council on 10 July 2008 – Harrow Town Centre**

At the meeting of Council held on 10 July 2008, and in accordance with the provisions of Rule 15.6, a Motion proposed by Councillor Bill Stephenson and seconded by Councillor Keith Ferry, was resolved to stand referred to Cabinet (in particular the Local Development Framework Panel).

This was due to the issue of an overall master plan for the development of the Town Centre and its infrastructure, and the provision of any new leisure facilities being matters within the powers of the Executive.

The motion read as follows:

“This Council is concerned that Harrow Town Centre is rapidly moving to becoming a high rise, overdeveloped jungle of flats – the prime example so far being the development on the Gayton Road site promoted by Harrow Council, which has met with universal condemnation by Harrow residents. There is no overall master plan for the development of the Town Centre and its infrastructure or for the provision of any new leisure facilities.

Council notes and supports the commitments made by the new Mayor of London during the recent GLA campaign to protect Outer London boroughs from high-rise buildings and over development and to place greater emphasis on providing a higher proportion of family size dwellings, and calls on him to honour his election pledge when considering major developments in Harrow.”

**RESOLVED:** That the Motion be referred to the Local Development Framework Panel for consideration.

**Reason for Decision:** On 10 July 2008, Council had indicated that the Motion should stand referred to Cabinet and, in particular, the Local Development Framework Panel.

(See Minute 454).

468. **2007-08 Treasury Management Activity:**

The Portfolio Holder for Strategy, Partnership and Finance introduced a confidential report, which set out the summary of Treasury Management activities for 2007-2008.

**RESOLVED:** That (1) the outturn position for 2007-2008 Treasury Management Activity be noted;

(2) any decisions required to amend the minimum credit criteria used to approve the counterparty lending list be delegated to the Leader and Portfolio Holder for Strategy, Partnership and Finance.

**Reason for Decision:** To keep Cabinet Members informed of Treasury Management activities and performance.

(See Minute 454).

469. **Key Decision - Adult and Housing Transfer of Residential Homes:**

The Portfolio Holder for Adults and Housing and Divisional Director of Commissioning and Partnerships Children and Adults, introduced a confidential report, which updated Members on the progress of negotiations with Support for Living (formerly Harrow Consortium for Special Needs) to achieve a transfer of the residential accommodation, supported houses and associated services. The report set out three options for better meeting service users' needs and delivering improved value for money.

**RESOLVED:** That (1) the current business case against the original proposal be reviewed and it be considered which of the three options described in section 2.5 of the report of the Corporate Director of Adults and Housing would best meet the need for high quality residential care and supported living accommodation for adults with learning disabilities and mental health issues;

(2) the officer recommendation for option 2 be agreed and implemented.

**Reason for Decision:** Cabinet needed to review the current business case against the original proposal and determine whether to proceed with the proposed transfer.

(See Minutes 452, 454 and 455).

(Note: The meeting, having commenced at 7.30 pm, closed at 9.00 pm).

(Signed) COUNCILLOR DAVID ASHTON  
Chairman

APPENDIX 1CABINET ADVISORY PANELS 2008/2009

(Membership in order of political group nominations)

ConservativeLabourLiberal Democrat**(1) BUSINESS TRANSFORMATION PARTNERSHIP PANEL (5)**

(3)

(2)

**I.**  
**Members****Bill Stephenson \***  
**Keith Ferry****II.**  
**Reserve**  
**Members**1. Navin Shah  
2. Thaya Idaikkadar  
3. -**(2) CORPORATE PARENTING PANEL (6)**

(4)

(2)

**I.**  
**Members****Mrs Margaret Davine \***  
**Mitzi Green****II.**  
**Reserve**  
**Members**1. B E Gate  
2. Raj Ray**(3) EDUCATION ADMISSIONS AND AWARDS PANEL (3)**

(2)

(1)

**I.**  
**Members**Asad Omar \***II.**  
**Reserve**  
**Members**1. Krishna James  
2. -  
3. -

**(6) LOCAL DEVELOPMENT FRAMEWORK PANEL (7)****(4)****(3)****I**  
**Members****Keith Ferry \***  
**Thaya Idaikkadar**  
**Navin Shah****II.**  
**Reserve**  
**Members**1. Mano Dharmarajah  
2. Jerry Miles  
3. Raj Ray**CONSULTATIVE FORUMS****“ADVISORY” COMMITTEES ESTABLISHED UNDER SECTION 102(4) OF THE LOCAL GOVERNMENT ACT 1972, APPOINTED BY CABINET****(2) EMPLOYEES’ CONSULTATIVE FORUM (7)****Council Representatives****(4)****(3)****I.**  
**Members****Bob Currie**  
**Graham Henson \***  
**Phillip O’Dell****II.**  
**Reserve**  
**Members**1. B E Gate  
2. Keith Ferry  
3. Navin Shah**(3) TENANTS’ AND LEASEHOLDERS’ CONSULTATIVE FORUM (4)****(2)****(2)****I.**  
**Members****Bob Currie \***  
**David Gawn****II.**  
**Reserve**  
**Members**1. Phillip O’Dell  
2. B E Gate  
3. -



CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****2 JULY 2008**

Chairman: \* Councillor Mrs Anjana Patel

Councillors: \* Husain Akhtar \* Asad Omar (1)

Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present  
(1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Admissions to County Schools**

On 2 July 2008, there were 5 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

**Resolved to RECOMMEND:**

That offers of admission to schools be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H199             | 9                 | Hatch End               |
| H200             | 9                 | Harrow High             |
| H201             | 9                 | Rooks Heath             |
| H202             | 9                 | Park                    |
| H203             | 9                 | Park                    |

**PART II - MINUTES**365. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

| <u>Ordinary Member</u>      | <u>Reserve Member</u> |
|-----------------------------|-----------------------|
| Councillor Mrinal Choudhury | Councillor Asad Omar  |

366. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

367. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u>                        | <u>Special Circumstances / Grounds for Urgency</u>   |
|------------------------------------|--|
| 8.(a) Admissions to County Schools | The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants. |

(2) all items be considered with the press and public present with the exception of the following item for the reason set out below:

- 
- | <u>Item</u>                                      | <u>Reason</u>   |
|--|---|
| 8. Admissions to County Schools                  | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals.        |
| 368. <b><u>Minutes:</u></b>                      |   |
|  | <b>RESOLVED:</b> That (1) the minutes of the meeting held on 13 February, 27 February, 12 March, 26 March, 9 April and 23 of April be deferred until printed in the next Council Bound Minute Volume; |
|  | (2) the minutes of the meetings held on 18 June 2008 were taken as read and signed as a correct record.   |
| 369. <b><u>Public Questions:</u></b>             |   |
|  | <b>RESOLVED:</b> To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).        |
| 370. <b><u>Petitions:</u></b>                    |   |
|  | <b>RESOLVED:</b> To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).           |
| 371. <b><u>Deputations:</u></b>                  |   |
|  | <b>RESOLVED:</b> To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).             |
| 372. <b><u>Admissions to County Schools:</u></b> |   |
|  | (See Recommendation 1).   |
|  | (Note: The meeting having commenced at 2.32 pm, closed at 2.46 pm)  |

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****15 JULY 2008**

Chairman: \* Councillor Mrs Anjana Patel

Councillors: \* Husain Akhtar \* Asad Omar (1)

Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present  
(1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Admissions to County Schools**

On 15 July 2008, there were 5 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

**Resolved to RECOMMEND:**

That offers of admission to schools be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H1               | 10                | Canons High             |
| H2               | 11                | Whitmore High           |
| H4               | 10                | Harrow High             |
| H5               | 10                | Harrow High             |
| H6               | 11                | Rooks Heath             |

[Note: Case H3 was not heard as the Department of Children's Services were awaiting further information from the applicant].

**PART II - MINUTES****373. Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

| <u>Ordinary Member</u>      | <u>Reserve Member</u> |
|-----------------------------|-----------------------|
| Councillor Mrinal Choudhury | Councillor Asad Omar  |

**374. Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

**375. Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u>                     | <u>Special Circumstances / Grounds for Urgency</u>   |
|---------------------------------|--|
| 9. Admissions to County Schools | The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants. |

(2) all items be considered with the press and public present with the exception of the following item for the reason set out below:

---

| <u>Item</u>                     | <u>Reason</u>  |
|---------------------------------|--|
| 8. Admissions to County Schools | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals. |

376. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 13 February, 27 February, 12 March, 26 March, 9 April and 23 of April be deferred until printed in the next Council Bound Minute Volume;

(2) the minutes of the meeting held on 2 July 2008 be deferred until the next meeting.

377. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

378. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

379. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

380. **Admissions to County Schools:**  
(See Recommendation 1).

(Note: The meeting having commenced at 4.01 pm, closed at 4.22 pm)

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****30 JULY 2008**

Chairman: \* Councillor Mrs Anjana Patel

Councillors: \* Husain Akhtar \* Asad Omar

Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Admissions to County Schools**

On 30 July 2008, there were 10 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

**Resolved to RECOMMEND:**

That offers of admission to schools be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H7               | 10                | Bentley Wood            |
| H8               | 10                | -                       |
| H9               | 10                | Nower Hill              |
| H10              | 10                | Whitmore                |
| H11              | 10                | Park                    |
| H12              | 10                | Canons                  |
| H13              | 10                | Nower Hill              |
| H14              | 10                | Rooks Heath             |
| H15              | 10                | Harrow High             |
| H16              | 11                | -                       |

[Note: H8 and H16 were offered places between the time the agenda was produced and the time the meeting took place].

**PART II - MINUTES**381. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

382. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

383. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the meeting by virtue of the special circumstances and grounds for urgency stated below:

| <u>Item</u>                        | <u>Special Circumstances / Grounds for Urgency</u>   |
|------------------------------------|--|
| 8.(a) Admissions to County Schools | The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants. |

(2) all items be considered with the press and public present with the exception of the following item for the reason set out below:

- 
- | <u>Item</u>                                      | <u>Reason</u>   |
|--|---|
| 8. Admissions to County Schools                  | This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals.        |
| 384. <b><u>Minutes:</u></b>                      |   |
|  | <b>RESOLVED:</b> That (1) the minutes of the meeting held on 13 February, 27 February, 12 March, 26 March, 9 April and 23 of April be deferred until printed in the next Council Bound Minute Volume; |
|  | (2) the minutes of the meetings held on 2 July and 15 July 2008 were taken as read and signed as a correct record.  |
| 385. <b><u>Public Questions:</u></b>             |   |
|  | <b>RESOLVED:</b> To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).        |
| 386. <b><u>Petitions:</u></b>                    |   |
|  | <b>RESOLVED:</b> To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).           |
| 387. <b><u>Deputations:</u></b>                  |   |
|  | <b>RESOLVED:</b> To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).             |
| 388. <b><u>Admissions to County Schools:</u></b> |   |
|  | (See Recommendation 1).   |
|  | (Note: The meeting having commenced at 2.36 pm, closed at 3.06 pm)  |

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

## CORPORATE PARENTING PANEL

31 JULY 2008

Chairman: \* Councillor Janet Mote

Councillors: \* Husain Akhtar \* B E Gate (1)  
 \* Miss Christine Bednell \* Eric Silver  
 \* Mrs Margaret Davine

\* Denotes Member present  
 (1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**40. **Appointment of Chairman:**

**RESOLVED:** That Councillor Janet Mote be appointed Chairman of the Corporate Parenting Panel for the Municipal Year 2008/09.

41. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

| <u>Ordinary Member</u> | <u>Reserve Member</u> |
|------------------------|-----------------------|
| Councillor Mitzi Green | Councillor Brian Gate |

42. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

43. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

44. **Appointment of Vice Chairman:**

**RESOLVED:** That Councillor Eric Silver be appointed Vice Chairman of the Corporate Parenting Panel for the Municipal Year 2008/09.

45. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 14 April 2008 be confirmed as a correct record and the Chairman be authorised to sign them when they were printed in the Bound Minute Volume, subject to the following alteration:

- That the third sentence of minute item 39(ii) be changed to read: "The Chairman invited Members to a meeting organised by the Children's Participation Team on 31 July 2008 to discuss the involvement of CLA in the work of the Panel."

46. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

47. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

48. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

49. **Activity and Performance:**

The Panel received an information report of the Corporate Director of Children's Services, setting out key data relating to Children Looked After (CLA) and Children on the Child Protection Register (CPR), including key performance indicators up to the end of May 2008. An officer reported that the figures were encouraging and commented that no indicators were red and four had improved by at least one performance band. He informed the Panel that the improvement in performance had been achieved through careful management and increased team stability. The Chairman stated that significant progress had been made, and requested that it be noted that the Panel were thankful of the contributions made by the relevant social workers and support staff.

A Member commented that he was pleased to see a decline in the number of children being placed with private and voluntary carers outside of Harrow. He stated that it was important that local children be kept in the local area. An officer explained that the movement of Looked After Children (LAC) out of Harrow had previously been a problem but that, through careful analysis, the Council had identified why individuals were leaving and had instigated a targeted recruitment strategy to ensure that Harrow was equipped to deal with a wide range of needs. This, the officer reported, had reduced the number of LAC living outside of a 20 mile radius, from 28% in the previous year to 4.2%. The officer also informed the Panel that the department had been successful in retaining experienced carers by increasing allowances.

A Member asked the officers in attendance how Foster Carers were helped to meet and raise standards of care in the borough. An officer explained that all Foster Carers in Harrow were trained in line with Government standards, had access to telephone support and worked under the guidance of a Supervising Foster Carer. The officer informed the Panel that Foster Carers were also catered for by other groups, including 'Children Looked After Mental Health Service' (CLAMHS) which helped ensure that LAC had access to mental health services. She also explained that Harrow Council and Harrow Primary Care Trust jointly funded the post of a CLA Nurse to focus on improving the health of children and young people who were looked after. In addition to healthcare, the officer informed the Panel that, with financial support from the Schools Forum, a Homework club had been set up to help LAC raise their educational prospects. The level of support available to Foster Carers was consistent across the borough.

Summing up the report, an officer explained that the department had rated itself 3 out of 4 in the Council's annual self-assessment. The officer stated that the department was aiming to achieve the highest rating next year. Following a brief discussion, all Members of the Panel unanimously agreed that great progress had been made and that the benefits that had been achieved were clearly evident.

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

50. **Development of a Special Interest Group with Young People:**

The Panel received an information report of the Corporate Director of Children's Services detailing proposals to develop a Special Interest Group with Young People to support the Corporate Parenting Panel in their work. An officer explained that the Special Interest Group would be comprised of young individuals who reflected the social and cultural makeup of LAC in Harrow. It was intended that the Special Interest Group would consider the concerns facing LAC and subsequently meet with the Corporate Parenting Panel to discuss the issues.

Following questions from Members, the officer clarified that:

- There were plans to run two different Groups in order to cater for varying ages, though no final decision had been made as to how this would be implemented.
- It would take time to get the group fully operational and it was therefore not possible to set a date for the first meeting.
- The Corporate Parenting Panel could engage with the Special Interest Group through both formal and informal meetings, depending on the subject matter.

- All Members of the Corporate Parenting Panel would be CRB checked.
- All Members who wished to join the Corporate Parenting Panel would also be CRB checked.

A number of Members voiced their support for the project and commented that it was an excellent way in which to get young people involved in the democratic process. It was noted that, in addition to helping the Council improve services for LAC, such groups had the potential to make young people feel valued.

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

51. **Government White Paper “Care Matters - Time for Change”:**

An officer reported that £127,000 would be made available to Harrow by the Department for Children, Schools and Families for the implementation of the “Care Matters – Time for Change” White Paper. The Members were informed that a meeting had been scheduled for key officers in positions related to LAC to decide how the money should be utilised. A shortlist of initiatives had been drawn up and the Panel was invited to provide feedback. The initiatives were as follows:

1. Introduction of a CLA Personal Education Plan (PEP) Coordinator.
2. Development a PEP user leaflet to ensure that Foster Carers understood and made use of the service.
3. Introduction of a CLA Allowance scheme.
4. Make available a higher education bursary of £2000 to assist LAC that wish to undertake a university course.
5. Introduction of ‘Achievement Payments’ for LAC based upon effort as well as educational achievement.
6. Introduction of an after school homework club at the cost of £10,000 per year.
7. Introduction of a Virtual Head Teacher scheme. The scheme would entail a senior individual working for the local authority, tasked with raising educational standards of children in care. An officer commented that 3 teachers had put themselves forward for the project and, as such, £10,000 had already been offered in support of the project. The same amount of funding had also been provided by the Schools Forum.
8. Utilise the services of ‘Welfare Call’, an organisation that contacts schools to check that LAC are attending.
9. Employment of a dedicated Tutor to support LAC that cannot access school or educational resources.
10. Offer an Independent Visitor Scheme for LAC. The Independent Visitor Scheme would contribute to the welfare of LAC by promoting their individual needs, supporting their care plan and helping them to develop a lasting relationship.

Following questions from the Panel, an officer clarified that:

- The schemes were predominantly concerned with raising the educational prospects of looked after children. Health related schemes had not been put forward as it was felt Harrow was already doing well this regard. In particular, the officer reported that the grant received from the Child and Adolescent Mental Health Service (CAMHS) had been increased to £460,000 and this was already having major benefits on health across the borough.
- The Independent Visitors Scheme would encourage LAC to exercise their right to participate in decisions taken about them.

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

52. **Any Other Urgent Business:**

Children and Young Persons Bill

The Chairman requested that the officers in attendance provide the Panel with an update on the Children and Young Persons Bill, part of the 'Care Matters' reform package, at the next scheduled meeting.

Corporate Parenting Training

A Member suggested that all Councillors should receive training regarding their responsibilities as corporate parents and that that he would discuss the matter with the Member Development Panel. The Panel agreed that this was a good idea.

Adoption Inspection

An officer informed the Panel that Harrow Council was to be inspected by the regulating body 'Commission for Social Care Inspection' (CSCI). She reported that the inspection was due to take place in the week beginning 8 September 2008 and that inspectors would want to interview the Portfolio Holder for Children's Services and Members of the Corporate Parenting Panel. The officer informed the Panel that Harrow was expecting a positive adoption inspection and that she would be offering advice and assistance to Members to ensure that they were prepared for the interviews.

Putting Corporate Parenting into Practice

A book entitled "Putting Corporate Parenting into Practice" was given out to Members, with copies also being sent to absent and reserve Members to read over the summer period.

(Note: The meeting having commenced at 6.05 pm, closed at 8.05 pm)

(Signed) COUNCILLOR JANET MOTE  
Chairman

HARROW  
ADMISSIONS  
FORUM



**HARROW ADMISSIONS FORUM**

**9 JULY 2008**

|   |   |                             |                                      |
|---|---|-----------------------------|--------------------------------------|
| Chairman:   | * Reverend P Reece (Church of England Diocese representative) |                             |                                      |
| Councillors:  | * Mrs Anjana Patel<br>* Dinesh Solanki<br>* Bill Stephenson   |                             |                                      |
| Community School Representatives:                   | <u>Governor</u><br>(Vacancy)                                  | <u>Primary</u><br>Sue Jones | <u>Secondary</u><br>† Janice Howkins |
| Jewish School Representative:                       | Mrs D Palman  |                             |                                      |
| Roman Catholic School Representative:               | * Mike Murphy   |                             |                                      |
| Church of England School Representative:            | * Mrs S Hinton  |                             |                                      |
| Catholic Schools Diocese Representative:            | * Mr Billiet  |                             |                                      |
| Primary Elected Parent Governor Representative:     | * Mrs D Speel   |                             |                                      |
| Secondary Elected Parent Governor Representative:   | * Mr R Chauhan  |                             |                                      |
| Harrow Council for Racial Equality Representative:  | Saeed Ahmad   |                             |                                      |
| Early Years Development Partnership Representative: | * Helena Tucker   |                             |                                      |

\* Denotes Member present  
† Denotes apologies received

[Note: Also in attendance Councillor Husain Akhtar]

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

71. **Election of Chairman:**

**RESOLVED:** That Reverend Paul Reece be appointed Chairman of the Forum for a period of one year.

[Note: The Education (Admissions Forum) (England) Regulations 2002 state that the Chairman and Vice-Chairman shall hold office until the next meeting which falls after the date which is a year after the meeting at which the Chairman or Vice-Chairman was elected, and on ceasing to hold office shall be eligible for re-election].

72. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance.

73. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

74. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present. It was agreed that a verbal report be received on the Office of Schools Adjudicator Review of Admission Arrangements and New Draft Code of Practice on Admission Arrangements as the information had been received after the despatch of the agenda.

75. **Election of Vice-Chairman:**

**RESOLVED:** That Councillor Anjana Patel be appointed Vice-Chairman of the Forum for a period of one year.

(See also note under Minute 71)

76. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 March 2008, be taken as read and signed as a correct record, subject to it being noted that Mrs S Hinton had submitted her apologies.

77. **Matters Arising:**

There were no matters arising.

78. **Public Questions, Petitions, Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution).

79. **Krishna-Avanti School - Admission Arrangements:**

Further to the concern expressed by the Admissions Forum, the Governors of the Krishna-Avanti School had reviewed and amended their admission arrangements. The revised arrangements and Supplementary Information Form, which were contained in the appendices to the report, were in line with the comments made by representative members of the Forum at a meeting with Nitesh Gor from the Krishna-Avanti School on 15 April 2008.

In response to a question, it was noted that informal minutes of the meeting had been taken and a copy sent to Mr Gor to ensure a correct understanding. The Krishna-Avanti School had since had a meeting of the Governing Body and formally agreed the arrangements. An officer had advised the school of the need to update its website. An officer would be assisting the school as required.

In response to a question, the Forum was advised that the five nominations from the Bhaktivedanta Manor until 2010 were to protect employees of the Temple whose children were already attending a small school there. The decision had been taken by the former Schools Organisation Committee.

A member suggested that a couple of places be made available for children who did not belong to that faith. Following discussion, it was considered that this was not appropriate for a single form entry school due to the small numbers involved but that it should be encouraged when the school moved to two forms of entry. The new Head Teacher was happy to encourage non-Hindus to apply for any vacancies.

It was noted that when the tie-breaker needed to be applied, the address on the application form was used, whereas it was normal practice to take the address where child benefit was paid.

An officer advised the Forum that its role was to ensure that the school met the Code of Practice. The actual arrangements were the responsibility of the Governing Body.

**RESOLVED:** That the Forum agree the revised admission arrangements for the Krishna-Avanti School.

80. **Strategic Reference Group - School Organisation Admissions Focus Group Update:**

The Forum received a report on the work of the Admissions Focus Group established by the Harrow Admissions Forum to review admission arrangements to reflect Harrow's change in the age of transfer from 12+ to 11+.

The Vice-Chairman and Portfolio Holder for Schools and Children's Development stated that the arrangements had been thoroughly discussed by the Focus Group and that comments were sought from the Forum. It was noted that representatives from the Forum were amongst the membership of the Focus Group.

The Roman Catholic School representative drew attention to a situation whereby children in Catholic Schools could be disadvantaged, should Harrow decide to continue

with linked schools. This was due to the possibility that a child from a Catholic Primary School who did not gain a place at the Catholic Senior School might not then gain a place at a local linked school. The Portfolio Holder for Schools and Children's Development undertook to take this into consideration.

The Chairman stated that the London Diocesan Board was concerned at the difficulty of achieving a balance so there was perceived fairness and equity across the borough when a system whereby some schools had dual links prevented children from a sole link school from a denomination gaining a place at the local school.

A member of the Forum stated that it had been agreed that St John's situation would be considered when reviewing the admission rules to try to achieve the correct balance. It was also pointed out that discussion on the possibility of a link for denominational schools should have regard to the effect on pupils attending the school from outside Harrow.

The officer stated that it was hoped that the Voluntary Aided Sector would raise their concerns during the early soundings exercise currently taking place. The outcomes of this would be used to develop a set of proposals for formal consultation during the autumn.

The Forum was informed that as a result of Harrow adopting the 11+ age of transfer, all schools would become part of the co-ordinated admission arrangements across London. The 11+ transfer application form would enable parents to list six schools. This would include schools from both within and outside Harrow. In the transitional year pupils entering year 8 would be able to choose eight schools. Members of the Forum were encouraged to alert the Place Planning and Admissions section of any issues as soon as possible and to disseminate information to their Groups in order to ensure that responses were submitted.

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

81. **Office of Schools Adjudicator Review of Admission Arrangements:**  
The Manager, Place Planning and Admissions, informed the Forum that the Secretary of State for Children, Schools and Families had instructed the Office of the Schools Adjudicator to examine admission arrangements throughout the country. As a result of the Adjudicator suggesting the inclusion of default definitions, Harrow would probably be making some minor adjustment to the definitions which were part of the admission arrangements and would include a default definition for any school where no definition had been given.

Attention was drawn to the proposed changes in definition which would be conveyed to schools.

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

82. **New Draft Code of Practice on Admission Arrangements:**  
The Forum was advised of the new Draft Code of Practice which would apply to admission arrangements from 2010. The new Code would introduce a statutory timetable for consultation of at least 8 weeks between 1 December to 1 March each year.

It was agreed that, in order for the consultation on admission arrangements not to impact on the consultation on the proposals for the reorganisation of schools which was taking place 8 September to 5 December 2008, consultation on admission arrangements would take place from 8 December 2008 to 13 February 2009.

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

83. **Date of Next Meeting:**

**RESOLVED:** That the date of the next meeting be 6.00 pm on Monday 6 October 2008.

(Note: The meeting having commenced at 7.00 pm, closed at 8.05 pm)

(Signed) REVEREND P REECE  
Chairman



CONSULTATIVE  
FORUMS



**TENANTS' AND LEASEHOLDERS'  
CONSULTATIVE FORUM****22 JULY 2008**

Chairman: \* Councillor Barry Macleod-Cullinane

Councillors: \* Bob Currie \* Yogesh Teli  
Phillip O'Dell

\* Denotes Member present

**Tenants' and Leaseholders' Representatives**

Representatives from the following Associations were in attendance:

Alexandra Avenue Tenants' and Residents' Association  
 Antoney's Close Tenants' and Residents' Association  
 Berridge Estate Tenants' and Residents' Association  
 Brookside Close Tenants' and Residents' Association  
 Cottesmore Tenants' and Residents' Association  
 Harrow Federation of Tenants' and Residents' Associations  
 Eastcote Lane Tenants' and Residents' Association  
 Pinner Hill Tenants' and Residents' Association  
 Woodlands Community Association

In total, 13 tenants/representatives attended the meeting.

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Estate Services**

An officer introduced a report which outlined the proposals and actions to improve the provision of estate services to Council housing estates.

The officer referred to the report published by Brent Housing Partnership recommending that a number of improvements to services would ensure value for money. The officer confirmed that short term action plans, such as the deep cleaning programme for internal areas of all Council blocks had been produced as a direct response to the findings of the report. He stated that the mechanism for deducting payments for non-service delivery by internal contractors had been introduced and any subsequent deductions made would be returned to the Housing Revenue Account (HRA) as reserves or spent on estates as appropriate.

The Chairman addressed the comments made in the published report relating to the grounds maintenance service and advised Forum members of the areas needing particular focus. He confirmed that despite short term measures having been implemented, options for the future should address measures valued by residents, provide value for money and restore civic pride.

During the discussion on this item, Members and representatives of Tenants' and Residents' Associations raised a number of issues, which officers responded to as follows:

- representatives of Tenants' and Residents' Associations were welcome to attend Public Realm Team meetings;
- a programme of meetings to involve Tenants' and Residents' Associations in the development of specification for estates services would be arranged;

The Forum having noted the short term improvements under paragraph 2.2 of the report

**Resolved to RECOMMEND:** (To the Portfolio Holder for Adults and Housing)

That the options shown under paragraph 2.4 of the report of the Divisional Director of Housing be considered during the consultation period.

**[Reason for Recommendation]:** To meet with the Council requirement to consult on any proposed changes to housing services.

(See also Minute 149)

**RECOMMENDATION 2 - Minor Amendments / Revisions to the Housing Allocations Scheme**

An Officer introduced a report on minor amendments to the Housing Allocations Scheme. The officer confirmed that more major alterations would be proposed in 2009/10 as part of a wider review incorporating, for example, Central Government's drive to reduce overcrowding.

In response to comments made by the Forum, the officer advised that:

- the change in the minimum bedroom standard for same sex children and adults would be addressed next year when the department would be required to meet the Government standard on overcrowding;
- families were expected to use a second living rooms as a bedroom, under the current allocations policy but not the main living room;
- incentives were used to encourage residents living in accommodation that is under-occupied to release the property to applicants who have a greater need.

The Forum having noted the contents of the Minor Amendments to the Housing Allocations Scheme report

**Resolved to RECOMMEND:** (To the Portfolio Holder for Adults and Housing)

That the comments of the Forum be incorporated in the report for the Housing Allocations Scheme prior to its submission to the Portfolio Holder for approval.

**[Reason for Recommendation]:** It has been identified that the London Borough of Harrow's Choice Based Allocation Scheme (or "Locata") for permanent housing may need amendment to fully comply with existing legislation. Upon further consideration of the Scheme, it was apparent that there were also areas that would benefit from updating, in order that they might reflect current best practice. The proposed amendments and improvements were not representative of major change, which would be subject to formal consultation. There was an intention to invite tenants and leaseholders to have the opportunity to give consideration to the proposed improvements and revisions and offer comments before formal adoption.

(See also Minute 153)

**RECOMMENDATION 3 - Homelessness Strategy 2008-13**

An officer presented the Cabinet report on the Homelessness Strategy for Harrow that would be delivered between 2008-13. The report was originally presented to Cabinet on 17 July 2008. The officer confirmed that the update was legally required and would reflect current good practice. Members of the Forum were asked to make comments on the contents of the report, which would be reflected in the final version of the Strategy.

The officer outlined the current criteria for allocations and advised that there was a shortage of rented affordable housing. The Forum was advised that the Homelessness Strategy supported Corporate policies, including the Corporate Plan, and the Local Area Agreement as well as, departmental initiatives, such as, the Supporting People programme.

The officer outlined how the application of the four key priorities contained in paragraph 2.4.1 of the report would reduce the number of families in temporary accommodation by 2010. These included:

- preventing homelessness and tackling high demand and the wider causes of homelessness by encouraging people to consider private rented accommodation as an option;
- securing accommodation for homeless people across a range of tenures, and managing and reducing the use of temporary accommodation by working with private landlords;
- supporting vulnerable homeless people, including young and single homeless, in accessing settled homes and sustaining their tenure through the use of mediation services;

- regularly reviewing the homelessness strategy, to ensure it is effective, adapts readily to the changing external environment and that the Housing Needs service provides good value for money through floating tenancy support.

A number of comments on the report made by the Tenants' and Residents' representatives on the Forum included;

- Tenants' and Residents' representatives had experience of problems with homelessness within their households;
- there were not enough affordable properties for Harrow residents;
- residents who lived in homes that were under-occupied should receive an incentive to move to smaller accommodation;
- some agreements for private sector accommodation could last for a period as little as six months;
- affordable housing should be provided in new housing developments;
- families with small children were often allocated accommodation, such as high rise flats without a garden that did not suit their particular needs;

The Chairman confirmed that all comments received would be considered when the Strategy was considered for approval.

The Forum having noted the contents of the Cabinet report and the Homelessness Strategy

**Resolved to RECOMMEND:** (To the Portfolio Holder for Adults and Housing)

That the comments received be reflected in the final version of the Strategy before formal submission by 31 July 2008.

**[Reason for Recommendation:** All councils were required, under the Homelessness Act 2002, to have a five-year Homelessness Strategy in place, based on a full review of homelessness and homeless services. Harrow's existing Homelessness Strategy was developed in 2003 so the Council was required to develop a new Homelessness Strategy for submission to Corporate Leadership Group by 31 July 2008.]

(See also Minute 154)

**PART II - MINUTES**

138. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Cabinet on 15 May 2008 of Councillor Barry Macleod-Cullinane as Chairman of the Tenants' and Leaseholders Consultative Forum for the Municipal Year 2008/09.

139. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

140. **Declarations of Interest:**

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

| <u>Agenda Item</u>   | <u>Member</u>           | <u>Nature of Interest</u>   |
|--|-------------------------|---|
| 10. Housing Performance Report 2007-08 and plans for 2008-09 | ) Councillor Bob Currie | Councillor Bob Currie declared a personal interest in all items of the agenda, in that he attended monthly meetings of Brookside Close Tenants' and Residents Association and Eastcote Lane Estate Tenants' and Residents' Association. Accordingly, he would remain in the room when the items were discussed. |
| 11. Housing Revenue Account (HRA) Outturn Report 2007-08     |                         |   |

- 12. Estate Services )
- 13. Housing Capital Programme )
- 14. Right to Manage Process )
- 15. Mill Farm Close Regeneration Programme )
- 16. Minor Amendments/ Revision to the Housing Allocations Scheme )
- 17. Homelessness Strategy )

141. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

142. **Minutes:**

**RESOLVED:** That subject to the following amendments, the minutes of the meeting held on 28 February 2008 be taken as read and signed as a correct record of the meeting:-

Amend the attendance list to include:-

- (i) Councillors Barry Macleod-Cullinane and Susan Hall as backbenchers
- (ii) Brookside Close and Eastcote Lane Estate Tenants' and Residents' Associations as having attended.

143. **Appointment of Vice-Chairman:**

**RESOLVED:** To appoint Councillor Bob Currie as Vice-Chairman of the Tenants' and Leaseholders' Consultative Forum for the 2008/2009 Municipal Year.

144. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

145. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

146. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

147. **INFORMATION REPORT - Housing Performance Report 2007-08 and plans for 2008-09:**

An officer introduced the report that provided an update on performance and delivery of key services in 2007/08 and highlighted the initiatives and targets for 2008/09. The officer outlined the current mechanism for measuring the success of the service in the form of star ratings and confirmed that the Housing Department had achieved a three star rating on 31 March 2008.

The officer drew particular attention to:

- the reduction in the average time taken to re-let empty properties from 33 days to 23 days;
- the increase in the amount of rent collected last year which was an improvement on the previous year of 2006-07;
- the changes in tenancy management, in particular, the introduction of new tenancy conditions to all assured tenants and the continued implementation of the Respect Agenda;
- areas of estate improvement were discussed and recommendations by Tenants' and Residents' Associations in previous meetings, such as, the restoration of the Grange Farm play area had been delivered;
- the new partnership contract with Kier Building Maintenance for the delivery of repairs to council homes. The officer reported that Kier confirm that 99.6% of residents were satisfied with the repair work carried out to their property;
- the 37% reduction in the number of non-decent Council properties since Kier Building Maintenance took over the contract in October 2007 and the plan to complete the programme by April 2009;
- the restructure of Residents Services in April 2008 to include anti social behaviour officers, an arrears collection team and the maintenance of the patch based housing officer;
- proposed improvements in the website to improve access to staff and services;
- the intention to improve customer care standards to reflect those required at a Corporate level and by Housing internally;
- the implementation of a Tenant satisfaction survey to take place in August or September 2008 for all residents' to complete and return. The Chairman confirmed residents should clearly outline whether they were a tenant or leaseholder when they returned the survey, to avoid confusion.

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

148. **Housing Revenue Account (HRA) Outturn Report 2007 - 08:**

An officer introduced the report and explained that the end of year Housing Revenue Account (HRA) Budget had achieved a £518,000 surplus which surpassed the original budget because of income and expenditure variations.

Referring to Appendix A of the report, the officer confirmed that:

- there was a 4% increase in total expenditure than was originally forecast, as a result of:
  - (i) the increased contribution to the repairs account in relation to contract termination costs and the day to day maintenance of council homes;
  - (ii) salary costs;
  - (iii) the rise in energy costs;
  - (iv) increased bad debt provision for rent and service charge arrears.
- The total expenditure could be offset against an underspend in other areas because of a £200,000 contingency provision for unforeseen items;
- the reduction in the level of capital receipts from the sale of right to buy properties led to an increase in the cost of borrowing;
- decent homes works was funded partially by the revenue contribution to capital received from capital receipts and government funds;
- additional income was received from the 53 week rent year and savings of £53,000 were made in the leaseholder service charge provision;

During the discussion on the item, Forum members raised a number of issues, which officers responded to as follows:

- bad debts were written off when they exceeded the six year arrears period outlined in statute;

- there was no direct correlation between voids and debts;
- garages were advertised for rent in the "Homing In" magazine and advertising in the local press was another option that could be pursued;

The Chair responded to members concerns regarding the management and use of garages and confirmed that:

- a work programme to review rent charges on garages and regular inspections would be devised to address concerns;
- officers would prepare a report to address their concerns about garages being used for commercial purposes;
- the possibility of developing areas were anti-social behaviour, in relation to the use of garages, had become an issue and would be investigated.

**RESOLVED:** That the Housing Revenue Account (HRA) position for 2007-2008 be noted

149. **Estate Services:**

Having resolved to recommend that the options under paragraph 2.4 of the report of the Divisional Director of Housing be considered during the consultation period, the Forum

**RESOLVED:** That the short term improvements under paragraph 2.2 of the report be noted.

(See also Recommendation 1).

150. **INFORMATION REPORT - Housing Capital Programme:**

An officer introduced the report presenting information on the 2007-2008 and 2008-2009 Housing Capital Programmes.

The officer advised that Kier had fulfilled their contractual obligations. The figure of 41 properties outstanding for adaptation related to properties that pre-dated the Kier contract. The officer confirmed that the 2008/09 Housing Capital Programme reported at the TLCF February meeting had been revised to include part of the 2009/10 Decent Homes Programme so that tenants could benefit from early investment. The officer added that he was confident the target could be met this year and was pleased with the progress made.

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

151. **INFORMATION REPORT - Right to Manage Process:**

An officer provided an update on Right to Manage in Harrow conducted by First Call.

The Forum were advised that First Call would provide a detailed report summarising the results of their findings once the four area meetings concluded by 31 July 2008.

A number of comments made by the Forum suggested that the figures quoted in the report were misleading and it was alleged that the conduct of First Call in obtaining information from residents was questionable.

A Member of the Forum confirmed that he had received complaints from a number of residents and that further investigation was required.

In response to comments made, the Chairman confirmed that the concerns raised by the Forum would be addressed publicly and investigated further. An Officer suggested that residents could approach the Housing Corporation if they wanted to make a formal complaint.

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

152. **INFORMATION REPORT - Mill Farm Close Regeneration Programme:**

An update on the progress made on the regeneration of Mill Farm Estate in Pinner was provided by an officer.

A tenant representative commented that leaseholders had more input in the steering group meetings than tenants even though tenants and leaseholders would ultimately decide which Registered Social Landlord (RSL) would redevelop the estate. The

representative suggested that the selected RSL's should meet with tenants on the estate to encourage residents to have direct input in the decision.

The Chairman noted the comments and supported the view that tenants' should be encouraged to be part of the decision-making process.

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

153. **Minor Amendments / Revision to the Housing Allocations Scheme:**  
Having resolved to recommend that their comments be considered in the Housing Allocations Scheme report for approval by the Portfolio Holder of Adults and Housing, the Forum

**RESOLVED:** That the contents of the Housing Allocations Scheme report be noted.

(See also Recommendation 2).

154. **Homelessness Strategy:**  
Having resolved to recommend that their comments be reflected in the final version of the Homelessness Strategy for approval by the Portfolio Holder for Adults and Housing, the Forum

**RESOLVED:** That the contents of the Cabinet report and Homelessness Strategy 2008-13 be noted.

(See Recommendation 3).

155. **Suggestions for Agenda Items for Next Meeting:**  
Members and representatives of Tenants' and Residents' Associations suggested that a report on how garages are being used by tenants and leaseholders and the amount of rent charged for garages should be included as an agenda item for the next meeting of the Forum.

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

156. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum would be held on 11 November 2008.

(Note: The meeting having commenced at 7.36 pm, closed at 10.34 pm)

(Signed) COUNCILLOR BARRY MACLEOD-CULLINANE  
Chairman



**EMPLOYEES' CONSULTATIVE FORUM****31 JULY 2008**

Chairman: \* Ms L Ahmad

Councillors: \* David Ashton \* Graham Henson  
 \* Mrs Camilla Bath \* Phillip O'Dell  
 \* Bob Currie \* Paul Osborn  
 \* Susan Hall

Representatives of HTCC: (Currently no appointees)

Representatives of UNISON: \* Ms M Cawley \* Mr G Martin  
 \* Mr D ButterfieldRepresentatives of GMB: \* Mr J Dunbar  
 \* Ms K McDonald

\* Denotes Member present/Employee Representative present

[See Appendix 1 for list of officers in attendance.]

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**112. **Appointment of Chairman:****RESOLVED:** To appoint Ms L Ahmad, representing the trade unions, as Chairman of the Forum for the 2008/2009 Municipal Year.113. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.114. **Declarations of Interest:****RESOLVED:** To note the following declarations of interest made by Members present relating to the business to be transacted at this meeting:

- (i) Councillor Graham Henson declared a personal interest in that he was a member of the Communication Workers' Union and his cousin was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.
- (ii) Councillor Bob Currie declared a personal interest in that he was a retired member of UNISON and his son was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.
- (iii) Councillor David Ashton declared a personal interest in that his daughter-in-law was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.

115. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

| <u>Agenda item</u>                               | <u>Special Circumstances / Grounds for Urgency</u>  |
|--|---|
| 13. Facility Time – Emergency Motion from UNISON | This report was not available at the time the agenda was printed and circulated because it was written in response to an announcement made two days before the meeting. Members were requested to consider this item, as a matter of urgency, in order to make progress towards resolving the matter as soon as possible. |

(2) all items be considered with the press and public present.

116. **Appointment of Vice-Chairman:**

**RESOLVED:** To appoint Councillor Paul Osborn as Vice-Chairman of the Forum for the 2008/2009 Municipal Year.

117. **Minutes:**

**RESOLVED:** That the Chair be given the authority to sign the minutes of the meeting held on 8 April 2008 as a correct record of that meeting, once printed in the Council Bound Volume.

118. **Petitions:**

**RESOLVED:** To note the receipt of the following petition, signed by 50 residents, presented by Councillor Phillip O'Dell, and referred to the Portfolio Holder, Adults and Housing, for consideration:

- Health & Safety of Durrant Court Tenants.

119. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

120. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

121. **Annual Health and Safety Report 2007/08:**

The Forum received a report of the Corporate Director, Finance, setting out a summary of the Council's health and safety performance in 2007/08, providing an update on activities undertaken, including action taken as part of the response to the Health and Safety Executive (HSE) post-inspection, and looking ahead to work planned to support the Council in its change agenda and in response to new legislation. An officer gave a presentation on the report and answered questions from members of the Forum.

In response to a comment by a representative of GMB, the officer agreed in future to include a comparison with the previous year's performance. In response to questions from representatives of UNISON, the officer stated that policies and procedures for monitoring asbestos were adequate, but that asbestos plans could not include every detail and staff carrying them out took a precautionary approach to dealing with asbestos. During discussion of an incident involving the management of asbestos by Kier, a Council partner, the Portfolio Holder for Environment Services, stated that Kier had accepted full responsibility. She also invited representatives of the trade unions to attend staff training that Kier would be organising on asbestos management.

Representatives of UNISON expressed concern at the low figures recorded in the tables in the report relating to accidents at work, especially those in the area of Children's Services. UNISON representatives also asked for a breakdown of the 150 health and safety visits referred to in the report and wanted to know whether these were inspections, training or responses to intervention.

In response to a request from a Member, the officer agreed to provide a report-back in three months' time on the arrangements for managing and monitoring Legionella. It was also agreed to provide the trade unions with the report on the effect on the Leisure Centre of a gas problem elsewhere.

During discussion of the role of staff health and safety forums, particularly in education, it was noted that it was difficult for staff to be released from their duties to attend forum meetings, and the Divisional Director, Human Resources and Development, reported that he would raise this with Directorates. Asked about the monitoring of stress, the Director informed the Forum that regular reports from Occupational Health, including monitoring information on stress, were provided to the Health at Work Group.

In response to a request from a representative of UNISON, the officer agreed to supply the trade unions with the safety audit reports referred to in the report.

It was noted that, while the report had already been presented to Cabinet, the Leader, Deputy Leader, and Portfolio Holder for Performance, Communication and Corporate Services, all members of Cabinet, were present at this meeting and taking comments on board.

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

122. **UNISON Report on Asbestos:**

The Forum received a report from UNISON, asking that a written statement be provided on the removal of asbestos during construction work on the Access Harrow project in 2006. Representatives of UNISON were disappointed and concerned that a report on the recommendations from a meeting held between Members, officers and the trade unions on 11 April 2008 had not been prepared by officers from Human Resources for this meeting. UNISON representatives raised their concern that the recommendations were not included in the documentation for this meeting. The Divisional Director, Human Resources and Development, agreed to establish why this had not happened. UNISON tabled the notes of the 11 April 2008 meeting, with six recommendations for the Forum to consider. After discussion, agreement was noted on five (1–4 and 6) of the six recommendations. Nevertheless, the Forum

**RESOLVED:** That (1) a special meeting of the Forum be convened to discuss this issue as soon as possible;

(2) all six recommendations be the subject of discussion at that meeting.

123. **Culture Change Programme:**

The Forum received a verbal update from an officer on the Culture Change Programme within the Council. The officer reported that the aim of the programme was in line with the Chief Executive's plan of developing for all staff and Members a set of values to enable the Council's objectives to be achieved. In addition to the successful Harrow 2012 staff event on 20 June 2008, other events had taken place, including sessions with Councillors, senior managers and staff unable to attend the event on 20 June. The Council was working with Roffey Park Institute to develop a new set of values for the Council and a programme of future work. A report would be ready soon, and would be discussed by Cabinet and the Council's Corporate Strategic Board with a view to reaching conclusions on the programme.

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

124. **Facility Time:**

The Forum received an emergency motion from UNISON, expressing concern and disappointment at the recent announcement of a proposal to cut UNISON's facility time in response to an anticipated overspend against the trade union facilities budget. Representatives of both UNISON and GMB stated that they already worked many more hours in their own time, in addition to the facility time allocation financed by the trade union facilities budget, and the proposed cut would make it very difficult for them to carry out their roles, as well as hampering any work-life balance. Moreover, they had recently brought to the Forum a request to increase the amount of facility time. The Divisional Director stated that it was his duty to monitor expenditure against the budget, and in accordance with the principles of good budget management he was acting to prevent a projected overspend. An officer agreed to provide the trade unions with a breakdown of the current expenditure against the budget.

After discussion, and in response to a proposal by the Portfolio Holder for Performance, Communication and Corporate Services, the Forum noted the difficulty of making changes to the current year's budget and

**RESOLVED:** That senior officers and UNISON (1) meet to discuss the trade unions' needs for the future;

(2) keep the Forum informed of progress.

(Note: The meeting having commenced at 7.35 pm, closed at 9.35 pm)

(Signed) MS L AHMAD  
Chairman

## Appendix 1

Officers in  
attendance:

|               |   |
|---------------|---|
| Mike Brown    | Service Manager, Asset Management<br>and Facilities     |
| Lesley Clarke | Strategy Manager, Human Resources<br>and Development    |
| Brenda Goring | Service Manager, Health and Safety<br>Services          |
| Jon Turner    | Divisional Director, Human Resources<br>and Development |
| David Ward    | Head of Audit and Risk                                  |