

2008 – 2009
August - September 2008
Volume 4



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 4: AUGUST/SEPTEMBER 2008

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COUNCIL
AND
COUNCIL
COMMITTEES

LICENSING AND
GENERAL PURPOSES
PANELS

LICENSING PANEL

4 AUGUST 2008

Chairman: * Councillor Husain Akhtar

Councillors: * Mrs Lurline Champagnie * Thaya Idaikkadar

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**317. **Appointment of Chairman:**

RESOLVED: That Councillor Husain Akhtar be appointed Chairman of the Panel for the purpose of this meeting.

318. **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.

319. **Arrangement of Agenda:**

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

320. **Minutes:**

(See Note at conclusion of these minutes).

321. **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.

322. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves. Mr Puthrasingam Sivashankar from Licensing Services then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda. He advised those in attendance that CCTV footage had been submitted as part of the Police's representation and that this had been viewed by the Panel.

323. **Application for review of Licence held by Lough Inn, 7 Warwick Parade, Harrow, Middlesex, HA3 8SA:**

The Panel received a report of the Chief Environmental Health Officer, which sought the determination of a review application of Lough Inn, 7 Warwick Parade, Harrow, Middlesex, HA3 8SA.

The application to review the licence had been made by Sergeant Carl Davis on behalf of the Metropolitan Police. The Premises Licence holder, Mrs M Ronan, was in attendance and was represented by Mr K Macleay of Hodders Solicitors. Sergeant Carl Davis was also in attendance, as were Mr Puthrasingam Sivashankar and Mr Stephen Gallagher from Licensing Services.

Sergeant Davis stated that he did not wish to reiterate all the details of the Police's representation as he was confident that the Panel had read the reports thoroughly. He explained that the Police had called the review as there had been considerable evidence of misconduct on the part of both patrons and the appointed manager. Sergeant Davis reported that the evidence was not disputed by the Premises Licence Holder, although he noted that the manager in charge at the time had been dismissed and that there had been no further incidents at the venue since the review had been called.

Following questions from Mr Macleay, Sergeant Davis clarified that:

- the problems at the Lough Inn had begun after the appointment of a new manager and had ceased after his dismissal;

- he had met the proposed new DPS and felt that he appeared experienced and able to manage the venue.

Following questions from the Panel, Sergeant Davis clarified that:

- the last known incident took place on 17 May 2008 and there had been no further problems since then;
- the situation had improved since a new interim DPS had been appointed;
- the Police had been concerned with the Lough Inn and had initially requested that the licence be revoked. However, the Police considered the removal of the manager as a positive step towards better management of the venue.

Mr Macleay, speaking on behalf of the Premises Licence Holder, put his case to the Panel. He stated that the premises had been owned by Mrs Ronan's family for 15 years and that, until the recent events, there had been no incidents involving the Police. He stated that the problems had occurred only after Mr J Kearney was appointed as manager and had ceased after his dismissal. Mr Macleay informed the Panel that an interim DPS had since been appointed and that the Premises Licence Holder eventually intended to pass this responsibility to Mr G Wilson, an individual with 15 years experience of managing licensed venues. He informed the Panel that Mr Wilson had undertaken a personal licence course and would soon move into the Lough Inn with his wife.

Mr Macleay detailed 11 proposed conditions that had been drawn up in consultation with the Police and the Premises Licence Holder, and requested that the Panel attach these to the licence to ensure that the licensing objectives were thoroughly enforced. The proposed conditions were as follows:

1. Additional CCTV cameras have been installed unto the premises (as indicated on the enclosed plan).
2. Smoking Area will be restricted to the front of the public house and the rear door has been alarmed and reserved for use as a fire door in emergencies only. This door will not be opened during the hours of operation and, to this end, a further CCTV camera had been installed to cover the service area at the rear of the premises.
3. Additional CCTV camera to the front of the premise has been installed so as to monitor patrons utilising this remaining smoking area.
4. Customers are not permitted to take open topped glass containers outside of the premises as defined in the plan submitted with the operating schedule.
5. Consumption of alcohol is restricted to those areas identified on the plan.
6. A summary of the premises licence is displayed at the entrance to the premises.
7. A manager/DPS/Premises Licence Holder shall be required to actively partake in and support the local Pubwatch scheme.
8. Challenge 21 shall be adopted and operated.
9. A refusal book shall be kept and operated.
10. A list of individuals to be refused service to be kept and made available to the Police and Licensing Authority.
11. Regulated and documented toilet checks to be made every 2 hours.

Following questions from the Panel, Mr Macleay clarified that:

- the Premises Licence Holder accepted that the issues should have been dealt with faster but that, due to personal problems, she was not able to have been as proactive as she would have liked. However, since the Police brought the matter to her attention, the situation has been resolved;
- a CCTV camera was positioned at the rear of the building and the fire door had been alarmed so patrons could not use it as an exit;

- the venue was frequented by approximately 20 people on Friday and Saturday and it was felt that a door supervisor was not warranted;
- the dismissed manager was not a customer and would have no further involvement with the Lough Inn.

Summing up, Mr Macleay asked the Panel to consider the guidance issued by the Secretary of State for Culture, Media and Sport that stated that licensing authorities should be open to the possibility that replacing a DPS may be sufficient in resolving problems caused by mismanagement. In closing, he requested that the Panel impose the proposed conditions but take into consideration the venues otherwise trouble free history.

Summing up, Sergeant Davis stated that the Police were happy with the current situation and felt that no further action was currently needed.

Having considered the representations of the Metropolitan Police and the Premises Licence Holder, the Panel have decided to modify the conditions of the licence, observing that some of the conditions proposed by the Premises Licence Holder were already contained in Annex 2 of the licence.

RESOLVED: That proposed conditions 1 to 11 be added to the conditions of the licence, with proposed condition 1 changed to read: "CCTV Cameras shall be installed at the front and rear of the premises and shall be operated and maintained in good working order and in accordance with the recommendations of the Police Crime Prevention Officer".

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

(Note: The meeting having commenced at 7.03 pm, closed at 9.22 pm)

(Signed) COUNCILLOR HUSAIN AKHTAR
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) 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

16 SEPTEMBER 2008

Chairman: * Councillor Mrs Kinnear

Councillors: * Raj Ray * Jeremy Zeid

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**324. **Appointment of Chairman:****RESOLVED:** That Councillor Eileen Kinnear be appointed Chairman of the Panel for the purpose of this meeting.325. **Declarations of Interest:****RESOLVED:** To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
7. Application for a review of the Licence Held by Raw Lasan, 154 Stanmore Hill, Stanmore, Middlesex, HA7 3DA	Councillor Eileen Kinnear	Councillor Eileen Kinnear declared a personal interest as a fellow Member of the Conservative party had supported the request for a review.

326. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.327. **Minutes:**
(See Note at conclusion of these minutes).328. **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.329. **Licensing Procedures:**

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

330. **Application for a review of the Licence held by Raw Lasan, 154 Stanmore Hill, Stanmore, Middlesex, HA7 3DA:**

The Panel received a report of the Chief Environmental Health Officer, which sought the determination of a review application for Raw Lasan, 154 Stanmore Hill, Stanmore, Middlesex, HA7 3DA. The application had been made by members of the Little Common Residents Association and other local residents within close proximity of the premises.

In attendance were Leigh Gainsley and Irene Leigh of the Little Common Residents Association, Warren Leigh, K W Buck, A T Buck and Helen Stone as residents of Little Common, Mr Bharat Desai, the Designated Premises Supervisor, his Counsel Archie Madden, Mr P Patel and Andrew Fragia from PKP French, Ms L Axford from Punch Taverns and their Counsel Matthew Phipps from TLT Solicitors. Also in attendance were Shankar Sivashankar and Stephen Gallagher from the Licensing Authority.

Mr Sivashankar introduced the application to the panel and concluded that the Responsible Authority's view was expressed fully in the letter included at page 49 of the agenda papers.

Speaking on behalf of the Little Common Residents Association and the local residents, Helen Stone reported to the Panel that the review had been bought back to the Panel with support of their local Conservative Ward Councillor. She further

reported that the residents had been experiencing the emission of noxious odours from the Raw Lasan premises since 2006. This, they believed, was in breach of Condition 1 of the current licence. Helen Stone added that a member of the Little Common Residents Association had been told that the extraction system at the Raw Lasan premises would require servicing every six weeks in order for it to operate properly.

In regard to visits by Environmental Health Officers, Helen Stone explained that at the time of the visits conditions were not such that the smells would have been so prominent. She continued that on the days the visits took place the weather was misty, foggy, with low cloud and no breeze, therefore allowing the odours to travel straight upwards. She added that if a breeze was present it was impossible for residents to open their windows, especially in the summer, and therefore they suffered a loss of amenities. She felt that this inconvenience was also extended to members of the public visiting the area.

Helen Stone produced to the Panel copies of a newspaper article reporting on the closure of a Fish and Chip shop in the Royal Borough of Kensington and Chelsea. Copies of the article were circulated to all those present at the hearing.

In conclusion, Helen Stone reported that whilst the Little Common Residents Association and the local residents had no problem with the restaurant itself, they did have a concern with the odours. She continued that they were aware the extraction equipment was not new when installed and that there were more suitable systems on the market. She added that as a result of the continuing odour the residents had been caused stress, depression and embarrassment.

In response to questions, Helen Stone confirmed that:

- No evidence was available to the Panel to support the claim that the extraction equipment required servicing every six months.
- The findings of the Environmental Health Officers visits should not be discounted, but that the conditions at the time of the visits were not such as to verify the residents' claims of noxious odours.
- No evidence was available to the Panel to support the claims that the extraction equipment was not new at the time of the installation.
- It was felt that the period of monitoring by the Environmental Health Officers was not for long enough duration to assess the situation properly. It was suggested that a period of two or three weeks would have been satisfactory.
- The newspaper article referring to a Fish and Chip shop in the Royal Borough of Kensington and Chelsea made reference to proceedings brought against the shop by Environmental Health and that the shop was voluntarily shut by the owners.
- There was no mention of the words 'stress', 'depression' and 'embarrassment' in any of the representation letters.
- It was felt the extraction equipment was working, but not to a satisfactory level.
- A diary of events detailing incidents of odours had been kept but that it was not available as evidence.
- Those affected and the severity of the noxious odours was dependent on the weather.

Mr Sivashankar reported that he had been involved in the assessment of the extraction equipment which sought to meet Condition 2 of the current licence. He explained that together with another member of his team, he had visited the premises and had carried out testing. One member of the team was present indoors with the chef, who was instructed to cook strong smelling foods, whilst another member of the team stood directly beneath the extraction equipment outlet in an effort to detect the presence of noxious odours. The officer outside the premises also took part in walking around the perimeter in an effort to detect any leakage. This officer was joined by a local resident for an assessment of the local area on foot to discover whether there were any discrepancies in the detection of odours. Mr Sivashankar concluded that the extraction equipment started automatically when the cooking equipment was switched on, a brief odour of cooking food would be present, but would soon be replaced by a constant, but slight, ozone smell.

Representing Punch Taverns, Matthew Phipps invited the Panel to dismiss the application for review as vexatious and frivolous as there did not appear to be any evidence to substantiate the claims made by the Little Common Residents Association and the local residents. He concluded that all the evidence put before the Panel at the hearing had been contradicted by the information from the Local Authority Officers and that the claims relating to the weather were irrelevant.

Representing Mr Bharat Desai, Archie Madden commented that it was for the Panel to decide whether there was a case for public nuisance, and that their discretion over the matter would be hemmed in by the common law definition of nuisance. He added that as Environmental Health Officers were duty bound to address a breach of the premises licence then they would have been present at the hearing making a representation. He concluded that the Panel must question why the hearing was taking place if Local Authority Officers were satisfied that legal duties were in order.

RESOLVED: That having considered the presentation and the information given in response to questions here tonight, the matters of Human Rights and Natural Justice, the guidance and the submissions from the Designated Premises Supervisor and Premises Licence Holder, we cannot find the case for Public Nuisance is made and therefore grant the application made by the Premises Licence Holder and Designated Premises Supervisor to dismiss the application made by the Little Common Residents Association on the grounds that it is frivolous and vexatious.

REASONS:

1. The letter of 28 July stated that the residents re still experiencing daily noxious odours emitted from the premises. We believe this is not substantiated by what we've heard and the evidence given here tonight. The case for Public Nuisance has not been made.
2. We're informed that there is a valid proprietary contract for regular servicing of the equipment.
3. Testing of the equipment demonstrates that it is working satisfactorily and this has been substantiated by monitoring of the local environs by officer accompanied by the local residents.

(Note: The meeting having commenced at 7.06 pm, closed at 10.30 pm)

(Signed) COUNCILLOR EILEEN KINNEAR
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].

EARLY RETIREMENT SUB-COMMITTEE

13 AUGUST 2008

Chairman: * Councillor Richard Romain

Councillors: * Miss Christine Bednell * Mano Dharmarajah

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**46. **Appointment of Chairman:**

RESOLVED: To note the appointment at the meeting of the Licensing and General Purposes Committee on 12 May 2008 of Councillor Richard Romain as Chairman of the Early Retirement Sub-Committee for the Municipal Year 2008/09.

47. **Attendance by Reserve Members:**

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

48. **Declarations of Interest:**

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

49. **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>
12. Exercise Discretion Under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.	This 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.

(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>
11. Exercise Discretion Under Regulation 18 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.	This item contained exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to an individual.
12. Exercise Discretion Under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.	This item contained exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to an individual.

50. **Appointment of Vice-Chairman:**

RESOLVED: To appoint Councillor Christine Bednell as Vice-Chairman of the Early Retirement Sub-Committee for the municipal year 2008/09.

51. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 13 May 2008 be taken as read and signed as a correct record.
52. **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 respectively.
53. **Exercise Discretion Under Regulation 18 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007:**
- The Sub-Committee considered a confidential report of the Corporate Director of Adults and Housing, which detailed an application by an employee under Regulation 18 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 requesting that the Council exercise discretion and agree flexible retirement.
- An officer introduced the report and explained that if the application was agreed, it would enable a restructure of the relevant department to take place and would deliver financial savings.
- In response to queries from Members, officers clarified the figures used to determine the final payment sums identified.
- RESOLVED:** That (1) DS was a suitable case for consideration under Regulation 18 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007;
- (2) having determined that the application met the criteria approved by the Licensing and General Purposes Committee on 27 September 2007, discretion be exercised and the flexible retirement of DS under Regulation 18 be agreed.
54. **Exercise Discretion Under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment)(Discretionary Compensation)(England and Wales) Regulations 2006:**
- The Sub-Committee considered a confidential report of the Assistant Chief Executive, which detailed an application under Regulation 4 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requesting that the Council exercise discretion under Regulations 5 and 6.
- An officer introduced the report and explained that a review of a department had resulted in this application being presented.
- In response to queries by Members, officers clarified the management case of the application.
- In considering the recommendations, the Sub-Committee wished for it to be recorded that following an oral explanation on the report provided, the decision was based on the management case, not on the business case.
- Officers undertook to ensure that future reports to the Sub-Committee would contain information relating to both the management case and business case.
- RESOLVED:** That (1) JT was a suitable case for consideration under Regulation 4 of the Local Government Pension (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006;
- (2) having determined that the application met the criteria for early retirement, discretion be exercised under Regulation 5 and Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- (Note: The meeting having commenced at 5.00 pm, closed at 5.24 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN
Chairman

**PENSION FUND INVESTMENTS PANEL
(SPECIAL)****9 SEPTEMBER 2008**

Chairman: * Councillor Richard Romain

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

* Denotes Member present

[Note: Mr Andrew Elliott and Clare A Gardner of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser.]

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**133. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.134. **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.135. **Arrangement of Agenda:****RESOLVED:** That 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>
5. Fund Manager Structure Review	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).

136. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.137. **Fund Manager Structure Review:**

The Panel received a confidential report of the Corporate Director of Finance, setting out proposals for consideration by the Panel on the Fund's investment structure.

Prior to the consideration of the report, the Chairman reminded the Panel that this matter had been deferred from the meeting held on 28 July 2008 to allow Members to have a fuller discussion on investment principles, the balance between active and passive management and the timing of changes in relation to market conditions.

A representative of Hymans Robertson LLP, the Council's Actuary/Adviser, introduced the report prepared for the Panel setting out proposals on investment structure with a view to improving the return on investments while retaining current levels of risks. He advised the Committee on the options available and the rationale for active/passive management of funds, the merits of increasing diversification and the number of fund managers that could be employed. Members were briefed on the Actuary/Adviser's preferred option 3 which would, inter alia, involve a re-tender of existing mandates as there were concerns about current performance and the ability to deliver for the future.

Members sought clarification on a number of issues from the Council's Actuary/Adviser in relation to the timing, tender process, setting benchmarks and explored the possibility of setting a raft of indices. Members commented on the need to consult the Unions in relation to the proposals for changing the investment strategy with more investment in global equities. The Corporate Director of Finance detailed the options available in relation to the tender process and Members indicated that the following process ought to be followed:

Passive Manager Selection – the Corporate Director of Finance and the Council's Actuary/Adviser interview and recommend a preferred fund manager to the Panel. The Fund Manager to make a presentation to the Panel before a meeting of the Panel to be held by March 2009 to allow Members to ask pertinent questions. The decision on the appointment to be taken by the Panel;

Global Manager Selection – the Chairman of the Pension Fund Investments Panel represent the Panel on the short-listing interview group comprising of the Corporate Director of Finance and the Council's Actuary/Adviser. The date of the interview group, to meet in January/February 2009, to be agreed with the Chairman of the Panel. The decision on the appointment to be taken by the Panel and that no preferences or ratings on the Fund Managers were to be submitted to the Panel. The decision on the appointment to be taken by the Panel.

RESOLVED: That (1) on the basis that a significant change was being proposed in the investment strategy, the Corporate Director of Finance, supported by the Council's Actuary/Adviser, consult with the Unions;

(2) the proposed changes to the asset allocation be agreed;

(3) the fund manager structure be agreed in principle;

(4) the tender process for a passive manager and at least two global equity managers be commenced on the basis set out above;

(5) the proposals in relation to the setting of benchmarks be submitted to the 19 January 2009 meeting of the Panel;

(6) it be noted that officers would report back on proposals for the bond and property mandates to a future meeting.

138. **Chairman's Announcements:**

(i) Chairing Arrangements for Future Meetings of the Panel

The Chairman stated that the meeting of the Panel scheduled to be held on 24 September 2008 would be chaired by the Vice-Chairman. It was noted that Fund Managers were expected to make presentations to the 24 September and 3 November 2008 meetings of the Panel.

RESOLVED: That (1) in relation to the 24 September and 3 November meetings of the Panel, the performance review reports of the Fund Managers be circulated prior to the meeting rather than at the meeting;

(2) the Corporate Director of Finance submit a report to the 19 January 2009 meeting of the Panel setting out proposals for monitoring of the Fund Managers.

(ii) Training

RESOLVED: To note that training on currency management would be provided at the 19 January 2009 meeting of the Panel.

(iii) Diversified Growth Model

RESOLVED: To defer this matter to a future date.

(iv) Officer Support

The Chairman stated that the Panel was under resourced and that, given the Council's challenging financial position, it would be appropriate for the Council to consider appointing an adviser to the Panel.

RESOLVED: That the Corporate Director of Finance submit a report to the 19 January 2009 meeting of the Panel on an appointment of a pension's adviser to the Panel.

(Note: The meeting having commenced at 6.32 pm, closed at 7.35 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN
Chairman

PERSONNEL APPEALS PANEL

16 SEPTEMBER 2008

Chairman: * Councillor Mrs Lurline Champagne

Councillors: * Bob Currie * Mrs Anjana Patel

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**87. **Appointment of Chairman:**

RESOLVED: That Councillor Lurline Champagne be appointed Chairman of the Panel for the purposes of the meeting.

88. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
5. Grievance Appeal	Councillor Bob Currie	The Member declared a personal interest in that he was a fully paid up retired life long member of UNISON.

89. **Arrangement of Agenda:**

RESOLVED: That the press and public be excluded on the grounds of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that there would be disclosure of information relating to an individual.

90. **Minutes:**
(See Note at conclusion of these minutes).91. **Grievance Appeal:**
After careful consideration of both the written and oral evidence presented by both the appellant and by management, the Panel

RESOLVED: That (1) the appeal be dismissed;

(2) the relevant Corporate Director be made aware of a number of concerns expressed by the Panel in relation to the case.

(Note: The meeting having commenced at 10.20 am, closed at 3.10 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE
Chairman

[Note: Personnel Appeals 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 Personnel Appeals 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].

PERSONNEL APPEALS PANEL

26 SEPTEMBER 2008

Chairman: * Councillor Mrs Lurline Champagne

Councillors: * Salim Miah * Bill Stephenson

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**92. **Appointment of Chairman:**

RESOLVED: That Councillor Lurline Champagne be appointed Chairman of the Panel for the purposes of the meeting.

93. **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.

94. **Arrangement of Agenda:**

RESOLVED: That the press and public excluded on the grounds of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that there would be disclosure of information relating to an individual.

95. **Minutes:**

(See Note at conclusion of these minutes).

96. **Disciplinary Appeal:**

After careful consideration of the issues raised and information brought to the attention of the Panel today, the Panel

RESOLVED: That (1) to support the management decision to issue a final written warning as this was clearly a lapse in the standard of conduct required pertaining to the care of the Council's property;

(2) to reduce the penalty on appeal to a first formal written warning having considered the additional evidence submitted on appeal.

(Note: The meeting having commenced at 9.47 am, closed at 1.45 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE
Chairman

[Note: Personnel Appeals 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 Personnel Appeals 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].

GOVERNANCE,
AUDIT AND RISK
MANAGEMENT
COMMITTEE

REPORT OF GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE

MEETING HELD ON 1 SEPTEMBER 2008

Chairman: * Councillor John Cowan

Councillors: * Archie Foulds * Dinesh Solanki
 * Thaya Idaikkadar * Bill Stephenson
 * Richard Romain * Jeremy Zeid (2)
 * Anthony Seymour

* Denotes Member present

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

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

Ordinary Member
Reserve Member

Councillor Robert Benson

Councillor Jeremy Zeid

37. 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.

38. Arrangement of Agenda:

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

39. Minutes:

RESOLVED: That the minutes of the meeting held on 24 June 2008, be taken as read and signed as a correct record.

40. Public Questions:

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

41. Petitions:

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

42. Deputations:

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

43. References from Council and other Committees/Panels:

RESOLVED: To note that there were no references received from Council or other Committees.

44. Progress Report - Audit of the 2007/08 Statement of Accounts:

The Committee considered a report of the Corporate Director of Finance, setting out the key changes made to the draft Statement of Accounts 2007/08 since the last meeting of the Committee on 24 June 2008. She briefly outlined the key areas highlighted by the auditor advising the current state of progress on resolving these. Speaking specifically on some key areas she advised that an outstanding issue being worked on in conjunction with the Auditors was Insurance Provision arrangements, noting that proposals were being considered in relation to the transfer of funding from the Single Statue provision and also likely Recoverables for the financial year. In response to a Members question she agreed that there remained a risk associated with

the proposals around the Single Status Transfer and confirmed the final decision regarding this area would not be confirmed prior to the next meeting. This meant that officers were examining the area carefully as it was a fundamental aspect of the Council complying with its Reserves Policy.

Members welcomed Michael Hall and Paul Schofield, Deloitte Touche LLP, to the meeting. The representatives of Deloitte Touché spoke briefly on the key responsibilities as external auditors noting that their key responsibilities were concerned with the “use of resources” assessment.

In response to Members questions relating to capitalisation and risk, the Corporate Director of Finance advised that there remained high level financial issues around the Council’s responsibility to meet its risk insurance liability. Discussions were underway with regard to identifying funds that could be transferred to this account without creating a potential breach to the Council’s fiscal reserves policy and these would be reported upon more fully at the next meeting. The Corporate Director of Finance agreed to circulate an explanatory note of the key issues identified.

RESOLVED: That the report be noted.

45.

Annual Governance Statement:

The Corporate Director of Finance introduced her report on the Annual Governance Statement 2007/08 which was required under the Accounts & Audit Regulations 2006. She briefly outlined the responsibilities of the Council to review its governance arrangements and advised that the significant part of this duty was undertaken by the Corporate Governance Working Group, noting that a significant proportion of the Statement related to Risk Management. She then detailed the key findings for Members.

Members welcomed the report and offered minor comments for incorporation as follows:

- consideration be given to measuring how well / badly the Council undertakes an identified action;
- stronger judgements be offered in the report on what is working well and what is not;
- a high level executive summary should be considered;
- ensure the document reflect the correct reporting period in terms of the financial year it covers;
- para 3.13 clarify reference to Council Improvement programme as not relevant for period identified;
- pg 24, bullet 6 – clarify meaning of the escalation procedure;
- para 4.3 expand on the outturn information
- pg 55, risk objective 2 – reflect to read “relevant staff” as this more accurate;
- risk explanation should be strengthened as it does not encompass all areas of the issues under the management of the Governance, Audit and Risk management Committee;
- 3.62 – alter to read that “Members hold Ward Surgeries”

The Corporate Director further noted that this area of responsibility would be subject to a growth bid in the next budget round.

RESOLVED: That (1) the Annual Governance Statement and supporting Action Plan and Evidence Table be welcomed and approved;

(2) the comments indicated above be incorporated within the Statement.

46.

Code of Corporate Governance:

The Committee considered a report of the Corporate Director of Finance, detailing the proposed Code of Corporate Governance, which was recommended to meet the requirements of CIPFA/SOLACE guidance and good corporate governance.

Members offered minor comments for incorporation as follows:

- with regard to communication with partners that the Council should “seek to ensure” this occurred;
- para 2.5 – noted that there was no formal career development structure for Members;
- the Code did not reference residents within it;
- noted that with regard to communication a greater commitment needed to be given to the public to improve via customer service standards;
- 2.7 – needed to be further addressed in terms of structure and strength of content.

RESOLVED: That (1) the Code of Corporate Governance be approved, subject to inclusion of the comments outlined above;

(2) the Communications Strategy be agreed, subject to inclusion of the comments outlined above.

47.

Chairman's Announcement:

The Chairman advised of an event being run by Croydon Council concerning the Role of Audit Committees and asked Members to inform the Corporate Director if they were interested in attending. It was agreed that details of the event be circulated.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 8.15 pm, closed at 9.23 pm).

(Signed) COUNCILLOR JOHN COWAN
Chairman

REPORT OF GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE

MEETING HELD ON 22 SEPTEMBER 2008

Chairman: * Councillor John Cowan

Councillors: * Archie Foulds * Dinesh Solanki
 * Thaya Idaikkadar * Bill Stephenson
 * Anthony Seymour * Jeremy Zeid
 * Eric Silver (1)

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

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
48. 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 Richard Romain	Councillor Eric Silver

49. 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.

50. 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>
9. Statement of Accounts 2007/08	Report was not available at the time of dispatch as it was subject to finalization with the External Auditors.

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

51. Minutes:

RESOLVED: That the minutes of the meetings held on 24 June and 1 September 2008, be taken as read and signed as correct records.

52. Public Questions:

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

53. Petitions:

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

54. Deputations:

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

55. References from Council and other Committees/Panels:

RESOLVED: To note that there were no references received from Council or other Committees.

56. **Statement of Accounts 2007/08:**

The Committee received a report of the Corporate Director of Finance detailing changes to the Statement of Accounts 2007/08; and including the External Auditor's report on the accounts (ISA260).

The Corporate Director noted that there would be a need for further changes to the Accounts 2007/08 in respect of:

- the Statement of Total Recognised Gains & Losses (STRGL);
- to address the need for Capital Grants unapplied to be treated as liabilities rather than included in the capital receipts reserve;
- inclusion of a general comment at page 10 of the statement relating to the current financial climate.

The External Auditors, Paul Schofield and Matthew Hall of Deloitte & Touche LLP, confirmed to the Committee that the Audit was an independently undertaken process and briefly took Members through their Executive Summary updating the Committee on their view and the actions taken to address the key audit risks identified. They noted that a couple of minor issues required finalising as identified by the Corporate Director of Finance but confirmed that they did not anticipate needing to qualify their value for money conclusion or opinion of the Accounts, although this remained subject to the finalisation of the audit. They then responded to Members questions on clarifying recoverables noting that this related to 3rd party debt and the Corporate Director of Finance stated that the Council was confident it would recover the monies in relation to insurance claims.

For clarification the Corporate Director of Finance explained the timetable for the Use of Resources assessment with the final score due to be published on 8 December 2008.

In response to a request from a Member the Corporate Director of Finance provided a fuller explanation of the circumstances relating to the item identified as a Pension Investments Overstatement.

Arising from a previous question the Corporate Director reported upon re-employment that had occurred following agreed redundancies and noted that the Council had a voluntary policy of not reemploying a staff member for a minimum of six months after compulsory redundancy. She also confirmed that there was no need to adjust the statement of Accounts after the capitalisation of costs relating to redundancies that had been made.

The Chairman thanked the officers, auditors and Members for their work on completing the Statement of Accounts within the time constraints.

RESOLVED: That (1) the changes to the Statement of Accounts 2007/08 be noted;

(2) the report of the External Auditor be received;

(3) the Accounts 2007/08 be approved, subject to the Corporate Director of Finance being authorised to make further minor variations, in consultation with the Chairman and Vice-Chairman.

57. **Any Other Urgent Business:****Asbestos**

Following a request from a Member the Committee agreed that a report be submitted to the next meeting updating Members on the current position with regard to addressing the asbestos issues raised under urgent business at the Committee on 24 June 2008.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.06 pm).

(Signed) COUNCILLOR JOHN COWAN
Chairman

DEVELOPMENT
MANAGEMENT
COMMITTEE

REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE

MEETING HELD ON 3 SEPTEMBER 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar * Julia Merison
 * Mrinal Choudhury (1) * Jerry Miles (3)
 * Thaya Idaikkadar * Joyce Nickolay
 * Manji Kara (1)

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

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 260. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Don Billson
 Councillor Keith Ferry
 Councillor Krishna James

Reserve Member

Councillor Manji Kara
 Councillor Jerry Miles
 Councillor Mrinal Choudhury

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

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

Councillor

Paul Osborn

Planning Application

3/01 – Land Forming Part of Woodpeckers,
 Moss Lane and 9 Eastglade, Pinner

 262. **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 2/01 11 Norman Crescent, Pinner.	Councillor Marilyn Ashton	Personal interest in that Councillor Ashton knew an objector to the application, although it was not a close relationship. Councillor Ashton remained in the room and took part in the discussion and decision making on this item.
	Councillor Julia Merison	Personal interest in that Councillor Merison knew an objector to the application, although it was not a close relationship. 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 knew an objector to the application, although it was not a close relationship. Councillor Nickolay

269. **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.
270. **Stopping Up of the Highway - Rayners Lane Estate, Areas Adjacent to Scott Crescent and Goldsmith Close:**
The Committee received a report of the Head of Development Management which sought to stop up areas of the highway fronting Scott Crescent and Goldsmith Close, to enable completion of a development in accordance with permission granted in June 2002 for the Rayners Lane regeneration.
- RESOLVED:** That (1) the Director of Legal and Governance Services be authorised to take the necessary steps to commence the process of stopping up of the areas of highway shown on the plan at Appendix 1 as required under sections 247 and 252 of the Town and Country Planning Act 1990 (the Act);
- (2) any objections made to the proposed order to stop up the highway, and not withdrawn within the prescribed period be referred to the Mayor for London for determination as to whether or not a public inquiry should be held in accordance with Section 252 of the Act;
- (3) if there are no objections to the proposed order, or the Mayor of London decides that a public inquiry is unnecessary, officers proceed with the making of the order without further reference to the Committee.
271. **Stopping Up of the Highway - Strongbridge Close Estate, Rayners Lane:**
The Committee received a report of the Head of Development Management which sought a resolution to stop up all of the public highway areas on the estate as shown at Appendix 1, to enable completion of the redevelopment of the Strongbridge Close Estate.
- Councillor Julia Merison declared a prejudicial interest in this item and took no part in the discussion and decision making.
- RESOLVED:** That (1) the Director of Legal and Governance Services be authorised to take the necessary steps to commence the process of stopping up of the areas of the highway shown on the application at Appendix 1 to the report, as required under sections 247 and 252 of the Town and Country Planning Act 1990 (the Act);
- (2) any objections made to the proposed order to stop up the highway, and not withdrawn within the prescribed period, be referred to the Mayor of London for determination as to whether or not a public inquiry should be held in accordance with Section 252 of the Act;
- (3) if there are no objections to the proposed order, or the Mayor of London decides that a public inquiry is unnecessary, officers proceed with the making of the order without further reference to the Committee.
272. **Tree Preservation Order No. 916 - 125 Whitchurch Gardens:**
The Committee received a report requesting the Committee to confirm Tree Preservation Order No. 916 notwithstanding the objections.
- RESOLVED:** That Tree Preservation Order No. 916 be confirmed.
273. **79 Marsh Road - Extension of time - Section 106 Agreement:**
The Committee received a report of the Director of Legal and Governance Services which requested a two month time extension to complete a Section 106 Agreement relating to 79 Marsh Road, Pinner, HA5 5PD.
- RESOLVED:** That the time for completion of a Section 106 Agreement relating to 79 Marsh Road, Pinner, HA5 5PD be extended by two months from 3 September 2008.
274. **Member Site Visits:**
- RESOLVED:** That Member visits to the following sites takes place on Friday 26 September 2008 from 5.30 pm.
- 2/09 – 49 Westwood Avenue, Harrow
2/10 – 15 Masfield Avenue, Stanmore
2/12 – 64 and 66 Gordon Avenue, Stanmore

275. **Urgent Non Executive Decision - Bothy, 65 Old Redding, Harrow:**
The Committee received a confidential information report of the Director of Legal and Governance Services on an Urgent Non-Executive decision relating to The Bothy, 65 Old Redding, Harrow.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.25 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

LIST NO: 2/05 **APPLICATION NO:** P/1843/08/NR
LOCATION: Regent House, 21 Church Road, Stanmore
APPLICANT: Mr Danny Keeney
PROPOSAL: Listed Building Consent: Two Storey Rear Extension and External Alterations to Windows and Doors.
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: 2/06 **APPLICATION NO:** P/1614/08/LM
LOCATION: 7 Altham Road, Hatch End
APPLICANT: Mr Raju Mashru
PROPOSAL: Retention of Single Storey Front, Side and Rear Extensions and Two Storey Side and Rear Extensions.
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: 2/07 **APPLICATION NO:** P/1755/08/JB1
LOCATION: 33 Bellfield Avenue, Harrow
APPLICANT: Mr Robert Stein
PROPOSAL: Detached Timber Outbuilding 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].

LIST NO: 2/08 **APPLICATION NO:** P/1655/08/GL
LOCATION: 32 Roxborough Road, Harrow
APPLICANT: Chasewood Developments Ltd
PROPOSAL: Conversion of Dwelling House into Three Flats; Single / Two Storey Side Extension; Loft Conversion with Rear Dormer and Two Front Roof Lights (Resident Permit Restricted).
DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason:

(i) The second floor studio flat would give rise to a loss of amenity to the future occupiers thereof by reason of cramped living conditions, insufficient space and poor layout both in terms of floor space and height, contrary to HUDP policy D4.

LIST NO: 2/09 **APPLICATION NO:** P/0858/08/MRE
LOCATION: 49 Westwood Avenue, Harrow
APPLICANT: Mr L Morgan
PROPOSAL: Demolition of Rear Garage; Single Storey Side and Rear Extensions; Conversion of Dwelling House to 2 Flats with Parking and Refuse Storage at Side; External Alterations.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/10 **APPLICATION NO:** P/1416/08/NR
LOCATION: 15 Masefield Avenue, Stanmore
APPLICANT: Mr L Lubas
PROPOSAL: Single and Two Storey Rear Extension, Conversion of Loft to Habitable Room and Conversion to Two Flats.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/11 **APPLICATION NO:** P/1807/08/BS
LOCATION: 11 Temple Mead Close, Stanmore
APPLICANT: BTC Ltd
PROPOSAL: Redevelopment to Provide Single / Two Storey Detached House with Parking.
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: 2/12 **APPLICATION NO:** P/1552/08/ML1
LOCATION: 64 and 66 Gordon Avenue, Stanmore
APPLICANT: Mr Ahmed
PROPOSAL: Single Storey Front, Side and Rear, Two Storey Side to Rear Extension and Rear Dormer to Both Properties.
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 2/13 **APPLICATION NO:** P/2090/08/GL
LOCATION: 76 and 78 Wellington Road, Pinner
APPLICANT: Fusion Residential LLP
PROPOSAL: Outline for Layout, Scale, Appearance and Access; Demolition of Two Existing Dwelling Houses and Redevelopment to Provide Three Detached Dwelling Houses (Two Two-Storey Houses and One Bungalow) All with Accommodation in Roofspace; Detached Garage; Access and Parking.
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].

LIST NO: 2/14 **APPLICATION NO:** P/2367/08/GL
LOCATION: 355-357 Station Road, Harrow
APPLICANT: Mr Ilie Claudiu Gagea
PROPOSAL: Construction of Enlarged Third Floor and Two Additional Floors to Provide Seven Additional Self-Contained Flats (Resident Permit Restricted).
DECISION: DEFERRED to the next Strategic Planning Committee at officer's request for further discussion with the applicant.

LIST NO: 2/15 **APPLICATION NO:** P/1565/08/SB5
LOCATION: Talbot House, 204-226 Imperial Drive, Harrow
APPLICANT: Talbot House Business Centre Ltd
PROPOSAL: Roof Extension to Existing 3 Storey Office Building to Create 4th Storey to Provide 9 Flats, New Enclosed Rear Staircase and External Alterations (Resident Permit Restricted).
DECISION: DEFERRED to await further information from officers and the applicant on refuse storage arrangements.

LIST NO: 2/16 **APPLICATION NO:** P/1826/08/NR
LOCATION: Stag Lane School, Collier Drive, Edgware
APPLICANT: London Borough of Harrow
PROPOSAL: Two Storey Extension to Main Classroom Block
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: 2/17 **APPLICATION NO:** P/1849/08/ML1
LOCATION: 3 Aylmer Drive, Stanmore
APPLICANT: Mr R Kerai
PROPOSAL: Variation of Condition 1 of 'Determination: Demolition of Dwelling House' Approval P/3599/07/DDO dated 5 Dec 07 to Extend Period for Demolition and Restoration of the Site from Six Months to Twelve Months.
DECISION: GRANTED permission for the variation of Condition 1 of 'Determination: Demolition of Dwelling House' approval P/3359/07/DDO dated 5 Dec 07 to read:

The demolition and restoration of the site hereby permitted shall be completed within twelve months of the date of this approval.

REASON: In the interests of the character and appearance of the area and residential amenity.

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

LIST NO: 2/18 **APPLICATION NO:** P/1076/08/SB5
LOCATION: 37 High Street, Harrow on the Hill
APPLICANT: Narshgate Trading Ltd
PROPOSAL: Externally Illuminated Fascia Sign
DECISION: GRANTED advertisement consent for the works 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: 2/19 **APPLICATION NO:** P/2249/08/HG
LOCATION: 139 Cannon Lane, Pinner
APPLICANT: Mr Mahesh Mehta
PROPOSAL: Certificate of Lawful Proposed Development: Alteration of Roof from Hip to Gable End, Rear Dormer and Two Rooflights on Front of Roof
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].

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/2563/08/SB5
LOCATION: Land Forming Part of Woodpeckers, Moss Lane and 9 EastGlade, Pinner
APPLICANT: Village Homes (Southern) LLP
PROPOSAL: Demolition of 9 Eastglade and Erection of Two Single / Two Storey Detached Houses with Basements and Double Garages, Layout of Access Road and Vehicular Access onto Eastglade.
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].

SECTION 5 – PRIOR APPROVAL APPLICATIONS

LIST NO: 5/01 **APPLICATION NO:** P/2468/08/KR
LOCATION: Land at High Road, Harrow
APPLICANT: O2
PROPOSAL: Prior Approval for Siting and Appearance: 15 Metres High Telecommunications Mast and Antennae and Associated Equipment Cabinets.
DECISION: GRANTED prior approval of details and siting and appearance for the development described in the application and submitted plans, subject to the informatives reported.
 [Note: The Committee wished for it to be recorded that the decision to grant the application was unanimous].

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 4 SEPTEMBER 2008

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

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

373. **Welcome:**
The Chairman welcomed Sarah Crowther, Chief Executive of Harrow Primary Care Trust (PCT), Andrew Bland, Acting Director of Commissioning, Harrow PCT and Julie Taylor, Head of Contracts at Harrow PCT, to the meeting, as invited guests to report on items 10 and 11 on the agenda – Mollison Way Surgery Consultation and Complex Neonatal and Paediatric Surgery and Associated Critical Care.
374. **Attendance by Reserve Members:**
RESOLVED: To note that there were no Reserve Members in attendance at this meeting.
375. **Declarations of Interest:**
RESOLVED: To note that the following interests were declared:
- (i) **Agenda item 10 – Mollison Way Surgery Consultation**
Councillor B E Gate declared a personal interest as he was married to a health professional. He would remain in the room and take part in the discussion and decision relating to this item.
Councillor Vina Mithani declared a personal interest in that she worked for a Health Protection Agency which liaised with the Primary Care Trust(s). She would remain in the room and take part in the discussion and decision relating to this item.
Councillor Janet Mote declared a personal interest due to a family member being registered with the Medical Centre at Streatfield Road, one of the surgeries referred to in the consultation document on Mollison Way Surgery. She would remain in the room and take part in the discussion and decision relating to this item.
- (ii) **Agenda item 13 – Strategic Approach to School Re-Organisation**
Councillor Janet Mote declared a prejudicial interest in that she had been a Member of the Executive and the Portfolio Holder for Children's Services during Municipal Year 2007/08 when the Strategic Approach to School Organisation was agreed by Cabinet.
She would leave the room during discussion and decision relating to this item.

376. **Arrangement of Agenda:**

RESOLVED: That (1) item 13, Strategic Approach to School Re-organisation, be considered before item 12, Draft Scope for Extended Schools Scrutiny Review, and that item 15, Developing the Scrutiny Work Programme, be considered before item 14, Scrutiny Review Updates;

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

377. **Minutes:**

RESOLVED: That the minutes of the meeting held on 29 July 2008, be taken as read and signed as a correct record.

378. **Public Questions:**

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

379. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.

380. **Deputations:**

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

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

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

382. **Report from Lead Scrutiny Members:**

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 for Adult Health and Social Care, Children and Young People and Safer and Stronger Communities between July and August 2008.

The Lead Members briefed the Committee on the outcomes from their meetings and drew attention to the recommendations set out in the report. It was confirmed that the draft scope for Extended Schools, an item on the meeting's agenda, had been sent to the Portfolio Holder for Schools and Children's Development who had made no comments. The Scrutiny Lead Member for Safer and Stronger Communities drew Members' attention to the recommendations in the report and stated that he would be seeking further details from the scrutiny officer on the proposed mapping exercise of local community safety governance.

The Policy and Performance Lead Members for Corporate Effectiveness and Finance briefed the Committee on the outcome of their meeting which had been held before the Committee meeting. Their discussion had focused on the staff survey results and sickness absence. They also received information on the revised corporate values to be considered by Cabinet at its September 2008 meeting and how these would be built-into the Individual Performance Appraisal and Development (IPAD) Programme in moving towards a cultural change in the organisation.

RESOLVED: That (1) scrutiny continue to provide a robust challenge to the outcomes of and the agreed action plan arising from the Safeguarding Adults' Inspection;

(2) progress on joint commissioning arrangements with the Primary Care Trust (PCT) and the Council be monitored at a later date;

(3) the Scrutiny Policy and Performance Lead Members for Children and Young People maintain a watching brief on progress in relation to the Strategic Approach to School Re-Organisation following consideration of a progress report at the meeting that evening;

(4) a meeting between the Scrutiny Policy and Performance Lead Members for Children and Young People and the Head of Services for Young People be arranged during autumn 2008 with a view to discussing how interaction between young people and Councillors could be increased;

- (5) the issue of Local Governance of Community Safety be kept under review;
- (6) a mapping exercise of Local Community Safety Governance be carried out prior to the next meeting of the Safer and Stronger Communities Lead Scrutiny Members;
- (7) a scrutiny review of communications be carried out to define more effectively the way in which the Harrow Strategic Partners engage and inform local people, and that this be included in the list of scrutiny projects at item 15 (Minute 387 refers), Developing the Scrutiny Work Programme, on the agenda.

383. **Mollison Way Surgery Consultation:**

The Committee received a report from Andrew Bland, Acting Director of Commissioning, Harrow Primary Care Trust (PCT), updating Members of the consultations on the options for the continuing medical care of patients who were registered at the Mollison Way Medical Centre. The report also set out the interim arrangements for the provision of general medical services to the patients and he informed Members that the report would also be submitted to the PCT Board meeting.

Mr Bland provided some background and explained the reasons why Mollison Way Medical Centre had become a vacant practice. He added that the consultation was around the long term provision of care for those previously served by the practice and that, in the short term, temporary arrangements for the care of the patients had been made at Honeypot Medical Centre. For those with mobility problems, the PCT had arranged a free taxi service to the Honeypot Medical Centre.

The Committee was informed that, in relation to the vacant practice, and before making a decision on how future general medical services are secured, the PCT was obliged to consult with the public and key stakeholders. Mr Bland described the consultation process that was underway and the available options. He acknowledged that the General Practices referred to as part of option 1, enabling patients to choose to register with a General Practitioner (GP) from an existing list of established practices in the area, were not all situated in Harrow. He added that the consultation process, which had commenced on 12 July 2008 would end on 12 October 2008. He described how the consultation document had been 'shaped' to ensure that all stakeholders could contribute to the consultation process and reported on the various events that had been held to advertise the consultation process and discuss the options, including advertisements in the local press and discussions with some members of the Council.

It was noted that the response to the consultation had, to date, been good and that the outcome would be published and made known at a special event. The final decision would rest with the PCT Board at its meeting in December 2008.

Sarah Crowther, Chief Executive of Harrow PCT, and Mr Bland replied to questions from Members as follows:

- in relation to option 2, details of the specification inviting applications from providers to take up a contractor to provide primary medical services to patients of Mollison Way surgery would come under the remit of the PCT. No decisions had been made about its contents but the PCT would look to ensure that the opening hours were from 8.00 am – 8.00 pm and that additional services were provided. A local provider would be sought and that it would take up to one year to establish the practice;
- the PCT would expect that the clinical and administrative staff that had supported the locum doctor would transfer to the new surgery;
- the timescales had not allowed the PCT to give sufficient notice to patients at Mollison Way Medical Centre and the PCT had to make alternative arrangements within a space of 2-3 days only. It had tried to minimise the impact on patients. Unfortunately, the PCT were unable to continue with the surgery at Mollison Way and 2,903 patients had been transferred. The PCT had intended to lease the existing premises from the retired GP but was unable to reach a suitable agreement;
- in relation to option 1, the GPs had indicated that they had capacity to enrol patients from Mollison Way surgery. In relation to option 2, the new surgery would be viable. Not many patients from Mollison Way surgery had re-registered elsewhere;
- since 2004, the PCT had been engaged in providing clinical and administrative support to the Mollison Way surgery to bring it in line with other surgeries in

Harrow. The bench mark used was a Harrow benchmark which was extremely high;

- the results of the consultation would not be binding on the PCT. It was important for the PCT to get a sense of views of patients and stakeholders, but it was for the PCT to take a final view on the two options. Both options were deliverable and financially viable. Therefore the final decision would not be taken on the basis of financial merit;
- there were advantages and disadvantages in relation to both the options and if the PCT had favoured an option, it would have been minded to include it in the consultation document. Both options were deliverable and would bring benefits. The PCT would advice in terms of the national policy about expected standards of service.
- the PCT had recognised that there was an ageing population in the Mollison Way area and had therefore provided a free taxi service to the Honeypot Lane surgery. The PCT would give consideration to finding a property in Mollison Way area and was working with various agencies in this regard. Mr Bland gave details of a site that was under consideration and the need to ensure that it was DDA compliant;
- succession planning was important. It was an area in which the National Health Service (NHS) needed to make improvements. The PCT was looking at practices in Harrow, particularly those that were single practices, with a view to developing these for the future. Single practices were not ideal. The PCT needed to provide increased support to multi-practices and encourage co-location where appropriate. An alternative was to make practices bigger and to find suitable premises that would allow a number of single practices to work in one place. It was the PCT's intention to give people in Harrow a choice and encourage practices to 'up their game'. Generally, GPs in Harrow were excellent, they were fulfilling the standards set and meeting their contractual obligations. All GPs had Performance Indicators to meet and patient satisfaction surveys were carried out. Administrative and clinical governance arrangements had to be adhered to;
- the PCT Strategy would be submitted to the Committee.

It was noted that the user group preferred option 2. The Chief Executive of Harrow PCT gave assurance that if option 2 was the outcome of the consultation, the PCT would ensure that robust arrangements were in place in the transitional phase while a new service was procured. The PCT would seek to find suitable temporary premises in Mollison Way at an affordable cost and was actively looking for such premises.

Representatives from Harrow PCT were thanked for answering questions and presenting the report.

RESOLVED: That (1) the update on the consultation process and content of the consultation document be received;

(2) the submission of the PCT's Primary and Community Care Strategy to a future meeting be welcomed;

(3) the balanced scorecard in relation to the performance of the GPs be submitted to the Council's Performance and Finance Scrutiny Sub-Committee.

(See also Minute 375(i)).

384. **Complex Neonatal and Paediatric Surgery and Associated Critical Care:**

Sarah Crowther, Chief Executive of Harrow Primary Care Trust (PCT), reported orally to the meeting on the neonatal and paediatric surgery and associated critical care initiative which was a larger piece of work to review Paediatric Services within North West London in line with the Children's National Service Framework. She stated that the work stream relating to specialist paediatric services, in particular complex neonatal and paediatric surgery, was identified as an urgent clinical priority by clinicians in North West London in 2007-08. This was the key driver to change.

The Chief Executive of Harrow PCT set out the background to the need to develop a Lead Centre for specialist in-patient paediatrics, an approach that would help reduce mortality and morbidity due to the concentration and co-location of facilities, skills and expertise. Members were informed that:

- no formal review of paediatric services within North West London had taken place since 1998 as a result of which a fragmented service was provided and needed to be addressed;
- three NHS Trusts in North West London had been invited to submit joint proposals to resolve the fragmentation of services but they had declined the invitation, which was disappointing. As a result, the North West London Strategy Board established a project group to scope and specify the service required before inviting expressions of interest from Trusts in London. A document in this regard would be considered by the project group on 5 September 2008.

The vision for 2014 which was to provide a high quality health and social care service for children in the area was highlighted by the Chief Executive for North West London. It was intended to ensure that the service was seamless and centralised where necessary. The specific vision for the project was to ensure that, by 2009, children who required complex neonatal or paediatric surgery received their in-patient care in an institution which provided them with a full range of direct and support services on a 24/7 basis. A great deal of work had been carried out with stakeholders in what was a small and specialist field. Support from clinicians in Liverpool and Bristol had been received. Service users would be involved once the procurement process had commenced.

In response to questions from Members, the Chief Executive for Harrow PCT stated that:

- she did not consider that this service could be provided by Northwick Park Hospital and that the PCT would be looking for a specialist tertiary service;
- the approach taken by the PCT might give the 3 North West London Trusts an impetus to submit joint proposals;
- the PCT was keen to resolve the issue of fragmentation first and then examine the provision of care from a single sector in the long term. It was not feasible for all paediatric services to be provided from one Centre;
- it would be easier to recruit and retain paediatric nurses if the service was centralised. Nurses would also look for a variety of work in a centralised service. A rotational approach was essential and it was important to get the balance right.

The Chairman thanked Sarah Crowther for attending the meeting.

RESOLVED: That the report be noted and the Lead Scrutiny Members for Children and Young People be requested to keep a watching brief on the proposals.

385.

Strategic Approach to School Re-organisation:

The Director of Schools and Children's Development introduced the report, which set out the work of the School Reorganisation Stakeholder Reference Group and the proposals to undertake consultation to change school organisation and the ages of transfer in Harrow. The report also addressed the consultation on Building Schools for the Future (BSF) carried out by the Department for Children, Schools and Families (DCSF). The Director informed Members that the report had been approved by Cabinet on 19 June 2008 and was being presented to the Overview and Scrutiny Committee for information only.

The Director outlined aspects of school organisation in Harrow and stated that the final tranche of the process was to change the age of transfer. She added that all school sites had been examined and that existing resources within schools would be used to establish 6th Form education where needed instead of establishing new schools. This option was viable and would be supported by money from central government. It was unclear at this stage the proportion that would be received by Harrow.

In response to questions, the Director stated that the proposals could be financed from existing Council resources if needed and that plans were being developed. Temporary accommodation would be made available where necessary. She stressed that the temporary accommodation would be suitable and fully equipped for use by the schools. Subject to the outcome of the consultation, sufficient resources were available to implement the proposals. She suggested that Members might want to visit Whitmore School to see the temporary accommodation.

Members were informed that the Stakeholder Reference Group would carry out the consultation to change school organisation and the ages of transfer in Harrow. Consultation would start in September 2008 and end on 8 December 2008. The Director outlined different modes of consultations that would be on offer and informed the Committee that, as part of the consultation, a booklet would be sent to all parents setting out the proposals.

In response to questions from the co-opted members, the Director stated that support would be provide to teachers who wished to transfer their skills and move from primary school to secondary school teaching. The Council would carry out a scoping exercise to assess the number of teachers that might be displaced as a result of the proposals and was looking to ensure that only a small number were displaced. It was likely that Middle Schools would need more teaching staff and that displacement would be mainly from First Schools. There would also be an element of natural turnover by 2010 when the proposals were expected to be implemented. The proposals would also assist the Council in raising standards in Harrow schools. It was not intended to close or open any new schools in Harrow. A measured approach was being taken in this regard and consultation on the age of transfer would be undertaken in 2010.

RESOLVED: That the report of the Director of Schools and Children's Services be noted.

(See also Minute 375(ii)).

386. **Draft Scope for Extended Schools Scrutiny Review:**

Members received a report of the Assistant Chief Executive setting out the scope for the 'Extended Schools as Community Resources' Scrutiny Review for approval. The scope had been revised substantially since it was originally considered by the Committee on 22 April 2008 as the 'Future of Schools' Scrutiny Review.

The Lead Policy Scrutiny Member for Children and Young People informed the Committee that the scope had been discussed with the Director of Schools and Children's Services and sent to the Portfolio Holder for Schools and Children's Development. She explained how the nature of the review had evolved and highlighted the need to focus on extended schools as community resources, given the changed timescales around Harrow's work on the Building Schools for the Future initiative.

The Member stated that the light-touch review would last around six months reporting to a Spring Cabinet and advised that input from a number of stakeholders, partner agencies and expert advisers would be sought during the course of the review.

Another Member commented that the review ought to focus on the new Corporate Priorities.

RESOLVED: That the draft scope for a scrutiny light-touch review of 'extended schools as community resources', at appendix A to the report, be agreed.

387. **Developing the Scrutiny Work Programme:**

The Committee received a report of the Assistant Chief Executive, which set out the process for agreeing the Scrutiny Work Programme for 2008/09 and the long list of projects for inclusion in the programme. Proposals from the Chairman and the Vice-Chairman were circulated at the meeting in this regard.

The Scrutiny Manager introduced the report and highlighted the staffing constraints in her section and the limited Councillor resources available to undertake and participate in the scrutiny reviews set out in the Work Programme. She stated that it was unclear what the proposals for Harrow would be as part of the work being carried in relation to Healthcare for London. The proposals, when received, would also need to be prioritised for inclusion in the Work Programme as appropriate.

In response to Members questions, the Scrutiny Manager stated that:-

- since the reconfiguration of scrutiny, it was appropriate that the Obesity Review was monitored by the Performance and Finance Sub-Committee;
- the proposed Scrutiny Review of Promoting Sustainability had been requested by the Corporate Director of Finance as it was a key measure in the use of resources and important for the Council's Comprehensive Performance Assessment (CPA);

- the review of Council Communications be combined with “Fear of Crime” as these were related and would compliment each other;
- whilst the Standing Review of NHS Finances was drawing to a close, the situation ought to be monitored on a continuous basis by the Performance and Finance Scrutiny Sub-Committee;
- the Adults and Housing Transformation Programme Plan could be carried out on an exception basis by the Performance and Finance Sub-Committee.

A Member commented that the Adults and Housing Transformation Plan was a 4-5 year Plan and unlikely to be completed by February 2010; the deadline recommended by the Chairman and the Vice-Chairman for all reviews. In welcoming the proposals from the Chairman and the Vice-Chairman of the Committee, and that fewer more in-depth scrutiny reviews would best serve the Council, it was

RESOLVED: That (1) the process for developing the scrutiny work programme be approved;

(2) the feasibility studies be completed for the following Reviews: Promoting Sustainability (In-Depth Review), Adults and Housing Transformation Programme Plan (Standing Review) and Council Communications by using Fear of Crime Case Study (Challenge Panel);

(3) the following reviews be undertaken later in the year: A New Start for Wealdstone (Challenge Panel in Spring 2009) and Development of Children’s Trust Model (2008-2010);

(4) the following be continued/carried over from 2008/09:

- Standing Review of the Budget – to include consistency of budget impact assessments across Directorates
- Extended Schools – Light Touch Review
- Care Matters – Time for Change – Challenge Panel;

(5) if required, a special meeting of the Committee be convened when proposals from Healthcare for London were known;

(6) the appropriate Lead Scrutiny Members investigate the following:

- Extent and quality of Individual Performance Appraisal and Development (IPAD) – Corporate Effectiveness
- Work Force Development – Corporate Effectiveness
- Asbestos Control – Sustainable Development and Enterprise
- Blue Badges/Disabled Parking – Adult Health and Social Care;

(7) the following be the subject of reports to the Overview and Scrutiny Committee:

- Legionella compliance
- Criminal Records Bureau Checks on Foreign Employees
- Place Shaping
- Tenants’ Right to Manage;

(8) the Performance and Finance Sub Committee examine the following:

- Performance of the Kier Contract in relation to Housing Repairs
- Major Building Projects
- Accord MP – Review Update
- Obesity – Review Update;

(9) consideration of how the impact of the Post Office Closure Programme might be mitigated be deleted from the Work Programme as there was consensus that such a review would make little contribution.

388. **Scrutiny Review Updates Report:**

The Committee received a report of the Assistant Chief Executive, which set out progress on the current programme of scrutiny reviews. The report set out the purpose of the programme of reviews, which was designed to support the improvement of services in the borough or to support policy development in particular areas. Members were being asked to consider and comment on the progress on the programme of reviews.

The Scrutiny Manager informed Members that the Voluntary Sector Review was entering into the crucial Phase 2, which would involve modelling possible structures as part of its work. This is a highly resource intensive process and, as a result, resources would be shifted to support this area of work. She suggested that the Standing Scrutiny Review of the Budget ought to be delayed to help manage resources.

Councillor Dinesh Solanki asked to be included on the Voluntary Sector Review in place of Councillor Barry Macleod-Cullinane.

RESOLVED: That (1) the progress on the programme of reviews be noted and that the membership of the Scrutiny Review on Support for the Voluntary Sector/Delivering a Strengthened Voluntary and Community Sector be amended to include Councillor Dinesh Solanki in place of Councillor Barry Macleod-Cullinane;

(2) the Standing Scrutiny Review of the Budget be delayed to a later time when adequate resources were available.

389. **Any Other Business:**

(i) Overview and Scrutiny Committee – 23 September 2008

The Chairman reported that the next meeting of the Committee scheduled to be held on 23 September 2008 would be held at Northwick Park Hospital at 7.00 pm. Members were briefed on the format of the meeting and the arrangements available at the venue. They agreed to hold a briefing meeting on 18 September at 6.30 pm.

(ii) Scrutiny Officers/Senior Democratic Services Officer

Members thanked officers for their work and continued support provided to them in ensuring effective scrutiny.

(iii) Lynne McAdam, Scrutiny Manager

On behalf of the Committee, the Chairman congratulated Lynne on her forthcoming marriage and presented her with a card from Members.

390. **Extension and Termination of Meeting:**

In accordance with the provisions of Overview and Scrutiny Committee Procedure Rule 6.6 (ii) (Part 4B of the Constitution) it was

RESOLVED: At (1) 10.00 pm to continue until 10.20 pm;

(2) at 10.20 pm to continue until 10.25 pm.

(Note: The meeting, having commenced at 7.36 pm, closed at 10.23 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 23 SEPTEMBER 2008

Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* Mrs Margaret Davine * B E Gate * Mitzi Green * Manji Kara * Salim Miah (6) * Mrs Vina Mithani	* Janet Mote * Mrs Rekha Shah (4) * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting Co-opted:	(Voluntary Aided) † Mrs J Rammelt † Reverend P Reece	(Parent Governors) † Mr R Chauhan † Mrs D Speel

* Denotes Member present
(4) and (6) Denote category of Reserve Members
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

391. **Welcome:**
The Chairman welcomed representatives of North West London Hospital NHS (National Health Service) Trust, namely, Fiona Wise, Chief Executive, Liz Robb, Director of Nursing, Professor Mitch Blair, Consultant Paediatrician, and Tony Caplin, Chairman of the Trust, to report on various items relating to the operation of Northwick Park Hospital. Also present was Sarah McKellar, Communications Director at NWLH NHS Trust.

Seated in the public gallery were Councillors and an Officer from Brent Council and the Chief Executive of Harrow Primary Care Trust.

The Chairman thanked Fiona Wise, Chief Executive, for hosting the Overview and Scrutiny Committee at the Hospital. The Chairman stated that the Committee was pleased to be holding its meeting at the Hospital instead of the Civic Centre. It was a very good example of scrutiny being a critical friend to its health service colleagues.

The Chairman advised housekeeping arrangements and informed those present that the Committee would go through some formal business on the agenda before inviting the Trust to introduce its reports and respond to Members' questions.

392. **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 Jerry Miles Councillor Anthony Seymour	Councillor Rekha Shah Councillor Salim Miah

393. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

Agenda items 10-16 – Maternal Care/Infant Mortality/Cleaning Services/Infection Prevention and Control/NWLH National Adult Inpatient Survey/The NHS in Brent and Harrow and Acute Strategy

The following Members declared personal interests for the reasons given below and remained in the room to take part in the discussion and decision relating to these items:-

- (i) Councillor B E Gate stated that his wife worked in a General Practice (GP) and that his daughter occasionally worked as a receptionist in a GP Practice;
- (ii) Councillor Janet Mote stated that her daughter was a paediatric nurse;
- (iii) Councillor Vina Mithani stated that she was worked for the Health Protection Agency Centre for Infection which liaised with hospitals;
- (iv) Councillor Rekha Shah stated that she was employed by Brent Council;
- (v) Councillors Yogesh Teli and Stanley Sheinwald stated that they were patients at Northwick Park Hospital.

394. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following items 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>
10. Change in Sub-Committee Membership	This report was not available at the time the agenda was printed and circulated as it was being consulted on.
11. Maternal Care	This report was not available at the time the agenda was printed and circulated as the Trust had indicated their wish to review the report prior to its publication. Members were requested to consider this item, as a matter of urgency, to allow them to scrutinise an area of concern.

(2) item 12 – Infant Mortality – be considered prior to item 11 – Maternal Care;

(3) it be noted that during the course of the meeting, items 15/16 – NWLH National Audit Inpatient Survey 2007/The NHS in Brent, Harrow and North West London Acute Strategy – were considered after item 17 – Question and Answer Session;

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

395. **Minutes:**

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

396. **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 Overview and Scrutiny Procedure Rules 8, 9 and 10 (Part 4B of the Constitution) respectively.

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

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

398. **Report from Lead Members:**

RESOLVED: To note that there were no reports from Lead Scrutiny Members to this meeting.

399. **Change in Sub-Committee Membership:**

RESOLVED: That Councillor John Cowan replace Councillor Robert Benson as a Reserve Member on the Call-In (Education) Sub-Committee.

400. **Infant Mortality:**

Professor Mitch Blair, Consultant Paediatrician, NWLH NHS Trust, introduced the report which responded to a question on the number of births that had taken place in the last 3 years and the rate of infant mortality during this period with the number of staff on duty at the times of these deaths. He outlined how infant mortality was being tackled in Harrow and made the following comments:-

- there had been enormous changes in the population during the past 50 years and Infant Mortality rates had declined. Infant mortality cases were mainly due to premature births or congenital malfunction;
- infant mortality rates were influenced by a number of other factors. In Harrow the population had changed drastically in the past 5-6 years. Immigration from countries with poor health care had resulted in high child death rates. This was an important contributory factor to the Infant Mortality rates in the borough. 1 in 5 children died in countries such as Somali and Afghanistan;
- infant mortality figures were cyclical and a rise in deaths, as seen in 2005, was also previously seen in the borough in 1988. Whilst the hospitals were supportive, many infant deaths were experienced 'outside' of the service and that the borough had a large part to play in areas such as housing and education, which were key to ensuring good health.

In response to questions on his presentation on 'What are we doing about infant mortality in Harrow?', Professor Blair replied as follows:-

- the incidence of Measles, Mumps and Rubella (MMR) was very low in London. However, there were sporadic clusters and it was imperative that the rates of MMR were reduced. There was also a need to engender trust in the community over the safety of methods of immunisation. He was of the view that immunisation in the first year of a baby's life was important and discussion on this suggestion were continuing with the Immunisation Co-ordinator at the Trust;
- Harrow appeared to have a higher infant mortality rate than its neighbours, with a similar ethnic diversity, due to the timeframe covered. It had been recorded that one third of all infant deaths were as a result of first cousin marriages (consanguinity families) and discussions to address this issue were continuing with genetic experts;
- Harrow had pockets of deprivation and this was a contributory factor. Education was a key instrument in reducing infant mortality. Midwifery support was also an essential element. The Chief Executive of the Trust stated that joint working with partners was a key ingredient in reducing infant mortality. She considered that improved housing allocation for pregnant women was essential, but expressed concern about the diminished ability of the Trust to contribute as a result of the proposed new partnership arrangements through the Harrow Strategic Partnership and the memberships of the new bodies proposed by the Council;
- cases of Infant Mortality also stemmed from women who made their antenatal bookings late, there were problems with nutrition and obesity, and smoking;
- smoking cessation had been effective with a drop in the number of pregnant women smoking from 6% to 3%. However, the figures rose to 9% after the birth of the baby. Smoking was also associated with sudden infant death;
- rates of teenage pregnancy were low in Harrow. A breastfeeding co-ordinator had been appointed with a view to promoting the importance of breastfeeding. The Trust also targeted pregnant women who were in high risk situations;
- data quality was not just a London-wide issue, but a nation-wide one. The Trust had developed a scorecard and needed to improve on the recording of its data;
- negative publicity on maternal deaths at Northwick Park Hospital had not had an effect on the number of women choosing to give birth at the Hospital. There was a greater demand than the Hospital could cope with.

RESOLVED: That (1) the report and the presentation be noted;

(2) the concerns expressed by the Chief Executive of the Trust regarding the diminished ability of the Trust to contribute to joint working as a result of the proposed new Harrow Strategic Partnership arrangements proposed by the Council be conveyed to the appropriate officers of the Council.

(See also Minute 393)

401. **Maternal Care - Review of Maternal Deaths/Independent Review:**

Fiona Wise, Chief Executive of the Trust, provided an overview of the findings and conclusions of an independent review into clinical governance systems within maternity services at the North West London Hospitals National Health Service (NWL NHS) Trust, which had been widely reported in the Press. She stated that the review had been independent and robust.

Since the report had been published, the Trust had devised an action plan developed in response to the recommendations made by the Investigating Panel and the Healthcare Commission, a body whose remit was to promote improvements in the quality of healthcare and public health in England and Wales.

The outcomes of the independent review were positive although the Trust continued to receive negative publicity in this regard. The review had stated that the environment and working conditions at Northwick Park Hospital had been good and clinical guidelines had been of the highest standards. The maternal deaths were not due to standards of care being compromised. The barriers to good practice were similar to those experienced by many other hospitals such as recruitment of midwives and the physical capacity of the Trust's anti-natal unit.

The Chief Executive of the Trust stated that the action plan was time limited and that she would be chairing the body that would oversee its implementation. It was intended to improve access to midwives, improve training and development in primary care, and there was a need to establish a risk management process. The Trust was not complacent about the work that lay ahead.

In response to questions, Fiona Wise, Chief Executive, and Liz Robb, Director of Nursing, of the Trust stated that:-

- in relation to non-attendance of pregnant women at antenatal classes after they had registered and the levels of out-reach work, Fiona Wise replied that it was about the relationship between primary and secondary care and the investment in community midwives. The situation was compromised in London. The hospital was currently trying to attract more experienced midwives;
- there was a problem with recruiting staff and the Trust might look to recruit staff from other parts of the country and even abroad. The independent report would help instil confidence and attract more midwives to the vacancies. However, the continued negative publicity did not help the Trust. The cost of living in London and the time taken to train midwives were contributory factors. The Trust was working with the PCT by offering attractive employment packages. Northwick Park Hospital had the lowest vacancy rate in all of London, although there was a need for more experienced midwives;
- the move of the Brent Birthing Centre to Northwick Park Hospital had allowed the hospital to triage patients. The number of births at the hospital had risen and it was not intended to exceed the figure of 5,700 births whilst there was a review being conducted in London;
- in relation to the recommendation about urgent strategies to address concern about delays between arrival on the delivery suite and the assessment/admission arrangements, there were 2 issues – physical capacity and flow of patients. Dedicated midwives, known as key workers, were charged with monitoring the flow of patients and their discharge times. On average, women in the Maternity Unit stayed for 24-48 hours. The Hospital applied a flexible policy and tried to accommodate those that wanted to stay in the hospitals longer and those that wanted to leave early;
- professional development of GPs who provided maternity care would be addressed by a multi-disciplinary action group. Various elements would be discussed including whether maternity care ought to be provided in the community;
- leadership and management in midwifery were good but there was a need to recruit supervisors. The Trust was fortunate to have highly skilled clinicians and their dedication was impressive in spite of the pressures and the constant negative attention of the local and national media;
- the issue of negative publicity would be addressed by the Trust and it was considering a high-profile Open Day to which key political figures would be

invited. However, the Trust was mindful of the recent maternal deaths which would be investigated by the coroner shortly. The families involved were also considering legal action against the Trust. The Trust's perception was that it had been assumed guilty before the 'trial' and it was doing its best to improve its profile in difficult circumstances;

- there was excellent communication between the hospitals and community midwives;
- strong governance arrangements were in place at the Trust's hospitals to deal with high risk pregnancies.

RESOLVED: That the report be noted.

(See also Minute 393)

402. **Cleaning Services and Monitoring at Northwick Park and St. Mark's Hospitals:**
The Committee received a report from the Chief Executive of NWLH NHS Trust setting out the organisation of cleaning services, monitoring standards and the challenges to improving standards at Northwick Park and St. Mark's Hospitals.

Tony Caplin, Chairman of NWLH NHS Trust, supported by Fiona Wise, Chief Executive of the Trust, and Liz Robb, Director of Nursing, informed Members that:

- that Central Middlesex Hospital was doing better as it had newer buildings designed to make cleaning easier and that the comparison with Northwick Park Hospital was unfair as complex number of factors needed to be taken into account. A "like for like" comparison was not possible. Moreover, many of the variables/cleaning tactics had changed;
- the Trust was working hard to raise cleaning standards at the hospitals and that the change would take time. There was a lot of good work being done to improve the cleaning standards, which were measured subjectively. The Trust was piloting a new technique with a view to measuring standards objectively. The new technology would objectively measure dust in specific areas. Frequency could not mitigate against all problems. The hospital wanted to be 'the flagship site with new products and technology and it was the sixth site in the NHS for trialling new technology in controlling cleanliness. Moreover, from November 2008, the Trust was changing its cleaning contractor and using the same contractor as Central Middlesex Hospital. The new contractor would be working to an agreed specification;
- the technology in this area had moved on and the Trust needed to explore ways of benefiting from the changes. In addition, Matrons were responsible for ensuring that the terms of the cleaning contract were being met and they were expected to carry out regular walkabouts with the cleaning contractors. Matrons had a key role in monitoring standards, infection and its control. The Trust Board held the Director of Infection Control to account. It was acknowledged that a couple of the Wards at Northwick Park Hospital were not managing the issue of cleanliness effectively. Supervision and monitoring were key aspects to ensuring that the specific standards set out in the contract were being met. It was important to note that the Northwick Park Hospital was not dirty and that where problem areas existed, these were not substantially below standards. Robust systems were in place, including training for cleaning staff.

RESOLVED: That (1) the report be noted;

(2) the differences in levels of cleanliness between Northwick Park Hospital and the Central Middlesex Hospital be submitted to Members.

(See also Minute 393)

403. **Director of Infection, Prevention and Control Annual Report 2007/08:**
Liz Robb, Director of Nursing at the Trust, introduced the report, which summarised the incidence and trends for MRSA (Methicillin-Resistant Staphylococcus Aureus) bacteraemia and Clostridium Difficile (C-Difficile) together with activity within Infection Control over 2007/08. She acknowledged that the report was out of date and agreed to provide an update on the current situation.

In response to questions, the Director of Nursing stated that:

- hand hygiene was at the top of the Trust's agenda and each department was expected to monitor this area. With 60-70% compliance, the Trust was making progress. Individual gel sprays had been introduced for clinicians. There was a low compliance rate amongst visitors and it would be helpful if Members of the Overview and Scrutiny Committee took this message back to their constituents;
- in order to reduce the incidence of ESBL (Extended – Spectrum Beta-Lactames) bacteria related infections in the Maternity Unit, all pregnant women were screened. Infections had changed in line with patterns in immigration. Patients were also screened for MRSA. Treatment through the use of antibiotics was being examined;
- a visiting policy had been introduced in order to help control infection and Ward Sisters were charged with its implementation. Two visitors per patient were allowed into the Ward, visitors and staff were discouraged from sitting on patients' beds, cut flowers had been banned and food for patients had to be supplied by 'known' suppliers only;
- the purpose of screening was to check for colonisation and the Trust had a good record in this area;
- it was essential that the various authorities worked together to help prevent infections and education was crucial in this area, such as the need to wash hands and for pregnant women to ensure that their care was not comprised by registering late;
- a general public health campaign would help prevent infections.

RESOLVED: That the report be noted and that the current "status of deaths" as a result of infection be received.

(See also Minute 393)

404. **Question and Answer Session:**

Members of the Committee together with those in the public gallery took the opportunity to ask questions of the representatives of Northwick Park Hospital NHS Trust. In response to the various questions, Fiona Wise, Chief Executive of the Trust, Liz Rob, Director of Nursing, and Tony Caplin, Chair of the Trust Board, responded as follows:

- the cleaning and catering services provided at the Trust's hospitals were carried out by the same company but there was a clear separation of roles;
- mixed-sex wards were in place at Northwick Park Hospital. The bays were separated with each having their own toilet facilities. With respect to intensive care and coronary care wards, these were also mixed. The Trust was working towards a workable solution in a difficult environment;
- the Trust had recorded 17 cases of MRSA since April 2008. The Clostridium Difficile cases during April 2007 and March 2008 were high amongst the elderly because of their complex needs. A resistance to antibiotics was also an issue. Steps were being taken to address the problems. Work with the PCT was also in progress to ensure that the MRSA infection level did not exceed target levels. It was important to treat MRSA prevalent in the community whilst it was in the community. However, blood-borne MRSA was an issue for the hospital and was a direct result of various medical practices. Screening of patients, a reduction in the use of cannulae and increased staff hygiene would help tackle this issue. The measures would help ensure that the infection was not being introduced through skin contact;
- central government required hospitals to record MRSA and C-Difficile infections only. They were not obliged to record other infections;
- the data on fatalities as a result of contracting MRSA/C-Difficile would be sent to Members;
- training of staff in infection control was an issue. It was difficult to release all staff for training purposes, especially those from clinical care. All staff were

inducted in preventing and controlling infection. A Training Tracker was being used to monitor compliance, and there had been a measure of success in introducing mandatory training days for clinical staff. E-Learning would also be introduced;

- issues relating to sitting on patients' beds and the numbers of visitors to a patient were also being addressed with a view to reducing infection control.

A Member asked a question about the number of MRSA cases that had resulted in deaths. The Trust agreed to ascertain the exact figures before replying.

The Chairman thanked the representatives from Northwick Park Hospital for answering the questions.

RESOLVED: That the Trust supply details of how many of the 33 MRSA cases from 2007 had ended in the patient dying.

405. **NWLH National Adult Inpatient Survey 2007:**

The Committee received a report of the Chief Executive of NWLH NHS Trust on the National Adult Inpatient Survey undertaken in 2007 and overseen by the Healthcare Commission, a body whose remit was to promote improvements in the quality of healthcare and public health in England and Wales.

Fiona Wise, Chief Executive of NWLH NHS Trust, referred to the level of press coverage received following the announcement of the survey results. She stated that whilst the Trust's performance was rated low (25th out of 30 London Hospitals), 86% of the patients surveyed had generally been satisfied with the care received. She explained that the survey questions had not been weighted in terms of ethnicity and that some of the 68 questions were complex to answer. As a result, the Trust was working with the Healthcare Commission with a view to obtaining a 'true' picture. Having recognised that importance of responding to the high expectations that patients have, the Trust had developed an action plan, which would be overseen by its Patient and Public Involvement Partnership Committee, which had a wide membership and included local stakeholders. The Committee would initially report to the Trust's Governance and Audit Risk Committee and thereafter to the Board.

The Committee was informed of the valuable work being carried out with patients. Active work with the staff was being done through the promotion of the 3Cs - Communication, Confidence and Caring. In response to a question from a Member, the Chief Executive stated that positive staff behaviour was a key ingredient of staff development process but was considered to be a long-term task. A clear message had been sent to staff about the need to 'care' for the patients and to build-on the good work being done.

The Chief Executive of the Trust felt that the survey results had shown the importance of learning together and that all organisations, including local authorities and the police, had a great deal to learn from the survey. Cohesive weighting was essential to any survey to ensure that the results were robust. She added that:

- it was essential to note that the sample of the survey conducted was small when compared with 800,000 interactions at the hospitals. However, there were a number of outcomes from which lessons could be learnt. In addition, the NHS was developing a constitution setting out patients' rights. The Trust was also reviewing its booking patterns alongside the volumes;
- a particular problem faced by hospitals unlike other authorities was that customers arriving were at their most vulnerable at the point of service delivery. She acknowledged that the issue of continuity in care would worsen when the European Working Time Directive was in force.

In response to additional questions from Members, the Chief Executive of the Trust and the Chairman of the Trust stated that:

- it was important to appreciate that the differential between the highest and the lowest performing hospitals in London was only 4% and that the highest performing authorities were either specialist or teaching hospitals where because of the nature of specialist treatments provided, they would always outperform the local district hospitals. In the case of the NWLH Trust, which was made up of three hospitals, St Mark's Hospital, which was a specialist hospital, had outperformed both the Northwick Park and Central Middlesex Hospitals;

- the margins between the highest and the lowest performing hospitals were small. However, the Trust faced the problem of serving two district hospitals in constrained environments, which were diversely situated and where the volumes of 'traffic' were high. The Trust needed to understand the issues before changes could be made;
- at a practical level, and to improve patient experience, communication with staff was carried out on a weekly basis and regular 'walk about' encouraged, which were carried out by the Executive Directors. Red/Yellow cards were also being issued with a view to improving performance;
- the Trust was proud that standards were being raised.

RESOLVED: That the report be noted.

(See also Minute 393)

406. **The NHS in Brent, Harrow and North West London Acute Strategy:**

Fiona Wise, Chief Executive for NWLH NHS Trust, introduced the report, which set out the intention by the NHS in Brent and Harrow to devise a strategy that would maximise the health and well-being of local residents. The project would look towards an integrated strategy for acute services across Brent and Harrow which was consistent with plans for developing community and primary care services and supported by clinicians, local people and their representatives.

The strategy would set out how and where services would be provided in the future and determine how services ought to be provided from both Northwick Park and Central Middlesex Hospitals. It would also take into account the facilities required to provide an excellent service to the communities. The Committee was informed that a consultant had been appointed with a view to developing a vision by January 2009 for future years with the involvement of the Healthcare Professionals, and that the need for public consultation would be considered in January 2009.

In response to questions from Members of the Committee, Fiona Wise and Tony Caplin joined by Sarah Crowther, Chief Executive of Harrow PCT, :

- acknowledged that poor perception of Northwick Park Hospital was an issue for the Trust, which needed addressing. The Trust suffered from negative publicity in the press, the inpatient survey had shown that Hospital staff created a bad impression, and that poor perception was often influenced by particular age group(s). The Trust had carried out its own consultation and had placed positive messages in the press with a view to attracting staff. Reasons why Northwick Park Hospital ought to be a 'work place of choice' had been developed and promoted;
- stated that the aim of the Trust was to ensure that patients chose to have their treatment at the Hospital because of its excellence/on its merit. The Trust wanted to ensure a process of continual improvement and that partnership working was one way of achieving this and help improve the 'status' of the Hospital;
- the Trust would be guided by the London-wide strategy, Healthcare for London. As the Trust developed its services, it would ensure that the requirements of the London-wide strategy were met. There was confidence that the "direction of travel" indicated was correct;
- in relation to the proposals from Healthcare for London, the PCT would lead on a formal consultation process and report back on the outcome in due course.

RESOLVED: (1) That the report be noted;

(2) to note that the NHS Trust would consider the need for formal consultation with local (health) scrutiny committees once proposals on the strategy to maximise the health and well-being of local residents had emerged;

(3) to note that the Harrow PCT would consult formally on the proposals from Healthcare for London.

(See also Minute 393)

407. **A 'Thank You' from the Chairman:**

The Chairman thanked everyone for their contributions, particularly colleagues from NWLHT and members of the audience. He added that although a number of challenges remained, the National Health Service (NHS) was the best health service in the world. It was the duty of elected Councillors to be a 'critical' friend to the key decision makers and service providers in order to encourage continuous service improvements and to ensure that the residents of Harrow received quality services that they deserved.

(Note: The meeting, having commenced at 7.00 pm, closed at 9.42 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD
Chairman

STANDARDS
PANEL

MEMBER DEVELOPMENT PANEL**4 SEPTEMBER 2008**

Chairman: * Councillor Jean Lammiman

Councillors: * Phillip O'Dell * David Perry (2)
* Paul Osborn* Denotes Member present
(2) Denotes category of Reserve Member

[Note: Councillor Eileen Kinnear attended this meeting to speak on minute item 84].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**79. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary MemberReserve Member

Councillor Brian Gate

Councillor David Perry

80. **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.81. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.82. **Minutes:****RESOLVED:** That the minutes of the meeting held on 2 July 2008 be deferred until printed in the next Council Bound Minute Volume.83. **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.84. **Member Development Programme Update:**

The Panel received a report of the Divisional Director of Human Resources and Development, which reviewed the progress of the 2008 Member Development Programme and set out plans for the implementation of a full programme for 2008/2009, in line with the Council's Improvement Programme.

Forthcoming Training

The Learning and Development Service Manager reported that, due to the holiday period, only one training session had been run for Members. The training session had provided Members with a refresher on the main principles of the Licensing Act 2005, relevant legislation and practice. The officer reported that the training had been well received.

A Member commented that another councillor had been given specialist training on charring scrutiny committees. The Chairman informed the Panel that this training was available to all members of Scrutiny, although it was not necessarily offered automatically. The Learning and Development Service Manager commented that, due to the positive feedback received in regards to the Charing Scrutiny course, a further one day course organised by INLOGOV had been arranged and would take place on 23 July 2009.

The Learning and Development Service Manager detailed the mandatory training available for Members. In particular, he reported that:

- the external session 'Dealing with Casework Effectively' had been made available at a reduced cost to the Council and would provide training for up to 12 Members;
- the 'Time Management' session had been made available following the Roffey Park Coaching Feedback and aimed to help Members identify ways of balancing conflicting priorities;
- the quarterly briefing scheduled for 24 September 2008 would give further consideration to Local Area Agreements (LAA). This would not be a repeat of previous training, but would provide new updates and information.

The Learning and Development Service Manager reported that the content of the quarterly briefing scheduled for 10 December 2008 had not yet been finalised but that a session led by the Harrow Association of Voluntary Service (HAVS) was being considered. The Divisional Director of Human Resources and Development commented that they were keen to involve HAVS when there was space available. The Chairman noted that HAVS were to be represented at an earlier quarterly briefing and stated that the Council should try and reduce repetition by focusing on different key areas. A Member suggested that Local Government Finance Training might be more beneficial. He noted that, though a session was scheduled for 23 February 2009, it would be useful to have it earlier as the process of deciding the annual budget for the municipal year 2009/2010 was commencing in January. The Chairman and other Members agreed that this training should be brought forward.

Modern Councillors e-Learning Programme

The Learning and Development Service Manager explained that the Modern Councillor e-Learning Programme was being introduced to allow Members to study at their own convenience, dip in and out of courses as required and revisit courses to refresh themselves, as necessary. He reported that a taster session on the Modern Councillor e-Learning package had been scheduled for 3 November 2008 to showcase the available material.

The Chairman suggested that the Members' Library be adapted so that it could become a "learning centre". She and other Members noted that the library was not used efficiently and that, by utilising the new e-learning technology, it could be transformed into a valuable central learning resource. Following a discussion, Members recommended that, as a method of re-launching the library, some aspect of the e-learning taster be held there. To facilitate this, Councillor Osborne stated that he would check to see whether the computers in the Members' Library had internet connectivity.

Action Learning Events

The Learning and Development Service Manager reported that the provision of Action Learning Events for Members would continue. These events utilised high profile speakers to promote discussion and debate concerning key development needs related to performance, service planning and service delivery. The Chairman stated that the events were very useful but, due to the reliance on external speakers, prone to cancellation. She requested that every effort be made to ensure that future Action Learning Events went ahead as planned and suggested that reserve speakers be made available to ensure that these opportunities were not wasted. Other members agreed that these events were highly beneficial and that the Council should strive to secure high quality speakers to discuss important and challenging issues.

Member Development Brochure

The Learning and Development Service Manager reported that plans were being implemented to launch the 2008/2009 Professional Development Brochure for Members. He explained that the purpose of the brochure was to formalise existing development initiatives and provide Members with a comprehensive overview of available training. The brochure was to be made available both in print and electronically on the Council's intranet. To compliment the document, updates regarding training would be provided via e-mail and mail shots.

Following a discussion and questions from Members, the Learning and Development Service Manager stated that:

- courses detailed in the brochure would be colour-coded to provide further information regarding the session, including whether the course was fee-based;

- all courses in the brochure were detailed on the corporate calendar. The Divisional Director Human Resources and Development would speak to Democratic Services to see whether these dates could also be included on the committee calendar;
- a course registration form would be included within the brochure so that Members could apply for both internally and externally run courses.

The Chairman suggested that, as some courses carried cost implications, Members should be encouraged to provide feedback and share information with other councillors. Another Member of the Panel felt that the brochure should make it clear that external courses could be funded, provided that they were relevant.

The Learning and Development Service Manager reported that, in addition to providing details of available training, the brochure would also include a learning log that Members could use to record their professional development. The log was intended to be anonymous and could be submitted to the Member Development Team to help identify training needs.

Council Values

The Divisional Director of Human Resources and Development informed the Panel that a report was being submitted to Cabinet on 18 September 2008 recommending the adoption of a set of council values designed to establish the foundation for cultural change. The officer explained that the values had been developed, in part, based upon the work of the Roffey Park Institute and that, if Cabinet agreed to the report's recommendations, the values would be used to develop a behavioural framework for the Council. The values, collectively known as CREATE, were as follows:

- **Customer First**
- **Respect**
- **Engaged Communication**
- **Actively 'One Council'**
- **Taking responsibility**
- **Energise and Improve**

The Chairman requested that information regarding the new value system be included in the brochure, provided that it did not delay its publication. The Divisional Director of Human Resources and Development stated that he would aim to include a summary on the overview page.

Coaching

The Learning and Development Service Manager informed the Panel that, following the review meeting held with Roffey Park on 9 July 2008, coaching was going to be made available to all Members. The programme would be phased in for all elected Members commencing in late October or early November 2008. Initially there would be availability for 15 councillors, with two further opportunities for 15 Members being made available in January and March of 2009. The Learning and Development Service Manager stated that he was confident that there was enough capacity to cope with demand and that no Members would be prevented from taking part. The Chairman added that it was important that interested Members did not miss out on coaching and that the opportunity be promoted as much as possible.

RESOLVED: That the report be noted.

85. **Membership Development Charter Action Plan:**

The Panel received a report of the Divisional Director of Human Resources and Development detailing the principles of the Member Development Charter, a framework designed to help councils develop and support their elected Members. The Learning and Development Service Manager explained that the attached self-assessment template was designed to help the Council meet the charter's principles and that its compliance would eventually be assessed externally by the Improvement and Development Agency (IDeA). The officer commented that, due to their unique role, Councillors were not covered by the Investors in People framework and, as such, the Member Development Charter was an important addition.

The Learning and Development Service Manager explained that the self-assessment template acted as a checklist and was concerned with the following five key areas:

- commitment to member development
- strategic approach to member development
- Member learning and development plan in place

- learning and development that is effective in building capacity
- elected Member Development promotes work life balance and citizenship

The officer stated that the Council was currently complying with most aspects of the charter, but that it needed to focus on formalising and documenting certain processes to ensure that they could provide the IDeA with evidence.

Speaking in relation to section 4.3 of the template that stated that the Council should evaluate the benefits and impacts of training, the Chairman suggested that the learning log included in the Member Development Brochure be used to monitor this. A Member commented that Members should also use the learning log to identify areas where they felt they were not progressing. The Chairman and other Members agreed that this would help identify gaps in training.

RESOLVED: That the report be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 9.23 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Chairman

ASSESSMENT SUB-COMMITTEE**25 SEPTEMBER 2008**

Chairman * Dr J Kirkland

Councillors: * B E Gate

* Jean Lammiman

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**7. **Appointment of Sub-Committee Chairman:****RESOLVED:** That it be noted that Dr Kirkland shall serve as Chairman of the meeting.8. **Minutes:****RESOLVED:** That the minutes of the meeting held on 3 July 2008 be received and signed as a correct record.9. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made.10. **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>
12. Investigation into Complaints	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.

11. **Terms of Reference:**

The Sub-Committee received the report of the Director of Legal and Governance Services.

RESOLVED: That the Terms of Reference be noted and adopted as agreed by Standards Committee.12. **Investigation Into Complaints:**

The legal officer went through the content of three complaints (A), (B) and (C) made against three Members 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 three complaints with all Members setting out their individual thoughts on the various aspects of the complaints raised.

RESOLVED: That (1) Complaint (A) be determined as requiring no further action as the complaint was not proven;

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

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

(Note: The meeting having commenced at 10.30 am, closed at 1.50 pm)

(Signed) DR J KIRKLAND
Chairman

STRATEGIC
PLANNING
COMMITTEE

REPORT OF STRATEGIC PLANNING COMMITTEE

MEETING HELD ON 10 SEPTEMBER 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar * Manji Kara (1)
 * Mrinal Choudhury * Julia Merison
 * Keith Ferry * Joyce Nickolay
 * Graham Henson (2)

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

Following the approval of a Non-Executive Action, Councillor Robert Benson was replaced by Councillor Husain Akhtar on the Committee.

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES
280. 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 Don Billson	Councillor Manji Kara
Councillor Thaya Idaikkadar	Councillor Graham Henson

281. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

<u>Councillor</u>	<u>Planning Application</u>
Bill Stephenson	1/03 – Former Travis Perkins, 19 Pinner Road, Harrow

282. 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 1/03 – Former Travis Perkins, 19 Pinner Road, Harrow	Councillor Husain Akhtar	Personal interest in that Councillor Akhtar knew 2 objectors who had registered to speak as their children went to the same school as his children approximately 20 years ago. Councillor Akhtar remained in the room and took part in the discussion and decision making on this item.
	Councillor Paul Osborn	The Member who was not a Member of the Committee declared a prejudicial interest in that Councillor Osborn lived opposite the Travis Perkins site. Councillor Osborn left the room during the discussion and decision making on this item.

)	Councillor Eileen Kinnear	The Member who was not a Member of the Committee declared a personal interest in that Councillor Kinnear owned a property in Harrow Town Centre. Councillor Kinnear remained in the room during the discussion and decision making on this item.
)		
)		
)		
)		
11. Planning Applications Received. Item 1/02 – Stanmore College, Elm Park, Stanmore)	Councillor Mrinal Choudhury	Prejudicial interest in that a fellow Labour Councillor in Harrow was the Vice Principal of Stanmore College. Councillor Choudhury realised the interest during the discussion on this item and left the room immediately. He did not take part in the decision making on this item.
)		
)	Councillor Keith Ferry	Prejudicial interest in that a fellow Labour Councillor in Harrow was the Vice Principal of Stanmore College. Councillor Ferry realised the interest during the discussion on this item and left the room immediately. He did not take part in the decision making on this item.
)		
)		
)	Councillor Graham Henson	Prejudicial interest in that a fellow Labour Councillor in Harrow was the Vice Principal of Stanmore College. Councillor Henson realised the interest during the discussion on this item and left the room immediately. He did not take part in the decision making on this item.
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283. **Arrangement of Agenda:**

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

<u>Agenda Item</u>	<u>Special Circumstances / Reasons 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.
11. Planning Applications Received	Planning application ref: P/2367/08 was originally presented to the Development Management Committee on 3 September 2008. The Committee resolved to defer the item to the Strategic Planning Committee on 10 September 2008. As a result this report was not printed and circulated with the agenda. Members were requested to consider this item as a matter of urgency.

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

284. **Minutes:**
RESOLVED: That the minutes of the meeting held on 23 July 2008, be taken as read and signed as a correct record.
285. **Public Questions:**
RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 19 (Part 4B of the Constitution).
286. **Petitions:**
RESOLVED: To note the receipt of the following petitions which were considered with the relevant planning applications on the agenda:
1. Petition from the Harrow Recreation Ground Users Association, signed by 10 persons, objecting to the application for development at Neptune Point.
 2. Petition from local residents, signed by 10 persons, objecting to the proposed development on the Travis Perkins, Neptune Road site.
 3. Petition from the Roxborough Road Residents Association, signed by 79 persons, objecting to the application for the Travis Perkins site in its present form.
 4. Petition from local residents, signed by 111 persons objecting to the development of the Travis Perkins Site.
 5. Petition from local residents, signed by 50 persons objecting to the proposal to build a Sainsbury's supermarket and high rise flats on the site of the Travis Perkins timber yard.
 6. Petition from local residents, signed by 101 persons requesting that the Strategic Planning Committee take a further look at the Stanmore College rebuild application and perform a site visit to observe problems associated with the development in the residential area.
287. **Deputations:**
RESOLVED: To note that no deputations were received at this meeting under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).
288. **References from Council and other Committees/Panels:**
RESOLVED: To note that there were no references from Council or other Committees or Panels to be received at this meeting.
289. **Representations on Planning Applications:**
The Committee received a late request for a representation for item 1/03 – Former Travis Perkins, 19 Pinner Road, Harrow. This was in addition to the other requests received by the deadline specified by Committee Procedure Rule 18.2
RESOLVED: That (1) in accordance with the provisions of Committee Procedure Rule 27.1 (Part 4B of the Constitution), Committee Procedure Rule 18 be suspended to receive representations on item 1/03;
(2) in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 1/02 and 1/05 on the list of planning applications;
(3) in accordance with the provisions of Committee Procedure Rule 18, the length of time for representations be a maximum of five minutes each.
290. **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.

291. **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.

292. **Member Site Visits:**

RESOLVED: That Member visits to the following sites take place on Saturday 27 September 2008 at 9.30 am:

1/01 – Former Case is Altered Public House, 74 High Street, Wealdstone.
1/04 – Comfort Inn Harrow, 2-12 Northwick Park Road, Harrow.

(Note: The meeting, having commenced at 6.30 pm, closed at 9.49 pm).

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

(2) The Committee wished for it to be recorded that the decision to refuse the application was unanimous.

(3) The Head of Planning had recommended that the above application be granted].

LIST NO: 1/04 **APPLICATION NO:** P/2030/08/DC3
LOCATION: Comfort Inn Harrow, 2-12 Northwick Park Road, Harrow
APPLICANT: Grangebrook Ltd
PROPOSAL: Extensions and Alterations to Hotel to Provide Additional Bedrooms and Re-locate Conference Centre (No Additional Floorspace)
DECISION: DEFERRED for a Member Site Visit.

LIST NO: 1/05 **APPLICATION NO:** P/2203/06/DT2
LOCATION: Wood Farm, Wood Lane, Stanmore
APPLICANT: C P Holdings Ltd
PROPOSAL: Demolition of Buildings, Construction of 10 Dwellings, Refurbishment of House and Dairy and Associated Entrances, Roadways and Landscape Works and Change of Use of Farm to Country Park / Open Space.
DECISION: DEFERRED by further investigation by officers into a submission made by an objector.

[Note: Prior to discussing the above application, the Committee received representations from an objector which was noted].

LIST NO: 1/06 **APPLICATION NO:** P/2675/08/GL
LOCATION: Christchurch Avenue, Harrow
APPLICANT: Harrow Council
PROPOSAL: Single Storey Building to Provide Residential Home (Use Class C2)
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].

SECTION 2 - OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2367/08/GL
LOCATION: 355-357 Station Road, Harrow, HA1 2AW
APPLICANT: Mr Ilie Claudiu Gagea
PROPOSAL: Construction of Enlarged Third Floor and Two Additional Floors to Provide Seven Additional Self-Contained Flats (Resident Permit Restricted).
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].

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

**STANDING ADVISORY COUNCIL FOR
RELIGIOUS EDUCATION**
17 SEPTEMBER 2008
Representatives of the Local Authority

Councillors: Ms Nana Asante * Mrs Anjana Patel
* Mrs Lurline Champagnie

Representatives of Christian and Other Religious Denominations and Faiths

* Mrs M Besser	Councillor Asad Omar
Mr Z Baig	† Mr N Ransley
* Mr M Bishop	* Mrs G Ross
† Mrs N Desai	† Mr S Saddik
* Mrs P Gan-Kotwal	Mrs B Samuels
Ms S Gulamhussein	† Mr P Singh-Kohli
* Mrs M Hale	* Ms B Willson
Dr V Kapashi	
† Mr D Liversedge	

Representatives of the Church of England

* Mrs M Abbott † Mrs G Mercer

Representatives of Teachers

Ms B Pandya-Arepalli * Mrs A Stowe (Chairman)
* Ms N Parsons † Rev'd Dr S Thompson

Co-opted Members

Mr J Dave * Ms P Stevens

Adviser to the Council, Nominated by the Corporate Director, Children's Services

* Ms F Aldridge

* Denotes Member present

† Denotes apologies received

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

141. **Opening Reflection:**
Mrs Mary Hale opened the meeting with a spiritual reflection.
142. **Apologies for Absence:**
RESOLVED: To note that apologies for absence had been received from Councillor Nana Asante, Mrs N Desai, Mr D Liversedge, Mrs G Mercer, Councillor Asad Omar, Mr N Ransley, Mr S Saddik, Mr P Singh Kohli and Rev Dr S Thompson.
143. **Attendance by Reserve Members:**
RESOLVED: To note that Mr Singh Kohli attended the meeting as a Reserve Member for Mr P Singh Kohli.
144. **Declarations of Interest:**
RESOLVED: To note that there were no declarations of interest made by Members present in relation to the business to be transacted at this meeting.
145. **Minutes:**
RESOLVED: That the minutes of the meeting held on 3 June 2008, be taken as read and signed as a correct record.

146. **Matters Arising not appearing later in the Agenda:**
Councillor Patel submitted 2 nominations for Hindu members of Group A SACRE members to fill vacancies within SACRE along with a nomination for a reserve member. Pat Stevens would follow up the nominations for the next meeting.
- RESOLVED:** That the above be noted.
147. **Report from the Harrow Student Advisory Board and Plans for the Formation and Development of the Harrow Youth Inter Faith Forum:**
Dheemal Patel and Ravi Mistry reiterated the keenness expressed by members of the Harrow Student Advisory Board for establishing a Harrow Youth Inter Faith Forum. Members discussed attending the next meeting of the Student Advisory Board on 20 October 2008, for an item to on a project of make a film, "This is Harrow, the UK's most religiously diverse borough". In this film young people would explore aspects of their faiths and the way in which religion impacted upon young people. The launch of the film would provide a grand opening for the Harrow Youth Inter Faith Forum. It was confirmed that SACRE had funds of £5000 to launch the process. An application would be made for further funding in connection with community cohesion. Members agreed that young people's perspectives were key to good inter faith dialogue and the Youth Inter Faith Forum would play a significant part in the development of good community relations. It was suggested that Councillor Chris Mote should be involved in the plans. Nancy Parsons felt that the media department of St Dominic's Sixth Form College would be very interested to work with the young people in the production of the film. The idea was greeted with enthusiasm by other SACRE members.
- RESOLVED:** That Members of SACRE and Harrow Inter Faith Council attend the next meeting of the Student Advisory Board on 20 October 2008.
148. **Report of the Park High School Conference:**
Members received a report from Gordana Capin on a successful sixth form conference on religion and philosophy, which took place at Park High School on 27 June 2008. It was reported that this was much appreciated by students. Members of SACRE and Harrow Inter Faith Council were thanked for their input into a number of workshops. The school would plan another conference next summer and would welcome contributions of inter-active workshops from SACRE, Harrow Inter Faith Council and faith communities.
- RESOLVED:** That the report be noted.
149. **Distribution of the Harrow Agreed Syllabus for Religious Education 2008 and Non-statutory Primary Units of Work:**
Members received copies of the Harrow Agreed Syllabus for Religious Education 2008, with non-statutory units of work that had been received by all schools. Pat Stevens reported that electronic versions would be provided for the London Grid for Learning and Harrow Council websites so that the materials could be accessed by local faith communities and schools.
- RESOLVED:** That the report be noted.
150. **SACRE Advice on the Religious Needs of Pupils:**
Alison Stowe introduced a guidance brochure containing information on the religious needs of pupils drawn from Harrow's faith communities, drawn up in consultation with Group A SACRE members. Members agreed that the guidance should be produced in 2 parts. The first section would include an overview chart that could be displayed to answer immediate queries. A companion booklet giving more detailed explanations and guidance would also be produced. Alison Stowe agreed to consider any further ideas or suggestions from Members of SACRE received by e-mail at alison@thestowes.freeserve.co.uk. Farzana Aldridge suggested that Alison Stowe should use some of her "Advanced Skills Teacher" time to develop the guidance and that the two of them work together to progress the project.
- RESOLVED:** That the report be noted.
151. **Guidance on Authorised Absence for Pupils to fulfil Religious Obligations 2008-09:**
Pat Stevens presented a draft copy of the Guidance on Authorised Absence for Pupils to fulfil Religious Obligations 2008-2009 to schools. This demonstrated occasions when parents / carers could request authorised absence for their children to attend religious observations when festivals fell during school hours. Members suggested some amendments to be taken into account before the list was published. It was stressed that schools needed to make the final decision regarding authorised absence

for religious observance in individual cases. The Shap calendar of religious festivals, September 2008 to December 2009 was distributed to members.

RESOLVED: That the report be noted.

152. **SACRE Showcase, 18 November 2008:**

Pat Stevens reported on the outline of arrangements, which were as follows:

- From 1 September 2008, schools would be invited to take part in a SACRE Showcase religious education competition, submitting a school project on any part of the RE curriculum. Judging would be in three classes:
 1. Foundation Stage and First School;
 2. Middle School; and
 3. High School.

The entries would be delivered to the Teachers' Centre by Wednesday 22 October 2008. Invitations would be sent to Councillors, SACRE members, members of faith communities and members of neighbouring SACREs.

- On Monday 3 November 2008, Harrow SACRE members would be invited to Harrow Teachers' Centre between 2.00 pm and 7.00 pm to cast their votes in the judging of the competition.
- The main event would take place on 18 November 2008 at the Civic Centre, beginning with refreshments and perusal of the exhibition of school projects at 7.00 pm in the Members Lounge. This would be followed at 7.30 pm in the Council Chamber by a collective reflection by young people and an overview of Harrow's faiths and philosophies. An introduction to Harrow SACRE, a brief look at the Harrow Agreed Syllabus for Religious Education 2008, as well as a presentation of their projects by the winning schools would also be on the agenda. The showcase would end with an inter faith question time, featuring SACRE members.

RESOLVED: That the report be noted.

153. **Request for Pupils to Withdraw from Aspects of the Religious Education Curriculum:**

It was reported that some schools had expressed anxiety that a small number of parents were selecting parts of the Religious Education curriculum for their children to study. Pat Stevens explained that parents / carers could legally request their children to be withdrawn from some or all of the RE curriculum, although in Harrow very few parents / carers chose this path. SACRE would monitor the situation in discussions with schools, where parents could be given the opportunity to sample religious education in an educational, rather than a confessional framework. SACRE had an important role to play in the Community Cohesion agenda together with schools and Governing Bodies who should be advised on ways of valuing diversity and encouraging respect and understanding of Harrow's diverse religious communities.

RESOLVED: That the report be noted.

154. **Formation of the Harrow Inter Faith Centre:**

Pat Stevens reported that following the closure of the Harrow Teachers' Centre library, SACRE had been actively seeking premises to establish a specialist faith study centre to provide an administrative centre for Harrow Inter Faith Council. This was being conducted in conjunction with local faith communities.

RESOLVED: That the report be noted.

155. **Determinations:**

RESOLVED: To note that there were no determinations for discussion at this meeting.

156. **News from Harrow Inter - Faith Council:**

Mary Hale, reported on the celebrations in March 2009, associated with the 25th anniversary of Harrow Inter Faith Council. This was one of the oldest local inter faith groups in the country. A day of celebration and interest would be prepared for 29 March 2009 at the Zoroastrian Centre. Schools would be requested to encourage pupils to be involved in the production of a commemorative tapestry. Harrow Council had offered to provide accommodation and printing, however, funding for the celebration had not yet been secured.

RESOLVED: That the report be noted.

157. **News from Faith Communities:**
Members received news of events among the faith communities from members as follows:

- Mary Hale advised SACRE Members that the Buddhist Temple in Kingsbury would celebrate the centenary of Buddhism in Britain through an event at Brent Town Hall on 28 September 2008 (Mary Hale).
- Mike Bishop confirmed that Trinity Church in Hindes Road would be developing new buildings that would be open to the community.
- Phiroza Gan-Kotwal, reported that the Zoroastrian Centre would be open to the public on 20 September 2008 as part of the national "Open House" weekend.
- Councillor Patel reported on the many Hindu festivals soon to be celebrated in Harrow. This would begin with Navaratri and continue with Durga Puja, Dussehra and Diwali.
- Members were advised by Nancy Parsons that an exhibition by the Anne Frank Trust would be hosted by St Dominic's Sixth Form College. This would be open to all members of the public. Ten St Dominic's students had been working as Anne Frank Ambassadors.
- The Government Equalities Office would organise an event, based on women in public life to take place on 21 November between 9.30 am - 2.00 pm in conjunction with a Black and Minority Ethnic meeting. This event would aim to highlight the role of women.

It was suggested that Harrow SACRE should co-ordinate information about faith and inter faith events and forward these to the Harrow Council's Communications Department for publicity purposes.

RESOLVED: That (1) a card be sent to the Headteacher and Governing Body of the newly opened Krishna Avanti Primary School to congratulate them on their opening and to welcome them into the community of Harrow schools;

(2) the report be noted.

158. **Any Other Urgent Business:**

- A letter was read out to SACRE Members from Navin Shah, pledging his support to SACRE as a London Assembly member.
- Cllr Asante sent the Black History Month report 2007, with an invitation to SACRE members to support Black History Month, October 2008 in Harrow Council.
- Mr Don Liversedge provided information on a project to build resilience to violent extremism, together with some materials on Humanism.

RESOLVED: That the items be noted.

159. **Date of the Next Meeting:**

RESOLVED: That (1) the next two meetings of SACRE be held on Tuesday 2 December 2008 and Thursday 12 March 2009;

(2) Pat Stevens would liaise with Democratic Services to vary the meeting dates of SACRE in the schedule for the 2009-2010 Municipal Year.

(Note: The meeting having commenced at 7.30 pm, closed at 9.45 pm)

(Signed) MRS A STOWE
Chairman

THE CABINET,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 18 SEPTEMBER 2008

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

PART I - RECOMMENDATIONS**RECOMMENDATION I - Key Decision - Community Safety Partnership Plan Priorities 2008 - 2011**

The Portfolio Holder for Environmental Services and Community Safety introduced the report, which had been agreed by the Safer Harrow Management Group (SHMG) on 17 June 2008 and considered by the Overview and Scrutiny Committee on 29 July 2008. She detailed the priorities set out in paragraph 3.3 of the report.

The Divisional Director of Environmental Services advised that the Plan would assist the Council in maintaining Harrow as one of the safest boroughs in London and in tackling the fear of crime. The Portfolio Holder for Children's Services added that there had been a notable reduction in youth offending during the summer period which could be attributed to the range of activities that had been made available.

Resolved to RECOMMEND: (to Council)

That the draft Community Safety Partnership Plan Priorities for 2008-2011, attached as an appendix to the report of the Divisional Director of Environmental Services, be approved.

Reason for Recommendation: It was a statutory requirement for the Community Safety Partnership Plan and Priorities to be refreshed and published annually.

PART II - MINUTES470. **Declarations of Interest:**

RESOLVED: To note that no interests were declared by Members present in relation to the business to be transacted at the meeting.

471. **Minutes:**

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

472. **Arrangement of Agenda:**

The Chairman drew attention to the tabled supplemental agenda which contained item 12, Changes in Panel and Advisory Committee Memberships.

RESOLVED: That all business 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>
20. Key Decision – Development of the Civic Centre Site	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).

473. **Petitions:**

RESOLVED: To note that no petitions had been received.

474. **Public Questions:**

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

475. **Councillor Questions:**

RESOLVED: To note that no Councillor Questions had been received.

476. **Forward Plan 1 September - 31 December 2008:**

The Chairman advised that he had requested that a plan, similar in format to the forward plan, be prepared to detail forthcoming items to Council.

RESOLVED: To note the contents of the Forward Plan for the period 1 September – 31 December 2008.

477. **Progress on Scrutiny Projects:**

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

478. **Strategic Performance Report - Quarter 1:**

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 report was in a new format in line with the Council's corporate priorities.

RESOLVED: That (1) Portfolio Holders continue to work with officers to achieve improvement against identified key challenges;

(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.

479. **Council Values:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which set out the process followed in developing the recommended council values. The Divisional Director for Human Resources and

Development advised that the next stage of the process was to embed the values to ensure that they were 'lived'.

RESOLVED: That the recommended council values be agreed.

Reason for Decision: In order to achieve the Council's ambitions for 2012, consultation had taken place with elected members, senior and middle managers and staff to identify a set of council values that were recognised by all and that established the foundation for cultural change.

480. **Key Decision - Year Ahead Statement:**

The Portfolio Holder for Performance, Communication and Corporate Services introduced the report, which set out the proposed Year Ahead Statement that should be used to drive the direction of Corporate and Service Improvement Planning for 2009/10. The Residents' Panel would be consulted on this document.

The Portfolio Holder advised that the priorities for 2009/10 were

- Better streets
- To improve support for vulnerable people; and
- To build stronger communities.

RESOLVED: That the proposed Year Ahead Statement and Corporate Priorities be agreed for consultation with residents through the Residents' Panel.

Reason for Decision: The Year Ahead Statement was adopted to drive the Corporate and Service Planning process for 2009/10. This would result in the agreement of a Corporate Plan and Service Improvement Plans at Cabinet February 2009, alongside the budget.

481. **Changes in Panel and Advisory Committee Memberships:**

The Portfolio Holder for Strategy, Partnership and Finance introduced the report, which proposed changes in the membership of various panels of Cabinet.

RESOLVED: That the following changes in memberships be agreed:-

Name of Committee	Name of Councillor to be replaced	Replacement for Remainder of 2008/09
Local Development Framework Panel	MEMBER: Councillor Robert Benson	MEMBER: Councillor Husain Akhtar
Business Transformation Partnership Panel	RESERVE: Councillor Robert Benson	RESERVE: Councillor Yogesh Teli
Business Transformation Project Partnership Board	RESERVE: Councillor Robert Benson	RESERVE: Councillor Yogesh Teli
Tenants' and Leaseholders' Consultative Forum	RESERVE: Councillor Robert Benson	RESERVE: Councillor Ashok Kulkarni

Reason for Decision: To ensure the efficient running of Cabinet appointed bodies and that these reflected the wishes of the Conservative Group.

482. **Key Decision - Risk Management:**

The Corporate Director of Finance introduced the report, which set out the current position with regard to risk management within Harrow Council and made a number of recommendations. She advised Members of the reasons for the recommendations.

RESOLVED: That (1) the current position be noted;

(2) the following items be agreed:

- Risk Management Strategy/Policy for 2008;
- Recommencement of the Corporate Risk Management Steering Group;
- Support the principle of an e-based risk register system;
- Confirmation of the process for reviewing the strategic risk register.

Reason for Decision: To formally adopt the revised proposals for managing risks across the Council and to support the Council's improvement programme.

483. **Revenue and Capital Budget Monitoring 2008 - 2009:**

The Corporate Director of Finance introduced the report, which set out the Council's revenue and capital forecast position for 2008-2009 at the end of June 2008. She proposed an amendment to the recommendations as there was a need to have an explicit decision in relation to the Street Lighting Private Finance Initiative (PFI) in order to meet regulatory requirements.

The Corporate Director of Finance reported that an under spend of £600,000 was currently forecast, the reasons for which were set out in paragraph 5 of her report. The forecast in relation to General Fund balances was £4.6m when the revenue forecast position was taken into account. This indicated that good progress had been made. However, in the current economic climate, there was considerable uncertainty.

The Portfolio Holder for Strategy, Partnership and Finance drew Members attention to the special projects fund and indicated that he hoped his fellow portfolio holders would support the allocations detailed in paragraph 10 of the Corporate Director's report. In terms of the current economic climate, the Portfolio Holder reported that the Council deposited its funds with triple A entities and not one financial institution alone.

RESOLVED: That (1) the revenue and capital forecast outturn position for 2008-2009 and the management actions to manage the pressures be noted;

(2) the virements requested for the revenue budget and the allocation of £200,000 to the Street Lighting PFI be approved;

(3) the additions to the Capital Programme, as set out in appendix 3 of the Corporate Director of Finance's report, be approved;

(4) £3.6m of capital funding to achieve the Council's ambition for decent homes be rephased from 2009/10 into 2008/09;

(5) the allocation of the special projects fund, as set out at paragraph 10 of the Corporate Director of Finance's report, be approved.

Reason for Decision: To confirm the forecast financial position as at 30 June 2008.

484. **External Funding Update:**

The Corporate Director of Finance introduced the report, which updated Cabinet on the current arrangements for external funding in the Council, the amount of external funding known to have been achieved by the Council in 2007/08 and 2008/09 to date and key issues relating to external funding.

RESOLVED: That the report be noted.

Reason for Decision: The report provided Cabinet with an update on current arrangements and successes on external funding from May 2007 to July 2008.

485. **Key Decision - Future Organisation of Belmont First School and Belmont Middle School:**

The Portfolio Holder for Schools and Children's Development introduced the report, which set out the outcome of the statutory consultation about the future organisation of Belmont First School and Belmont Middle School and the recommendations of the governing bodies that the two schools amalgamate in September 2009. She advised that there had been no objections to the amalgamation during the consultation.

RESOLVED: That Statutory Notices be published which would have the effect of combining Belmont First and Middle Schools if implemented.

Reason for Decision: For Cabinet to consider the outcome of the statutory consultation, to exercise the local authority's statutory responsibility in relation to school organisation and consider whether to publish statutory notices to effect the change.

486. **Community Safety Partnership Plan Priorities 2008 - 2011:**
(See Recommendation I).

487. **Key Decision - Local Development Scheme - Revision:**

The Portfolio Holder for Planning, Development and Enterprise introduced the report which identified the need to amend the existing local development scheme (LDS) to

reflect the new timing for producing key development plan documents (DPDs) and supplementary planning documents (SPDs). Additionally, the report identified the impact recent changes to planning legislation made by the Government had on the Council's local development framework process and the necessary work required to ensure the core strategy evidence base was robust. A Harrow Town Centre Supplementary Planning Document was proposed as one measure to help mitigate the impact of national policy changes on the delivery of the Local Development Framework (LDF) core strategy.

The Portfolio Holder drew attention to the recommendations of the Local Development Framework Panel and, in particular, that the Government's intention to simplify the process had, in reality, placed extra demands on local authorities which had proven to be problematic. She added that the recommendations from the Panel had received cross party support.

RESOLVED: That (1) the Local Development Scheme (LDS) be revised;

- (a) to reflect the new timeline;
 - (b) to better reflect the time needed to prepare and update the evidence base for the Core Strategy.
- (2) a Harrow Town Supplementary Planning Document be prepared to help manage the development pressure in the town centre;
- (3) the revised LDS be submitted to the Greater London Authority (GLA) and Government Office for London (GOL) for approval.

Reasons for Decision: To (1) ensure the Council stood the best possible chance of the LDF core strategy being found sound by the planning inspectorate at an examination in public and avoid unnecessary delays in the adoption of the core strategy by allowing more time to prepare a robust evidence base;

(2) ensure interim controls were developed to help manage development pressure on Harrow Town Centre, whilst the LDF core strategy was being prepared for submission to the Secretary of State;

(3) ensure the Council received the maximum possible amount of funds from the Government through the Housing and Planning Delivery Grant for the plan-making, by having an up-to-date local development scheme.

(4) forward the revised LDS to both GOL and GLA for final approval to replace the existing LDS (2007), prior to the Council implementing the revised LDS.

488.

Key Decision - Development of the Civic Centre Site:

Members considered a confidential report of the Corporate Director of Community and Environment, which set out the conclusions of a study undertaken by PriceWaterhouseCooper into the viability of redeveloping the Civic Centre site, to include a new Corporate Headquarters

RESOLVED: That (1) the contents of the report be noted;

- (2) in relation to the Civic Centre site,
 - (i) a project be commenced to enable the development of the Civic Centre site, the establishment of a new Civic Centre and Corporate Headquarters (on that site or elsewhere) together with a capital surplus, noting that this would include marketing of the existing Civic Centre site, and the completion of a comprehensive Options Appraisal to determine the Council's accommodation requirements;
 - (ii) a capital budget of up to £150,000 in 2008/09 be approved and sourced from the existing capital programme, to provide for project management and professional fees;
- (3) in relation to the College Site
 - (i) the purchase of the Harrow College Lowlands Road Campus be approved for the sum set out in report of the Corporate Director of Community and Environment, together with an additional sum, also detailed in the report, to cover stamp duty and fees;

- (ii) an amendment to the 2008-09 capital programme be approved to add £150,000 for the deposit and costs, to be funded from within the existing programme;
- (iii) the new capital programme for 2009-10 to 2011-12 (to be presented to Cabinet in draft December and for final approval in February 2009) include the remainder of the purchase price and costs in 2011-12.
- (iv) on exchange of contracts in respect of the Harrow College Lowlands Road campus, it be agreed that the property agreement with Harrow College, signed in July 2007, be amended to remove the obligation on Harrow College to pay the 'public transport infrastructure contribution', the amount of which was detailed in Corporate Director of Community and Environment's report.

Reason for Decision: To enable the development of the existing Civic Centre site, the establishment of a new Civic Centre and Corporate Headquarters, and the realisation of additional capital receipts, and the facilitation of the Harrow College development.

(See also Minute 472).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.07 pm).

(Signed) COUNCILLOR DAVID ASHTON
Chairman

CABINET
ADVISORY
PANELS

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
27 AUGUST 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 27 August 2008, there were 30 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>
H17	9	Bentley Wood
H18	10	Nower Hill
H19	10	Bentley Wood
H20	10	Park High
H21	10	Hatch End
H22	10	Nower Hill
H23	10	Canons
H24	10	Canons
H25	10	Rooks Heath
H26	10	Rooks Heath
H27	10	Harrow High
H28	10	Canons
H29	10	Bentley Wood
H30	10	Canons
H31	10	Park
H32	10	Park
H33	11	Park
H34	11	Canons
H35	11	Canons
H36	11	Rooks Heath
H37	9	Bentley Wood
H38	10	Hatch End
H39	10	Hatch End
H40	10	Harrow High
H41	10	Canons
H42	10	Park High
H43	10	Hatch End
H44	11	Harrow High
H45	11	Park High
H46	11	Park High

PART II - MINUTES
389. Attendance by Reserve Members:

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

390. 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.

391. **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.

392. **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 meetings held on 30 July 2008 were taken as read and signed as a correct record.

393. **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).

394. **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).

395. **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).

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

(Note: The meeting having commenced at 2.30 pm, closed at 3.00 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
10 SEPTEMBER 2008

Chairman: * Councillor Mrs Anjana Patel

Councillors: * Husain Akhtar † Asad Omar

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

On 10 September 2008, there were 21 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>
H47	10	Park
H48	10	Rooks Heath
H49	10	Whitmore
H50	10	Whitmore
H51	10	Harrow
H52	10	Bentley Wood
H53	10	Hatch End
H54	11	Canons
H55	11	Canons
H56	10	Harrow
H57	10	Bentley Wood
H58	10	Rooks Heath
H59	10	Canons
H60	10	Park
H61	10	Rooks Heath
H62	10	Canons
H64	11	Park
H65	11	Canons
H66	11	Bentley Wood
H67	11	Rooks Heath

[Note: Case H63 was not heard as the pupil concerned had been offered a place prior to the meeting of the Panel].

PART II - MINUTES
397. Attendance by Reserve Members:

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

398. 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.

399. 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.(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>
9. 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.

400. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 13 February, 27 February, 12 March and 26 March 2008 be taken as read and signed as a correct record;

(2) the minutes of the meetings held on 9 April and 23 of April 2008 be deferred until printed in the next Council Bound Minute Volume;

(3) the minutes of the meeting held on 27 August 2008 be taken as read and signed as a correct record.

401. **Appointment of Vice-Chairman:**

Members deferred consideration of this item to the next meeting to allow the Democratic Services Officer to clarify whether the appointment had previously been made.

RESOLVED: That the appointment of a Vice-Chairman for the Municipal Year 2008/09 be made at the next meeting of the Panel, if required.

402. **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 Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution) respectively.

403. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 2.35 pm, closed at 3.25 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
24 SEPTEMBER 2008

Chairman: * Councillor Mrs Anjana Patel

Councillors: * Husain Akhtar † Asad Omar

Advisers: Ms V Swaida
(Vacancy)

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION 1 - Admissions to County Schools

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H68	10	Park High
H69	10	Bentley Wood
H70	10	Nower Hill
H71	10	Bentley Wood
H72	10	Canons
H73	11	Harrow High
H74	11	Bentley Wood
H75	11	Bentley Wood
H76	10	Park High
H77	10	Bentley Wood
H78	10	Hatch End
H79	11	Whitmore
H80	11	Nower Hill
H81	11	Canons
H82	11	Harrow High
H83	11	Whitmore

PART II - MINUTES
404. Attendance by Reserve Members:

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

405. 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.

406. 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.(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>
9. 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.

407. **Minutes:**

RESOLVED: That (1) the minutes of the meeting held on 13 February, 27 February, 12 March and 26 March 2008 were signed at the previous meeting of the Panel and their inclusion in the agenda was an administrative error;

(2) the minutes of the meetings held on 9 April and 23 April 2008 be deferred until printed in the next Council Bound Minute Volume;

(3) the minutes of the meeting held on 10 September 2008 be taken as read and signed as a correct record.

408. **Appointment of Vice-Chairman:**

Members deferred consideration of this item to the next meeting due to Councillor Omar's absence.

RESOLVED: That the appointment of the Vice-Chairman for the Municipal Year 2008/09 be made at the next meeting of the Panel.

409. **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 Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution) respectively.

410. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 3.02 pm, closed at 3.26 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

**LOCAL DEVELOPMENT FRAMEWORK PANEL
(SPECIAL)****2 SEPTEMBER 2008**

Chairman: * Councillor Marilyn Ashton

Councillors: * Keith Ferry * Joyce Nickolay
* Thaya Idaikkadar * Raj Ray (3)
* Julia Merison (4) * Dinesh Solanki (3)

* Denotes Member present
(3) and (4) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Local Development Scheme - Revision**

An officer introduced the report and explained that it reported on a summary of issues which had arisen in the last 6-9 months relating to the Planning system. The officer explained that the report suggested how the Council should move forward to ensure compliance with the various regulations.

The officer explained the background to the development of the Local Development Framework by the Council and highlighted the recent significant changes that the Government had made relating to the Planning legislative system. These notably included changes to Planning Policy Statement 3 and Planning Policy Guidance12.

The officer reported that the Government had also provided guidance that Development Plans should demonstrate that growth was deliverable. As a result the Planning Inspectorate was now looking for the supply of greater detail. This had been demonstrated by several neighbouring boroughs of the Council being asked to withdraw their core strategies by the Planning Inspectorate for the lack of detail provided.

The officer further reported that the resulting impact of the recent changes on the two growth options in the Core Strategy Draft Preferred Options, meant that the Council had identified gaps in its evidence base. Work to address these gaps was underway and included:

- identifying and clarifying Strategic Development Sites in the borough;
- finalising a Characterisation Study of the borough which was almost complete;
- working with Sport England and the Council's leisure services to assess the future need for sport and leisure facilities throughout the borough;
- working with Enterprise Mouchel to investigate the impact of future development growth on the existing transport infrastructure network;
- working with the local Primary Care Trust to ensure future health facilities were provided in the growth areas identified in the final core strategy.

It was reported that as a result of the changes in legislation and national guidance, a greater amount of work was still required on the Core Strategy before the Council could be confident that it would satisfy the Government's requirements. The officer explained that this factor together with the development pressure on Harrow Town Centre had resulted in the suggestion of a Harrow Town Centre Supplementary Planning Document being prepared. This would enable the Council to better manage development in Harrow and could also demonstrate deliverability to the Planning Inspectorate and that structures were in place to manage growth.

During the discussion on this item, Members raised a number of issues, which officers responded to as follows:

- the Council had asked Enterprise Mouchel to take a strategic approach when investigating the impact of growth on the transport infrastructure. They would be looking at the level of provision and improvements currently planned. Additionally the impact on 10 to 11 key hot spot transport junctions in the borough would be investigated;
- the Council was investigating best practice from other authorities and had studied Core Strategies previously approved by the Planning Inspectorate. It

was important to note however that issues to be contained in the Core Strategy varied from borough to borough;

- the Core Strategy was an evolving document;
- the Government may have intended to simplify the process, but in reality the extra demands on local councils had proved to be problematic;
- the recommendation proposed to Cabinet could be re-worded to ensure that the revision to the Local Development Scheme reflect the new timeline.

The Chairman commended officers for their work.

The Panel unanimously

Resolved to RECOMMEND: (to Cabinet)

That (1) the Local Development Scheme (LDS) be revised to

- (a) reflect the new timeline;
- (b) better reflect the time needed to prepare and update the evidence base for the Core Strategy;

(2) a Harrow Town Centre Supplementary Planning Document be prepared to help manage the development pressure in the town centre.

Reasons for Recommendation: (1) To ensure the Council stood the best possible chance of the Local Development Framework Core Strategy being found sound by the Planning Inspectorate at an examination in public and avoid unnecessary delays in the adoption of the Core Strategy by allowing more time to prepare a robust evidence base.

(2) To ensure interim controls were developed to help manage development pressure on Harrow Town Centre, whilst the Local Development Framework Core Strategy was being prepared for submission to the Secretary of State.

(3) To ensure the Council received the maximum possible amount of funds from the Government through the Housing and Planning Delivery Grant for the plan-making, by having an up-to-date local development scheme.

PART II - MINUTES

105. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Robert Benson
Councillor Manji Kara
Councillor Navin Shah

Reserve Member

Councillor Dinesh Solanki
Councillor Julia Merison
Councillor Raj Ray

106. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
6. Local Development Scheme – Revision) Councillor Eileen Kinnear	The Member who was not a Member of the Panel declared a personal interest in that Councillor Kinnear owned a property in the Town Centre. She remained in the room during the discussions and decision making on these items.
7. Information Report – Core Strategy Draft Preferred Options – Initial Review of Consultation Outcomes.		

107. **Arrangement of Agenda:**

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

108. **Minutes:**
RESOLVED: That the minutes of the meeting held on 3 June 2008 be deferred until the next ordinary meeting of the Panel.
109. **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).
110. **Local Development Scheme - Revision:**
(See Recommendation 1)
111. **Information Report - Core Strategy Draft Preferred Options - Initial review of consultation outcomes:**
The Panel received a report of the Corporate Director, Community and Environment, which provided an initial overview of the responses received from the public and stakeholders for the consultation on the Core Strategy Draft Preferred Options.
- An officer explained that the Council had consulted widely with the local community. This had included officers attending events, attending various group meetings and consulting with the Residents' Panel. Letters were also sent to statutory consultees and the Council had attempted to consult with young people by offering prizes as part of a Competition.
- In response to a query by a Member of the panel, officers confirmed that a copy of the Mayor of London's response could be included in a report to be presented to the Panel at a special meeting held in October 2008.
- The Committee requested that a report on the full analysis of responses received on the consultation on the Core Strategy Draft Preferred Options be presented at a panel at a special meeting to be held in October 2008.
- RESOLVED:** That the report be noted.
- (Note: The meeting having commenced at 7.30 pm, closed at 8.25 pm)

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

LOCAL DEVELOPMENT FRAMEWORK PANEL

22 SEPTEMBER 2008

Chairman: * Councillor Marilyn Ashton

Councillors: * Husain Akhtar * Manji Kara
* Keith Ferry * Joyce Nickolay
Thaya Idaikkadar * Navin Shah

* Denotes Member present

[Note: Councillor Paul Osborn also attended this meeting to speak on the item indicated at Recommendation 1 and Minute 120 below].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Draft Character Appraisals and Management Strategies for (1) Moss Lane Conservation Area (2) West Towers Conservation Area and (3) East End Farm Conservation Area**

Prior to the discussion of this item, the Panel agreed that, in accordance with Advisory Panel and Consultative Forum Procedure Rule 5, a Member, who was not a Member of the Panel, be allowed to speak to this item.

An officer introduced the report and explained that three draft character appraisals and management strategies were being presented to the Panel. The officer explained that the three documents related to the Moss Lane, West Towers and East End Farm Conservation Areas. The character appraisals and management strategy documents for West Towers and East End Farm revised existing documents. The Moss Lane character appraisal document was the first document produced for this area.

The officer advised that the revised West Towers Conservation Area character appraisal and management strategy was more comprehensive than previously. More information had been provided on street scenes and views. The East End Farm Conservation Area character appraisal and management strategy was not too dissimilar from the previous version, however revisions had been made to the information on buildings that were at risk.

The officer explained that Article 4(2) directions had been proposed for each Conservation Area. However, further survey and analysis work was required before it could be determined whether such directions could be implemented.

Members of the Panel raised a number of issues during the discussion on this item which included that:

- a number of spelling mistakes had been identified in the documents which would need rectification before sending out to public consultation. There were also some problems with the formatting and numbering of sections in the documents;
- some policies referred to in the document could be merged with others as they addressed similar issues. There were not necessarily stand alone policies. This was particularly relevant to the policies section found towards the end of each document. Additionally headers, designs and sub sections could be utilised to make this section more user friendly;
- some of the policies related to aspects under the control of property owners and those under Council control. It was important to specify this information.

The Panel unanimously

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That (1) the draft Moss Lane Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of the comments made by the Local Development Framework Advisory Panel;

(2) the draft West Towers Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of the comments made by the Local Development Framework Advisory Panel;

(3) the draft East End Farm Conservation Area Character Appraisal and Management Strategy be approved for public consultation, subject to the incorporation of the comments made by the Local Development Framework Advisory Panel.

Reasons for Recommendations: (1) These documents would form part of the forthcoming Pinner Conservation Areas Supplementary Planning Document and would need to be subject to full public consultation and adoption as part of the Local Development Framework programme in due course.

(2) Once formally adopted, each appraisal and management strategy would benefit the planning process by carrying weight as a material planning consideration for assessing all development proposals.

RECOMMENDATION 2 - Accessible Homes SPD - Revision

An officer introduced the report which identified the need to revise the Council's Accessible Homes (2006) Supplementary Planning Document and explained that Accessible Homes standards applied to new residential developments to provide greater accessibility for lifetime homes and wheelchair homes.

The officer reported that the background to the Supplementary Planning Document was contained in the report and explained that the revised document provided a clear link between the London Plan accessible homes requirements and local practice in the borough.

A Member of the Panel commented that the document was user friendly and was an excellent piece of work.

The Panel unanimously

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That the draft revised Accessible Homes Supplementary Planning Document be approved for public consultation, subject to the incorporation of comments made by the Local Development Framework Advisory Panel.

Reason for Recommendation: (1) To keep the Accessible Homes Supplementary Planning Document up to date, with a clear and direct link to the London Plan as required by national policy guidance.

(2) To ensure that the Supplementary Planning Document, when adopted, was afforded weight as a material planning consideration.

RECOMMENDATION 3 - Sustainable Building Design Supplementary Planning Document

An officer introduced the report which advised of the need to prepare a Supplementary Planning Document on Sustainable Building Design. He reported that the Sustainable Building Design Supplementary Planning Document had been developed in response to the impact of climate change, improving the use of renewable energy and ensuring that natural resources were used in a sustainable manner.

The officer explained that the Supplementary Planning Document represented a flexible approach by the Council, with prescriptive methods of informing developers on how to achieve relevant objectives.

The officer reported that 9 sustainable outcome themes had been developed from the Supplementary Planning Document. These had been specifically identified in Appendices A and B to the document. It was intended that they would also be stated as a summary at the beginning of the final document.

During the discussion on this item, Members raised a number of issues which included that:

- it should be specified in the document that the draft SPD was intended to give greater detail to support higher level policies in the London Plan and the Harrow Unitary Development Plan by providing information on the sustainable measures and outcomes for design of all developments;

- sufficient information had been provided on the overall strategy for moving towards zero carbon development. Work had also been conducted with Greener Harrow and Agenda 21 to ensure that it was clearly specified to developers exactly what was required;
- this was a welcome extension to the climate change agenda.

The Chairman congratulated officers for their work on this Supplementary Planning Document.

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That the draft Sustainable Design Supplementary Planning Document be approved for public consultation, subject to the incorporation of the comments made by the Local Development Framework Advisory Panel.

Reason for Recommendation: To ensure the Council gave effect to the Nottingham Declaration, by developing and implementing robust, detailed and locally distinctive guidance to promote sustainability initiatives in all future built developments in the borough.

RECOMMENDATION 4 - Planning Obligations SPD

An officer introduced the report which set out the draft formula and standard charges that were proposed to form the basis of the Council's Planning Obligations Supplementary Document. He explained that it was the intention of the Council to establish a secure and clear approach when obtaining funding as part of planning applications.

The officer explained that planning obligations were secured under Section 106 of the Town and Country Planning Act 1990. This was the basis as to why funding secured through planning applications was commonly referred to as a Section 106 agreement.

The officer reported that the draft Planning Obligations SPD set out the various objectives that should be achieved. Additionally, recent government guidance encouraged Local Authorities to publish a document containing formulae and standard charges, when seeking to implement a Section 106 agreement.

During the discussion on this item, Members raised a number of issues, which officers responded to as follows:

- there was no difference between the terms planning obligations and planning gains. The correct term for a contribution through a planning application was a Section 106 agreement;
- the Supplementary Planning Document was only required to go through the normal process of circulation and consultation. This meant that it would be circulated to relevant stakeholders who would have an interest in the document;
- there were currently details on the internet relating to Section 106 agreements. However, further explanations could be added on the web page;
- the Supplementary Planning Document would first have to be submitted for public consultation. The results would then be provided to the Panel before the document was formally adopted;
- it was anticipated that funding obtained would assist in the recruitment of a specialist Section 106 officer.

The Chairman commended officers for their work.

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That the draft Planning Obligations Supplementary Planning Document be approved for public consultation subject to the incorporation of comments made by the Local Development Framework Advisory Panel.

Reason for Recommendation: To provide clear guidance to officers and applicants when negotiating planning obligations for a development proposal.

RECOMMENDATION 5 - Local Listing of the Vicarage, Pinner View

An officer introduced the report which set out the reasons why the Vicarage, Pinner View was of sufficient merit to warrant local listed status. The officer reported that the property had been surveyed by the Council and it was considered to be worthy of local listing.

The officer explained that one of the main reasons why locally listed status was being recommended was that it strengthened the position of the Council should the property owner wish to make alterations. The Council would have a stronger influence in the quality of design and materials used.

In discussing this item, Members of the Panel raised a number of issues which included that:

- the proposal was supported. Although locally listing the building would not have statutory weight, it could provide a steer on the development;
- the Council could consider whether there were any opportunities to locally list buildings, where English Heritage had considered that statutory listing them was not appropriate.

The Panel unanimously

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development and Enterprise)

That the Vicarage, Pinner View, be locally listed.

Reason for Recommendation: At present the building was of local historic and architectural interest due to its fine design and materials, its largely unaltered state and its group value in combination with St George's Church and Church Hall. Adding the Vicarage to the Council's Local List would provide the building with formal recognition of its importance to the borough. It would also allow the Council to encourage its retention, maintenance and restoration, as well as allowing the Council to resist applications for its inappropriate alteration or extension.

PART II - MINUTES112. **Attendance by Reserve Members:**

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

113. **Declarations of Interest:**

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

114. **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>
4. Minutes	The minutes of the special meeting held on 2 September 2008 were not available at the time the agenda was printed due to the need for consultation. Members were requested to consider this item, as a matter of urgency, to allow the minutes to be considered at the earliest possible opportunity.

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

115. **Minutes:**
- RESOLVED:** That the minutes of the meeting held on 3 June 2008 and of the special meeting held on 2 September 2008, be taken as read and signed as correct records.
- (See minute 114).
116. **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).
117. **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).
118. **Deputations:**
- The Panel were advised of a late request of a deputation on agenda item 8 – Reference from the Meeting of Cabinet held on 17 July 2008. The Chairman proposed that Advisory Panel and Consultative Forum Procedure Rule 15 be suspended to allow the deputation to be received. The proposal was seconded by another Member of the Panel.
- RESOLVED:** That in accordance with Advisory Panel and Consultative Procedure Rule 24.1 (Part 4E of the Constitution), Advisory and Consultative Panel Procedure Rule 15 be suspended to allow a deputation to be received in respect of agenda item 8 – Reference from the Meeting of Cabinet held on 17 July 2008.
- (See Recommendation 1 and minute 119).
119. **Reference from the Meeting of Cabinet Held on 17 July 2008 - Harrow Town Centre:**
- The Panel received a reference from the meeting of Cabinet held on 17 July 2008 which related to a motion which stood referred by Council in relation to the Harrow Town Centre.
- The Panel received a deputation on this item from Mrs Galbraith. She stated that a master plan was required for the town centre and requested that focus was required on the issues behind the motion rather than political ones. She stated that to this extent, she would support the deletion of the first paragraph of the motion. She also stated that backing from the Mayor of London would provide greater strength when applications were considered at appeal. She requested that the Panel endorse the motion.
- The Panel considered and commented on the motion. The Chairman agreed with Mrs Galbraith and commented that the motion was too political. The Chairman therefore proposed, in line with the deputation received, that the first paragraph of the motion should be deleted to reflect the Panel's comment on a more appropriate wording.
- Another Member of the Panel expressed that the deletion would dilute the information which was intended to be communicated. The Member explained that the original motion expressed concerns received from residents and required a holistic approach.
- RESOLVED:** That, in light of the views expressed, the Panels' comments on the motion read as follows:
- It was that suggested that the motion would be more appropriate if it was amended to read: "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 higher proportion of family size dwellings".
- [Note: Councillors Keith Ferry and Navin Shah wished to be recorded as having voted against the resolution].

-
120. **Draft Character Appraisals and Management Strategies for (1) Moss Lane Conservation Area (2) West Towers Conservation Areas and (3) East End Farm Conservation Area:**
(See Recommendation 2).
121. **Accessible Homes SPD - Revision:**
(See Recommendation 3).
122. **Sustainable Building Design Supplementary Planning Document:**
(See Recommendation 4).
123. **Planning Obligations SPD:**
(See Recommendation 5).
124. **Local Listing of The Vicarage, Pinner View:**
(See Recommendation 6).

(Note: The meeting having commenced at 7.00 pm, closed at 7.59 pm)

(Signed) COUNCILLOR MARILYN ASHTON
Chairman

TRAFFIC AND ROAD SAFETY ADVISORY PANEL

17 SEPTEMBER 2008

Chairman: * Councillor Susan Hall

Councillors: * Mrinal Choudhury * Jerry Miles
 * Nizam Ismail * David Perry
 * Manji Kara * Yogesh Teli
 * Mrs Kinnear * Jeremy Zeid
 * Julia Merison (1)

Advisers: * Mr A Blann † Mr L Gray
 † Mr E Diamond * Mr A Wood

* Denotes Member present

† Denotes apologies received

Following the approval of a Non-Executive Action, Councillor Robert Benson was replaced by Councillor Julia Merison on the Committee.

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**112. **Attendance by Reserve Members:**

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

113. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. Wealdstone Controlled Parking Zone review – Consultation results and objections.	Councillor Bill Stephenson	The Member who was not a member of the Committee declared a personal interest arising from the fact that he was a resident of the Marlborough ward. Accordingly, he remained in the room for the discussion and decision-making on the item.
	Alan Blann	The Adviser to the Panel declared a personal interest arising from the fact that he is a resident of Wealdstone. Accordingly, he remained in the room for the discussion of the item.

114. **Arrangement of Agenda:**

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

115. **Minutes:**

RESOLVED: That subject to the following amendment, the minutes of the meeting held on 18 June 2008 be taken as read and signed as a correct record of the meeting:-

Minute 110 to read:

Roxeth Hill, Harrow-on-the-Hill

A Panel Member commented that the junction at the bottom of Roxeth Hill was unsafe for children to cross because traffic controls for pedestrians had not been implemented. The Chairman confirmed that this area would be looked into for the next meeting.

116. **Public Questions:**

RESOLVED: To note that the following public question had been received:

1.

Questioner: Andrew McPhail

Asked of: Councillor Susan Hall, Chairman of Traffic and Road Safety Advisory Panel.

Question: As a resident of 59 Vaughan Road I am only too aware of the parking problems on this road (due to commuter and shopper parking), and I wondered when the consultation for CPZ would begin, as the Traffic and Road Safety Advisory Panel meeting of Feb 2008 suggested it would be 2008/2009?

Answer: The matter is covered in the information report for Agenda item 10. The Chairman of the meeting advised the Panel that a written response to the questioner would be provided by the Portfolio Holder for Environment Services.

117. **Petitions:**

Petition from residents requesting action on illegal U- turns, speeding traffic and vibration on High Road, Harrow Weald

An officer reported to the Panel that a petition was submitted to the Cabinet meeting on 19 June 2008 from Councillor Paul Scott on behalf of residents on High Road, Harrow Weald. The petition with 8 signatures from residents sought immediate action to resolve concerns about illegal u-turns, speeding traffic and vibration.

The officer explained that the Portfolio holder for Environment and Community Safety had sent a response to the lead petitioner advising that no effective measures could be taken to deal with the problems and concerns raised by the petition.

Petition from businesses requesting the amendment of waiting restrictions on High Road, Harrow Weald

Members of the Panel were advised by officers that the Council meeting on 10 July 2008 had received a petition from businesses between 207-227 High Road, Harrow Weald. The petition contained 13 signatures from local businesses and was on the same terms as the one reported to the Panel meeting on 18 June 2008.

An officer confirmed that a letter had been written to the lead petitioner explaining that the council was unable to agree to their request for changes to the parking restrictions and that the council was seeking written confirmation of Transport for London (TfL) position concerning the parking restrictions.

Petition from the parents and carers of children attending Marlborough School regarding road safety issues in the area outside the school

An officer reported that a petition had been forwarded from the Headteacher of Marlborough School on behalf of parents and carers. The petition contained 91 signatures and outlined a number of proposals to address road safety issues in the area outside Marlborough School.

The officer advised the Panel that the school and peripheral roads had been included in traffic orders (published in July 2008) outlining the extension of the Wealdstone Zone C parking scheme and that the objections received, including the one from the school, were the subject of a separate report to this meeting of the Panel.

The officer confirmed that they would continue to liaise with the Headteacher to formulate an acceptable and practicable solution to the issues raised.

RESOLVED: That the report be noted.

118. **Deputations:**

RESOLVED: That, in accordance with Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution), a deputation be received in respect of Agenda Item 8 outlining concerns about the proposed extension of Wealdstone Controlled Parking Zone (CPZ).

(See Minute Item 119).

119. **Wealdstone Controlled Parking Zone Review - Consultation Results and Objections:**

The Panel received a deputation on this item from teachers and staff at Marlborough School, objecting to the proposed extension of the existing Controlled Parking Zone (CPZ) in Wealdstone. It was stated that:

- potential issues with parking had not been addressed during the earlier consultation process;
- staff and visitors to the school on official business would find it difficult to park near to the school;
- parking restrictions would compromise health and safety because clear access to the school for emergency vehicles and deliveries would be difficult to maintain;
- the proposed scheme would disadvantage the school and surrounding community as parking spaces would become more limited;
- a travel plan that encouraged pupils to walk to school and teachers to share car journeys had been successfully implemented.

An officer introduced the report into the results of statutory consultation of the draft traffic orders. The seven objections received had resulted from the advertisement of the scheme proposals. These included:

- Three objections concerning proposals in Masons Avenue. The officer advised that the concerns raised had been addressed and responded to and that one of the objectors subsequently confirmed he was satisfied with the response.
- Two objectors expressed concern about proposals for double yellow lines in:
 - a) Dobbin Close
Whilst the majority of residents in a previous consultation had supported these restrictions, a reduction to the extent of the proposed restrictions at one place had been recommended. This would potentially provide more parking near to the objectors' property whilst not significantly compromising the objectives of the proposed restriction.
 - b) Junction between Kenmore Avenue and Beaufort Avenue
The necessity and the extent of the proposals had been re-checked on site. The Panel were advised that the restricted road width and the angle between the roads at the junction the full 10 metres from the junction as proposed, is recommended to cater for large vehicle access.
- Two objections concerning the proposed extension of the controlled parking zone C were received:
 - c) From a resident of Walton Road
The objection was due to:
 - the cost to residents of having to buy a permit. The majority of responses from the area and from Walton Road in an earlier consultation supported the scheme whilst aware of the permit costs;
 - concern that a reduced number of parked vehicles could lead to more speeding traffic. Despite potential reduction in parking within the road, parking would still remain on both sides of the road even during the one hour of the restrictions so traffic speeds are unlikely to be significantly affected.

d) From the Headteacher of Marlborough School

Members were advised of consideration of the various points raised by the Headteacher in his letter of objection which are laid out in Appendix B of the officer report. These grounds of objection had been further explained by the deputation by members of staff from the school.

Officers confirmed that:

- the majority of responses received on the all the issues covered by these proposals had been in support. In particular the double yellow lines and extension of the CPZ had majority support;
- the introduction of double yellow lines would address obstructive parking near junctions improving visibility and helping access for larger emergency and refuse collection vehicles. The double yellow lines in the vicinity of Marlborough School had the support of the school;
- ward councillors had been consulted during the review period and were advised of the proposed traffic orders;
- the areas included in the Wealdstone CPZ Zone C would be revisited approximately 6-12 months after the scheme had been implemented.

Officers requested that the Panel agree that the objections had been adequately addressed and that these objections should be set aside for the reasons stated in Section 2.2 and Appendix B of the officer report.

It was proposed and seconded that the decision on the extension of the Wealdstone CPZ should be postponed until the Portfolio holder for Environment and Community Safety had met with the Headteacher of Marlborough School and officers, to consider the objections and deputations received.

RESOLVED: That the item be deferred until the next ordinary meeting of the Panel.

120. **Information Report - George V Avenue / Pinner Road / Headstone Lane junction:**
An officer presented an information report that updated Members on the progress of the George V Avenue/Pinner Road/Headstone Lane junction. Residents living nearby the junction had expressed concern about the frequency of road traffic accidents and the lack of pedestrian facilities at the junction.

Officers confirmed that they had been working with Transport for London (TfL) and the Director of Traffic Operations (DTO) to review the signal timings at the junction. The DTO would also review the modelling data and provide officers with an update on the result of their findings so that a way forward could be agreed.

A Member asked if the Programmable Read-Only Memory (PROM), a computer chip used in the signal controller that held all the settings was tested against mains power surges. An officer confirmed that they are tested off site before they are installed in the controller but would check this specific point with TfL at a forthcoming meeting.

Officers agreed that they would provide the Panel with an update on TfL and the DTOs findings at the Panel meeting in November.

RESOLVED: That the report be noted.

121. **Information Report - Progress update on Controlled Parking Zone programmes:**
The Panel received an information report from the Head of Property and Infrastructure that provided an update on the progress made on a number of controlled parking zone (CPZ) reviews and studies. Officers presented the Panel with results of a re-consultation of a number of roads in Stanmore on whether they wished to be included in the CPZ. The findings of the re-consultation confirmed that the majority of residents in these roads did not support the proposal to include them in the CPZ.

Officers advised Members that the results of the re-consultation would form the basis of their report to the Portfolio Holder for Environment and Community Safety.

RESOLVED: That the report be noted.

122. **Information Report - Progress update on key traffic schemes:**

An officer presented an information report of the Head of Property and Infrastructure which provided the Panel with an update on the progress of key traffic schemes.

Following the Panel meeting in June, a meeting with ward councillors had been organised to discuss the council's proposals and the consultation process for Pinner Road. An officer confirmed that the results of the public consultation would be reported at the next Panel meeting in November.

An officer advised the Panel that Rumblewave surfacing, which had been planned to slow down vehicles on the approach to bends in Old Redding had been withdrawn by the manufacturer. He confirmed that the scheme had been revised with anti-skid surfacing to be used as an alternative material.

The Panel were advised by officers that traffic orders for the implementation of a 20 mph zone around Grimsdyke School had been advertised. The Portfolio Holder for Environment Services and Community Safety confirmed that she would respond to a number of objections raised by residents' and other interested parties regarding the proposed 20 mph zone.

Details on the results of the consultation regarding proposals to introduce a 20 mph zone around Aylward School were provided by officers at the meeting. Officers confirmed that the majority of residents' supported the implementation of the zone. However, the Panel noted that residents' of Dovercourt Gardens had not supported the proposals. Officers also provided the Panel with results of the consultation for the extension of Kenmore Park 20 mph zone to Kenmore School. The results of the consultation indicated a clear majority in favour of the scheme. Officers confirmed that they had made progress with both proposals.

An update on progress made regarding the Goodwill to All junction was provided by officers. The Panel were advised that regular signal liaison meeting with TfL scheduled for the end of September would discuss the proposals made at the TARSAP meeting in June. Officers confirmed that the Panel would be provided with an update at the TARSAP meeting in November.

An update on the development of bus priority schemes was given to Panel members. The Panel received confirmation that civil works at the junction of Cannon Lane and Whittington Way with parking bays outside the shops had been completed. Members also received confirmation that the scheme for a northbound left turning lane at Common Road, Stanmore would be completed by the end of January 2009. The Panel was informed that the public consultation for the Honeypot Lane northbound bus lane would be issued in September. Proposals for the roundabout at Honeypot Lane and Streatfield roundabout would be discussed at a meeting with Ward Members. Officers advised that plans to implement both schemes at the same time had been discussed. In response to a Members query on the proposed scheme to provide two way buses in Station Road at Harrow Town Centre, officers confirmed that ward councillors would be provided with draft plans before the next meeting in November.

RESOLVED: That the report be noted.

123. **Date of Next Meeting:**

RESOLVED: That the date of the next meeting of the Panel would be held on Wednesday 26 November 2008 at 7.30 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 8.55 pm)

(Signed) COUNCILLOR SUSAN HALL
Chairman

SUPPORTING PEOPLE ADVISORY PANEL

24 SEPTEMBER 2008

Chairman: * Councillor Eric Silver

Councillors: * Mrs Margaret Davine
David Gawn* Jean Lammiman
Barry Macleod-Cullinane

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**85. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.86. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members present in relation to the business to be transacted at this meeting.87. **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>
4. Minutes	The minutes of the meeting held on 4 June 2008 were omitted from the agenda. Members were requested to consider the item, as a matter of urgency.

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

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

(See Minute 87)

89. **Public Questions, Petitions, and Deputations:****RESOLVED:** To note that no public questions, petitions or deputations were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 respectively (Part 4E of the Constitution).90. **The Supporting People Programme Update:**

An officer provided the Panel with an update on the key developments within the Supporting People (SP) programme since the last meeting of the Panel held in June 2008.

The matters arising from the panel meeting in June were responded to by the officer outside of the meeting and are covered in the report. The main points were:

- the SP programme made a significant contribution to the outcomes in the Local Area Agreement (LAA). In particular, older persons were encouraged to live independently;
- some of the work conducted by the SP programme, such as, funding for a floating support service to reduce the number of young people misusing substances was not accounted for in existing Key Performance indicators (KPI's);
- the West London Domestic Violence review is at the implementation stage. It was planned to have a common approach to procurement of DV services

across WL through a framework agreement which would improve efficiencies, quality and costs;

- according to the Housing Needs survey of 2008, the number of older persons currently living in owner occupied properties was 78.7%. This figure included older persons who lived with other family members;
- a large number of owner occupiers living in Harrow did not receive housing support services who could benefit from them;
- the services provided by Willow Housing and Notting Hill Housing Trust (Notting Hill) were fully utilised. Clients received an individual support package. They may need to utilise a number of services that would provide long term support for their particular needs;
- Civis Consultants were finalising a report on the individual budget for the SP programme and self directed support for clients. The report would assist the Department for Communities and Local Government (CLG) in deciding future policies for inclusion in the SP strategy;
- the SP vision statement had been revised to consider comments at the last Panel meeting in June;
- the cost benefit analysis showed that the overall net financial benefits (not including older persons support) to the individual and the community, compared to the current cost of the SP budget was approximately a 2:1 ration on average. The alternative to SP provisions would cost more and fail to take into account incidental costs borne by the police, health and social care services as well as, non-financial benefits;
- findings of the cost benefit analysis would be included in the revised SP strategy to be presented at Cabinet on 23 October 2008.

The Chair commented that the results of the report, justified why the majority of SP provisions should continue after ring-fencing was removed in April 2009. This would allow for greater flexibility in the Supporting People programme, as its services could become more integrated in the Adult and Social Care agenda.

There followed a number of updates from the report.

Members of the Panel were advised of the two key recommendations from the SP Strategy refresh 2008-11 that would be considered by Cabinet on 23 October 2008. These were that:

1. Cabinet to be asked to agree in principle to retain the SP funded services for three years 2008-11 while recognising the opportunities that the LAA presented for reconfiguring services, widening the definition of preventative services and increasing the possibility of jointly commissioned services.
2. Cabinet be asked to agree in principle that an element of the SP budget fund individual budgets by April 2010 following the Governments report into the pilot. The suggestion at this stage was that a minimum of 20% of SP funding was made available through individual budgets by April 2010 on the basis that this currently funded floating support services.

In response to Members comments and questions on the report, the officer confirmed that:

- SP needed to be a part of the wider Self Directed Support Individual Budget (IB) choice agenda and therefore, an element of SP IBs are required to be made available. SP would be piloting an IB assessment that would currently link individuals into floating support services where provisions or options were not available to clients at a particular time;
- the Strategic Action Plan contained in Appendix 2 of the report, outlined the strategic aims and the plans for proposed improvements in provision and processes of the Supporting People programme;
- the West London Procurement Framework would be used to procure provisions for some client groups for 2008-11 where it would meet local needs;

- the SP budget provided a breakdown of current expenditure on the programme;
- the SP programme planned to use unallocated funding to procure short term pilot services over the years;
- areas of concern raised in the Equality Impact Assessment had been addressed in the report prepared for the Cabinet meeting in October. Contractors of the SP programme were required to meet the established standards in the framework. If they failed to meet the required standards, their services would be decommissioned;
- National Indicators showed that there had been a steady improvement in the performance of services that SP provided through contracts;
- the single point of referral proposal had been revised to consider different eligibility routes for SP clients in order to address current under-provisions within housing services. The aim was for the scheme to be implemented by December 2008, with a view to establishing single points of referral at a local level to form part of a operational gateway service for people with long term needs;
- service providers to the SP programme would be monitored. A contract monitoring timetable would be used in 2008-09 to monitor commissioned services by service providers. In addition to the timetable, a revised Quality Assessment Framework and the amended West London Performance Management Framework would be used to monitor service providers between October 2008 and March 2009;
- the provision for a Generic Floating Support Service in Harrow had been approved by the Commissioning Body. This should commence in December 2008 as part of the West London Procurement Framework;
- a review of services provided for Notting Hill elderly-mentally ill clients who were not eligible for statutory services had been conducted. The officer confirmed that the outcome of the evaluation and a case study in the report demonstrated the value of services provided by Notting Hill to service users. The contract is being renewed for a further year;
- consultation on the realignment of the contract and brokerage functions within the SP programme was underway. Proposals include, a new role of SP Team Leader;
- plans for developing an accreditation system for the future across WL would ensure regulation of service providers in terms of governance and finance;
- the ISERVE project that provided support to members of the Somalian community who did not require long term support, had commenced. A number of initiatives, such as, life skills workshops and prevention and options surgeries would be implemented;
- lookahead programmes on skills development and customer training had been developed to train those clients staying in temporary housing units and using floating support services;

The officer further confirmed for the next meeting, he would provide information to Members of the Panel relating to:

- details of the ethnicity of older persons within the borough; and
- statistics for owner occupied older persons who received family support

The Chairman thanked the officer for the work on the Supporting People strategy report. He confirmed that all relevant information would be available on the internet.

RESOLVED: That the report and the comments be noted.

91. **Date of Next Meeting:**

RESOLVED: That the date of the next meeting of the Panel would be held on Wednesday 14 January 2009 at 10.30 am.

(Note: The meeting having commenced at 10.35 am, closed at 12.25 pm)

(Signed) COUNCILLOR ERIC SILVER
Chairman

CONSULTATIVE
FORUMS

**EMPLOYEES' CONSULTATIVE FORUM
(SPECIAL)****8 SEPTEMBER 2008**

Chairman:	* Ms L Ahmad	
Councillors:	* Mrs Camilla Bath * Bob Currie * Keith Ferry (2) * Susan Hall	* Julia Merison (3) * Phillip O'Dell * Paul Osborn
Representatives of HTCC:	(Currently no appointees)	
Representatives of UNISON:	* Mr D Butterfield * Ms M Cawley Ms A Jackson	* Mr G Martin * Mr R Thomas
Representative of GMB:	† Mr J Dunbar	

* Denotes Member present/Employee Representative present
(2) and (3) Denote category of Reserve Member
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**125. **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 David Ashton Councillor Graham Henson	Councillor Julia Merison Councillor Keith Ferry

126. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
5. Asbestos - Recommendations from Health and Safety meeting	Councillor Currie	Personal interest as his son was an employee and he was a member of Commercial Workers Union.
5. Asbestos - Recommendations from Health and Safety meeting	Councillor Ferry	Personal interest as a member of GMB Union.

127. **Arrangement of Agenda:**

RESOLVED: 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>
5. Asbestos – Recommendations from Health & Safety meeting	Exempt information under paragraph 5 of Part II Schedule 12A of the Local Government Act 1972, as the report contains information relating to legal professional privilege.

128. **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).

129. **Asbestos - Recommendations from Health & Safety meeting:**

Prior to the consideration of the item and upon being put to a vote, it was agreed by majority vote that a DVD from the Health and Safety Executive in respect of Asbestos Health and Safety handling be shown. However, upon commencing playback the DVD did not operate correctly and therefore could not be shown.

Further to the request at the Forum held on the 31 July 2008, the Forum received a report from the Service Manager (Asset Management and Facilities) responding to six recommendations which arose from a meeting between Councillors, officers and trade union representatives, held on 11 April 2008, which considered health and safety issues relating to asbestos. The Service Manager explained that with regard to recommendation 5 that the Council would not support the course of action proposed following the advice gained from various sources including legal, occupational health, risk management, human resources departments.

The Forum discussed the background to the recommendation and circumstances that had led to the request with the Union side members submitting their arguments concerning the veracity of the previous record keeping process and importance of ensuring that employees of the Council were fully protected through their personnel records.

The officers responded that the process had been subject to examination by the Health & Safety Executive (HSE) who had cleared the processes utilized in asbestos removal. It was therefore considered that the recommendation 5 was unnecessary and inappropriate. As officers were confident there was no risk associated with the Council's asbestos removal practices.

Members raised several questions relating to timelines, legal advice etc and noted the view of the Union members that new evidence should again be referred to the HSE.

At the end of the discussion the Forum noted the advice that should the Union personally wish to revisit the matter with the HSE it was entitled to do so under its own cognisance.

RESOLVED: That in respect of the recommendations arising from the Health & Safety meeting held on 11 April 2008 that:

- (1) the action taken and officers response to recommendations 1 – 4 be noted;
- (2) the request of UNISON in respect of recommendation 5 be not agreed;
- (3) the officers response to recommendation 6 be noted.

(Note: The meeting having commenced at 6.30 pm, closed at 7.55 pm)

(Signed) MS L AHMAD
Chairman

EDUCATION CONSULTATIVE FORUM

11 SEPTEMBER 2008

- Chairman: * Councillor Mrs Anjana Patel
- Councillors: * Mrs Camilla Bath * Janet Mote
 * Miss Christine Bednell * Raj Ray
 * B E Gate * Bill Stephenson
- Teachers' Constituency: Mrs D Cawthorne Ms J Lang
 * Ms C Gembala * Ms L Money
 * Ms J Howkins * Ms L Snowdon
- Governors' Constituency: Ms H Solanki
 * Mrs C Millard
- Elected Parent Governor Representatives: * Mr R Chauhan * Mrs D Speel
- Denominational Representatives: Mrs J Rammelt Reverend P Reece

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

104. **Attendance by Reserve Members:**

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

105. **Apologies for Absence:**

RESOLVED: To note that no apologies for absence had been received.

106. **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. References from Performance and Finance Scrutiny Sub Committee – 15 July 2008 – Best Value Performance Plan 2008-09.	Councillor Brian Gate	Personal interest in that Councillor Gate was the Vice Chairman of the Performance and Finance Scrutiny Sub Committee which had made the reference to the Education Consultative Forum. Councillor Gate remained in the room and took part in the discussion and decision making on this item.
	Councillor Janet Mote	Personal interest in that Councillor Mote was a Member of the Performance and Finance Scrutiny Sub Committee which had made the reference to the Education Consultative Forum. Councillor Mote remained in the room and took part in the discussion and decision making on this item.

107. **Arrangement of Agenda:**

The Chairman informed the Forum that item 13 – Information Report Phase 3 Children's Centre be considered before Item 10 – References from Performance and Finance Scrutiny Committee.

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

108. **Minutes:**
RESOLVED: That the minutes of the meeting held on 30 June 2008, be taken as read and signed as a correct record.
109. **Matters Arising:**
RESOLVED: To note that there were no matters arising that did not appear on the agenda.
110. **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).
111. **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).
112. **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).
113. **References from Performance and Finance Scrutiny Sub Committee - 15 July 2008 - Best Value Performance Plan 2008-09:**
A Member of the Forum explained that the Performance and Finance Scrutiny Sub-Committee had requested that the Forum investigate whether there were measures to improve the reporting of performance indicators relating to schools. The Member explained that the current reporting methods did not identify those pupils who were achieving well beyond what was expected. Further training might be required by Members generally to ensure that they were able to analyse and understand the information being presented to them.
RESOLVED: That (1) the issue of the reporting of the Performance Indicator relating to schools be referred to the Director of Schools and Children's Development and the Performance Team to consider how the information could be better reported;
(2) the report be presented to a future meeting of the Forum.
114. **School Term Dates 2010 - 2011:**
The Director of Schools and Children's Development introduced the report which presented a Harrow proposal for school term dates for 2010 - 2011. The proposal was in line with the model provided by the Local Government Association. The Council were prepared to consider whether 2 days should be taken out of the holiday entitlement for schools, for them to determine when this should be allocated to coincide with the religious festivals which most impact upon them.
The Director explained that this issue had been raised by representatives from schools as different religious events could affect pupil attendance figures and staff attendance.
Members raised a number of issues during the discussion on this item which included:
- That Easter was scheduled to take place later than usual in 2009. If two weeks' leave was granted over the Easter period, the second term would be longer than usual.
 - It was important to take into account the views of teachers and parents on the proposed dates for school terms, especially over the Easter period.
 - Easter was not a fixed festival in terms of the date on which it was celebrated. This caused difficulties when trying to establish school term dates.
 - It was important to compare the proposed school dates with those of neighbouring boroughs to Harrow. However neighbouring boroughs usually prepared their proposed school term dates relatively late.

Members of the Forum were requested to consider the models provided and consult with their constituent groups and provide feedback to the Director of Schools and Children's Development by 4 December 2008.

The Forum were further informed that they would receive a report at a meeting in January 2009 to make a recommendation to the Portfolio Holder for Schools and Children's Development for the adoption of school term dates for 2010 - 2011.

RESOLVED: That the report be noted.

115. **Amalgamation Policy:**

The Forum received a report which presented a draft revised amalgamation policy and supporting documents for their consideration and comments as part of the consultation process.

The Director for Schools and Children's Development explained that the Council's Amalgamation Policy, was developed in 2005 and updated in autumn last year in response to legislation. This further revision had focused on providing greater clarity about the process and provided supporting guidance for its implementation. The revised documentation also confirmed that the decision as to whether schools could amalgamate or not was a decision made by Cabinet. This responsibility could not be delegated to any other authority.

The Director explained that within the revised policy the circumstances when amalgamation was triggered had not been changed. Amalgamation would normally be triggered by the resignation of the headteacher in one school. In that instance the preferred route was to close the school without a substantive headteacher and extend the age range and size of the remaining school. This would not lead to any implications that one school was better than the other and was an objective criteria.

Alternative routes for amalgamation included closing both schools and opening a new school. New schools could be established by holding a competition where a provider would bid for the school or seek, from the Secretary of State, a waiver for the competition. The Government had indicated, however, that in circumstances where both schools were closed, their preference was for competition.

During the discussion on this item, Members of the Forum raised a number of issues, which officers responded to as follows:

- If it was felt it was in the best interests of schools to amalgamate, but it was apparent that the triggers would not occur for a number of years, the Council would have discussions with the governing bodies and the schools to see how they wished to go forward. The governing bodies could work more closely through a soft federation arrangement or could hard federate to establish one governing body. Both options would retain two schools and two headteachers. When a vacancy arose in either school, amalgamation could then proceed.
- That there was a desirable route and a legal route relating to the constitution of a new governing body once the school amalgamated. Legally, the governors of the school which remained open were the governors of the amalgamated school. The desirable route of the Council was for the governing bodies to form a steering group, with representatives from both schools, to implement the amalgamation process. As part of this process, the governing body would reconstitute to ensure that it was appropriate for the age range and size of the combined school. If this was difficult to achieve then the legal route would have to be followed.
- It was important to highlight to the Director of Schools and Children's Development areas where the document could be improved.
- The underlying principle of the Amalgamation Policy was that it led to improvements in educational outcomes. Additionally, there was evidence that schools which had problems with low standards, improved when amalgamated with a school which was performing to relatively higher standards.
- That the term 'joining together' could be used in addition to the term 'Amalgamation' when stated in the document. This could provide clarity for members of the public.
- There were limited rights of appeal once Cabinet had determined notices. Appeals were made to the Office of the Schools Adjudicator.

RESOLVED: That the comments of the Forum on the Amalgamation Policy be considered as part of the consultation process.

Reason for Recommendation: To engage stakeholder representatives in the consultation process of the revised amalgamation policy and supporting guidance documents.

116. **INFORMATION REPORT - Phase 3 Children's Centres:**

The Forum received an information report of the Director of Schools and Children's Development which summarised the work that the Council had performed to develop nine phase 2 Children Centres and the principles applied to underpin the strategy for phase 3 Children Centres.

An officer reported that the Council were on target to deliver the nine phase 2 Children Centres and that they had been given a further target by the Department for Children, Schools and Families (DCSF) to develop seven Phase 3 Children Centres.

The officer explained that the Council aimed to develop sustainable models for children centres which would have long term targets and which were responsive to the community's needs. The phase 3 children centres would also focus on developing high quality outreach services.

The officer referred to a map in the report indicating the proposed sites for the Children Centres and explained that it was the Council's intention to provide coverage for the whole of the borough.

During the discussion on this item, Members of the Forum raised a number of issues, which officers responded to as follows:

- Extra funding would be provided by the Government for Phase 3 Children Centres. The money would also be spent to develop existing members of staff and to provide leadership.
- The lack of certainty as to whether funding would continue to be provided by the government after 2010 was an issue that the Council had considered carefully. The Council would be addressing this by ensuring that the model of delivery was sustainable. This would be achieved by working with the voluntary sector and other partners including schools, the Primary Care Trust and the North West London Hospital Trust.
- There would be new buildings accommodating the Cedars Children Centre and the Kenmore Park Children Centre. Additionally, Home Housing had donated a building to use for the Rayners Lane Children Centre.
- The Council had engaged in a wide range of projects to look at the demographics of Harrow and the needs to the Afghan and Somali Communities. As a result, members of these communities had received training to develop their childcare skills. The Council were aware of the need to ensure that adults from different communities had the opportunity to work in childcare.
- Where the Council was providing access to Midwifery services, the midwife would provide a drop in service at the Children's Centre to ensure that expectant mothers' needs were addressed. Ante-natal midwifery services will be provided at those Children's Centres that are located in areas where there are high number of births, a higher number of low birth weight babies and higher rates of Infant mortality.
- The Council was engaging with the Primary Care Trust and Local General Practitioners to define how the Children Centres could work with them in delivering services.
- All centres would be fully inclusive for children from different backgrounds. Staff would be trained to ensure that service users felt welcome.
- Some children centres would have sensory rooms for children with disabilities and outreach workers. The centres would have places for children with complex needs. Additionally, the Council had partnerships with playgroups who catered for those with special needs.

The Chairman commended officers for their work on this project. The Chairman also advised that she would be visiting the Pinner Wood Children Centre on 18 September 2008 and that Members of the Forum were welcome to join her.

RESOLVED: That the report be noted.

117. **Date of Next Meeting:**

RESOLVED: That the next meeting of the Forum take place on Wednesday 28 January 2009.

(Note: The meeting having commenced at 7.30 pm, closed at 9.14 pm)

(Signed) COUNCILLOR ANJANA PATEL
Chairman

