

2003 – 2004
April 2004 Volume 11



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

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THE CABINET,
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CABINET

REPORT OF CABINET

SPECIAL MEETING HELD ON 8 APRIL 2004

Chair: * Councillor Foulds

Councillors: * D Ashton * C Mote
 * Burchell † O'Dell
 * Margaret Davine * N Shah
 * Dighé * Stephenson
 † Miss Lyne

* Denotes Member present
 † Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**476. **Minutes:**

RESOLVED: That the minutes of the meeting held on 16 March 2004 be deferred until the next ordinary meeting of the Cabinet.

477. **Declarations of Interest:**

RESOLVED: To note that no interests were declared.

478. **Arrangement of Agenda:**

RESOLVED: That the substantive item of business for this special meeting be considered with the press and public excluded for the reasons set out below:-

<u>Item</u>	<u>Reason</u>
6. Harrow Town Centre Strategy and Master Plan.	The report contained exempt information under Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to the terms proposed by the authority in the course of negotiations for the acquisition of property.

479. **Petitions:**

RESOLVED: To note that there were no petitions submitted to this meeting.

480. **Public Questions:**

RESOLVED: To note that in the circumstances of the short notice given for the convening of this special meeting there were no public questions under the provisions of Executive Procedure Rule 15.

481. **Harrow Town Centre Strategy and Master Plan:**

The Special Meeting received a confidential report from the Chief Planning Officer in this matter, further to Minute 473 of the Cabinet meeting held on 16 March 2004.

Arising from the decision then reached it had become necessary to report back to the Cabinet urgently on recent information appertaining to a particular site in the Town Centre and on the options available to the Council in seeking to secure the original development objectives.

The meeting evaluated the options, taking into account the expert advice and the implications related to each.

RESOLVED: (1) That it be agreed not to pursue the acquisition of the site at the present time (as an update to Minute 473);

(2) that advice on the timing and appropriateness of a Compulsory Purchase Order in the current situation be noted, while the Cabinet would strongly recommend such action if progress has not been made towards a successful development ;

(3) that it be agreed, at the present time, that the Council's objectives would be best served by developing partnerships with landowners to implement the emerging master plan.

Reason for Decision: To progress the Council's stated objective of promoting Harrow Town Centre.

482.

Site Security:

The incidence of anti-social behaviour associated with the vacated building on the particular site in the Town centre was noted.

RESOLVED: That officers be requested to verify the structural safety of the vacated building and to seek the agreement of the relevant site owners to an early demolition on grounds of health and safety.

(Note: The meeting, having commenced at 4.00 pm, closed at 4.33 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

REPORT OF CABINET

MEETING HELD ON 20 APRIL 2004

Chair: * Councillor Foulds

Councillors: * D Ashton * C Mote
* Burchell * O'Dell
* Margaret Davine * N Shah
* Dighé * Stephenson
* Miss Lyne

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION I - Key Decision - Approval of the Community Strategy for Harrow**

Cabinet considered a report from the Executive Director (Organisational Development) concerning the Community Strategy for Harrow.

In considering the report, Cabinet noted that the Strategy:-

- had been produced by the Harrow Strategic Partnership (HSP) and that it had been subject to extensive consultation with residents and stakeholders through various channels;
- would be launched at the HSP Summit scheduled to be held on 19 May 2004;
- had been presented to both the Council's Overview and Scrutiny Committee and the Strengthening Communities Sub-Committee in its draft form;
- when implemented, it would be monitored and reviewed annually by the Board of the HSP;
- provided an indication of the current position of the borough and the priorities that each agency is addressing;
- showed vision for the next ten years;
- showed the extent and benefit of positive partnership working.

The Leader of the Council stated that the Community Strategy was owned by all the partners and that it had gone through an unprecedented amount of consultation. He added that the HSP faced considerable challenges and stated that he was delighted with the Strategy and looked forward to its launch.

The Conservative Group Members on Cabinet stated that they were disappointed with the Strategy which they felt was unclear, unstructured and needed refining.

In response, the Leader of the Council stated that this view had not been expressed by Members of the Conservative Group previously. He stated that the Strategy ought to be seen as a springboard for real action. The Leader of the Liberal Democrat Group welcomed the Strategy.

The Portfolio Holder for Partnership and Property stated that this was an important document and showed benefits of working in partnership with other organisations. He added that the HSP had had discussions on how the document could be made concise but felt that it did not make the final document any less important. He added that the Strategy projected vision, identified the main issues, and that the challenge was to ensure that the Council worked together with its strategic partners. He further added that the Strategy was a document to build upon.

The Portfolio Holder for Partnership and Property acknowledged that 'focus group' sessions had not been well attended and that improvements here would be examined further. He added that he wanted the Strategy to reflect the aspirations of the Community.

Resolved to RECOMMEND: (to Council on 29 April 2004)

That the Community Strategy for Harrow, endorsed by Cabinet at its meeting held on 20 April 2004, be approved.

Reason for Recommendation: The Strategy is the overarching strategy for the borough and articulates the priorities of Harrow's communities as well as the work being done by partners to address those priorities.

[Note: Councillors Chris Mote and David Ashton abstained from voting on this item at Cabinet.]

RECOMMENDATION II - Key Decision - Best Value Performance Plan 2004/5

Cabinet considered a report from the Director of Organisational Performance (Organisational Development) concerning the Best Value Performance Plan (BVPP) 2004/05 which sought approval of the draft Plan and the authority to make further changes prior to its publication.

In making their recommendation to Council, Cabinet noted that the BVPP:-

- incorporated the Council's priorities set out in the Corporate Plan;
- had to be published by 30 June 2004 as required by the Local Government Act 1999;
- differed in structure from the previous BVPP in that the commentary on past performance and future plans is arranged not by department but according to the six themes – Environment, Strengthening Communities, Lifelong Learning, Health and Social Care, Prosperous and Sustainable Economy in Harrow and Developing a Customer Focussed Council - set out in the Corporate Plan. The themed approach allows explicit links to be shown between the Council's priorities and actions.

Cabinet also noted that the BVPP, when complete, would include targets for Performance Indicators (PIs) 2004/05 and the two years following, and that the Council's performance against the 2004/05 PIs would contribute to the CPA rating for 2005.

Cabinet further noted that the Plan for 2004/05 would be examined by the Council's Overview and Scrutiny Committee on 27 April 2004. Cabinet was informed that the Plan before them was a working draft and that some of the text would require updating including the numerical performance data.

Cabinet agreed the draft BVPP 2004/05 and

Resolved to RECOMMEND: (to Council on 29 April 2004)

- (1) That the draft Best Value Performance Plan 2004/05 be adopted, subject to (2) below;
- (2) that Cabinet be authorised to amend, modify or vary the draft Plan as may be necessary prior to its publication.

Reason for Recommendation: To ensure that a complete and accurate Plan is published by the statutory deadline.

(Also see Minute 495)

PART II - MINUTES483. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
14. Teachers' Centre Interim Report - Best Value Review	Foulds	The Member indicated a personal interest as he was an employee of Stanmore College. He would vacate the Chair for this item but remained in the room whilst the matter was considered and voted upon.
15. ALMO Proposal for the Management of the Council's permanent Housing Stock	Miss Lyne	The Member indicated a personal interest in that she was a member of the Shadow Board for the ALMO. The Member would remain in the room whilst the matter was considered and voted upon.
20. Prince Edward Playing Fields	Foulds	The Member indicated a personal interest in that he was an employee of Stanmore College. He would vacate the Chair for this item but remain in the room whilst the matter was considered and voted upon.
	Burchell	The Member indicated a personal interest in that he was a Council nominee on the Prince Edward Playing Fields Trust. The Member would remain in the room whilst the matter was considered and voted upon.

484. **Minutes:**

RESOLVED: (1) That the minutes of the meeting held on 16 March 2004, having been circulated, be taken as read and signed as a correct record;

(2) that consideration of minutes of the special meeting held on 8 April 2004 be deferred until the minutes have been printed in the Council Bound Minute Volume.

[Note: The Chair mentioned that the minutes of the special meeting held on 8 April 2004 had been published on the internet.]

485. **Arrangement of Agenda:**

The Chair reported that owing to his personal interests in respect of items 14 and 20, Councillor Navin Shah would Chair the meeting for these items.

RESOLVED: (1) That all business be considered with the press and public present with the exception of the following items for the reasons set out below:-

<u>Item</u>	<u>Reason</u>
18 - New Harrow Project – Senior Management Structure	Information relating to particular employees and the financial affairs of a particular organisation.
19 - Arts Culture Harrow	Information relating to the financial or business affairs of any particular person.

- 20 - Prince Edward Playing Fields Information relating to the financial or business affairs of any particular person (other than the Authority) and the terms proposed by the Authority in the course of the negotiations for the disposal of land.
- 21 - 29, 33, 41 and 43 Greenford Road Information relating to the terms proposed by the Authority in the course of negotiations for the disposal of land.

486. **Petitions:**

RESOLVED: To note that no petitions had been received.

487. **Public Questions:**

RESOLVED: To note that the following public questions had been received:-

1.

- Questioner:** Mr John Mitchell
- Asked of:** Councillor Archie Foulds (Leader of the Council and Chair of Cabinet)
- Question:** "At the February Council meeting you stated that a thorough review of the utilisation and returns on all physical assets owned by or under the control of the Council was underway. Can you please update us on progress made?"

2.

- Questioner:** Mr Stanley Sheinwald
- Asked of:** Councillor Margaret Davine (Portfolio Holder for Social Services)
- Question:** "An independent investigation has found that your disingenuous consultation on Home Care Charges was both grossly misleading and in reality a total sham .What are the current proposals of your Labour group for Home Care Charges in 2004/2005.?"

3.

- Questioner:** Ms Barbara Gomez Del Olmo
- Asked of:** Councillor Margaret Davine (Portfolio Holder for Social Services)
- Question:** "An independent investigation has found that your disingenuous consultation on Home Care Charges was grossly misleading. I would appreciate some information on current proposals of your Labour group for Home Care Charges in 2004/2005.?"

[Note: Oral answer was provided to question 1 and, under the provisions of Executive Procedure Rule 15.4, the questioner asked a supplementary question which was additionally answered. The Chief Executive undertook to speak with the questioner outside the meeting in relation to item 13 – Best Value Performance Plan 2004/07.

Mr Stanley Sheinwald was unable to be present at the meeting owing to ill-health and had requested a written answer to his question. Ms Barbara Gomez Del Olmo was not present at the meeting and therefore a written reply would be sent to her.]

488. **Forward Plan 1 April - 31 July 2004:**

Councillor Miss Lyne enquired why the 'Replacement Harrow Unitary Development Plan' was not before Cabinet that evening as had been indicated in the Forward Plan. The Leader explained the reason for the delay and agreed to speak with Councillor Miss Lyne on this matter outside the meeting.

RESOLVED: To note the contents of the Forward Plan for the period 1 April – 31 July 2004.

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

No reports were submitted from the Overview and Scrutiny Committee.

The reference from the Strengthening Communities Sub-Committee meeting held on 30 March 2004 in relation to the 'Community Strategy' was considered with the report from the Executive Director (Organisational Development) titled 'Approval of the Community Strategy for Harrow' (Recommendation I refers).

490. **New Harrow Project - Senior Management Structure:**

Cabinet considered the report by the Chief Executive which sought approval of the establishment of the two additional posts – Director of Community Care (People First) and Director of Strategic Planning (Chief Executive's) - along the lines set out in the exempt report (Minute 500 refers), a copy of which had been circulated to Members of Cabinet only.

The Chief Executive introduced her report which updated Cabinet on the situation with regard to the filling of all the posts set out in the organisational structure at Appendix 1 to the report and the costs associated with the proposed revised structure. She added that she had discussed the proposals with most Members of Cabinet.

The Chief Executive responded to a couple of questions from a Member in relation to the Senior Management Structure set out at Appendix 1 to the report. She explained the role of the Area Director (Customer Innovation) which would be based within Organisational Development and mentioned how she intended to fill the post. She also explained the thinking behind why the post of Area Director within Organisational Development would be filled on an interim basis and why it was envisaged that the post of the Area Director (Business Connections) would be filled last.

RESOLVED: That the establishment of the two additional Directors' posts, as detailed in the associated exempt report circulated to Members of Cabinet, be approved.

491. **Review of Middle Management Structure:**

The Chief Executive introduced the report which set out a revised staffing structure including revised pay and grading structure for the middle management tiers within the Council.

Members were informed that the proposals followed on from the changes to the Executive Management structure and were designed to support new ways of working within Harrow and to secure improved service quality, organisational efficiency and effectiveness.

The Chief Executive stressed that this major review was necessary in order to achieve greater coherence and to achieve clear methods of progression which the current structure was found to be lacking.

She drew out the salient points in the report which are set out in paragraph 8 of the report and pointed out the slight variation identified in 'People First' where the proposal was to create two Group Manager Plus posts. She added that the review was also looking at 'professional' posts and the need for clarity of these roles was also essential.

She reported the intent of the proposals set out in the report and stressed that the timetable set out in paragraph 11 was indicative only and that changes in service areas such as Children's Services in People First and other social care services might be necessary much earlier because of the Annual Review when Inspectors will expect to see improvements. She pointed out the need to monitor and to meet diversity and equality policies and the Council's organisational change management.

The Chief Executive added that, bearing in mind the uncertainty involved, consultations had been positive, and that external advertisements would test the appropriateness of the proposed salaries.

In response to queries from Members, the Chief Executive stated that the organisational structure would only be subject from now on to minor adjustments. She explained that the Medium Term Budget Strategy included targets for achieving savings through the process proposed. She added that the proposals did not include the current review of the Law and Administration Division and that a report on this review and proposals for the Communications Unit would also be submitted to Cabinet.

The Portfolio Holder for Finance, Human Resources and Performance Management apologised for the fact that the Conservative and Liberal Democrat Groups had not been consulted on these proposals.

The Leader stated that the proposals were another phase in the development and

implementation of the New Harrow Project and were central to the Administration's desire to modernise. He believed that the current structure could be improved and that it was necessary to eradicate the 'silo' mentality embodied in the existing structure. He explained that the intention was to reorganise the Council root and branch in order to make it more customer focussed, effective and efficient. He added that a step by step approach would be taken to achieve these aims.

A Member questioned the concept of Group Manager Plus as set out in paragraph 8.2 of the report and explained his reasons.

In response, the Leader stated that a great deal would depend on market forces.

Members were mindful that this was a stressful time for staff and noted that a number of steps were being taken to assist and support staff through this process. The Leader stated that the Council valued its staff and that their success ought also to be celebrated. As a result, the Council would be introducing the giving of awards to staff to celebrate successes.

In conclusion the Portfolio Holder for Finance, Human Resources and Performance Management thanked the Unions for their helpful suggestions during the consultation process.

RESOLVED: (1) That, subject to the outcome of further consultation as outlined in paragraph 12 of the officer report, the structure contained at Appendix 1 be agreed;

(2) that the salary rates set out in paragraph 10.4 of the Officer report be agreed;

(3) that, using the frameworks agreed above, Executive Directors undertake fundamental reviews of each service within their Directorates, ensuring that services are organised in a way that secured improved service quality and organisational efficiency and effectiveness.

Reason for Decision: To enable progress of the New Harrow Project and build further capacity within the organisation.

[Note: Councillors D Ashton and C Mote wished to be recorded as having abstained from voting on the decision of Cabinet because of the lack of consultations with the Conservative Group.]

492. **Interim Scheme of Delegation for Executive Functions to Officers:**

The Borough Solicitor responded to questions from a couple of Members following which it was

RESOLVED: That the executive powers currently delegated to officers and set out in part 3B of the Constitution be reassigned to the Executive Director within whose area they fall, as set out in Annex 1 to the officer report.

Reason for Decision: To ensure that existing officer delegations are routed to the correct Executive Director.

493. **Harrow Town Centre Panel - Appointment of Chair:**

The report of the Chief Planning Officer titled 'Harrow Town Centre Strategy and Master Plan, considered by Cabinet at its meeting held on 16 March 2004, was tabled at the meeting for Members' information.

The Leader of the Council reminded Members of the discussions that had taken place at the Cabinet meeting on 16 March 2004 on whether the Panel ought to be an Executive Committee or Advisory Panel. He felt that with hindsight and to avoid the need to call special meetings of Cabinet, it would have been appropriate to set up an Executive Committee rather than an Advisory Panel and moved accordingly.

He added that the terms of reference previously agreed would still apply, and that the membership of the body would still comprise 6 Members – 3 Labour, 2 Conservative and 1 Liberal Democrat. However, should his proposal be agreed, the membership would have to be altered as it could only be drawn from Members of Cabinet and that, as a result, both the Conservative and Liberal Democrat Groups would not be able to have reserves.

Members of the Conservative and Liberal Democrat Groups were of the view that the proposal was unfair and asked several questions.

The Borough Solicitor explained that the Executive Committee would be open to all Members of the Council as observers but that a Member of the Council who is not an Executive Member could only speak if invited to do so by the Chair and, for example, would

exclude spokespersons of the Overview and Scrutiny Committee or one of its bodies.

Following a vote it was

RESOLVED: (1) That an Executive Committee of the Town Centre Project be established with the same terms of reference agreed by Cabinet at its meeting held on 16 March 2004, replacing the Advisory Panel and with the following revised membership:-

	<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>
<u>Members:</u>	1. O'Dell 2. Burchell 3. N Shah	1. C Mote 2. D Ashton	1. Lyne
<u>Reserve Members:</u>	1. Stephenson 2. Dighé 3. Foulds	-	-

(2) that Councillor Burchell be appointed as Chair of the Executive Committee..

[Note: (1) Both Councillors Burchell and C Mote had been nominated but following a vote, Councillor Burchell was elected as Chair.

(2) that it be noted that Councillors Chris Mote and David Ashton wished to be recorded as having voted against the decision to set up an Executive Committee because they considered the proposal to be an infringement of democracy.]

494. **Community Strategy for Harrow:**
(See Recommendation I).

495. **Best Value Performance Plan 2004/5:**
A Member pointed out minor errors in the Plan which would need amending.

RESOLVED: That the report be submitted to the April 2004 meeting of the Council rather than the Annual Council meeting in May 2004.

(Also see Recommendation II).

496. **Teachers' Centre Interim Report - Best Value Review:**
(Councillor Navin Shah in the Chair).

The Executive Director (People First) introduced his report and stated that the Centre was facing a potential loss in income of £72k if it continued to apply the current level of charges. He drew attention to the increase in charges recommended by the Best Value Advisory Panel, which would apply from September 2004 on a pay-as-you-go basis. He also commended to Cabinet the view of Best Value Panel Members to incorporate the Best Value Review within a feasibility study to develop a new staff organisational development facility referred to in the report as the "Harrow University".

The Portfolio Holder for Partnership and Property moved that recommendation 3 set out in the Recommendation from the Best Value Advisory Panel ought also to be agreed by Cabinet. The Portfolio Holder for Planning, Development, Housing and Best Value felt that the availability of free accommodation at the Civic Centre was affecting the use and income of the Teachers' Centre. The Portfolio Holder for Education and Lifelong Learning stated that the pay-as-you-go system was the most sensible course of action, and pointed out that "Harrow University" was a transitional name only. He congratulated officers on this positive report.

Members felt that the Teachers' Centre was a tremendous resource which ought to be developed further and made available to various other organisations in Harrow which had training and development needs. Members noted that this idea was being examined. Members felt that if these suggestions were implemented, priority for the use of the Centre ought to be given to the Council.

RESOLVED: (1) That Cabinet supports the approval given by the Best Value Advisory Panel on 25 March 2004 that the Best Value Report of Harrow Teachers' Centre is incorporated into and superseded by the feasibility study into the potential development of Harrow Council as a Work Based Learning provider that is part of the new "Harrow University" (the "HU").

Reason for Decision: Important changes, including the potential development of Harrow as a Work Based Learning provider (the "HU") may significantly affect the outcome of the recommendations of the Best Value Review report.

(2) That Cabinet supports the approval given by the Best Value Advisory Panel on 25 March 2004 that there is a change to the rate of fees and charges as laid out in Appendix A of Appendix 1 to be implemented from 1 September 2004 for using the Teachers' Centre above the rate of approximately 2.8% agreed at Cabinet.

Reason for Decision: The Service Level Agreement with schools for using the Teachers' Centre will cease on 31 March 2004. Use of the Teachers' Centre (e.g. attendance at INSET sessions by school staff) will instead be on a pay-as-you-go basis for all users from 1 April 2004. An interim rate of fees and charges was approved by Cabinet based on an inflationary increase of 2.8% pending the recommendations from the Best Value Panel after their consideration of the interim report at their meeting on 25 March 2004. The rates based on a 2.8% increase of the rates formerly paid by some users, will not enable recovery of the income lost from the cessation of the Service Level Agreement with schools.

(3) That a review of the Civic Centre Committee Rooms booking system be undertaken.

Reason for Decision: In order to determine the impact of free use of the Council Committee Rooms and other facilities upon the demand for facilities at the Harrow Teachers' Centre.

497. **ALMO Proposal for the management of the Council's permanent housing stock - approval of matters to progress section 27 submission to ODPM:**

The ALMO Project Director introduced his report and drew out the salient points. During discussion on the report it became apparent that recommendation 2.2 ought to be amended as it would be inappropriate to consult with the nominated Members who were Members of the ALMO Shadow Board. It was suggested that consultations ought to be carried out with the Leader of the Conservative Group and the Deputy Leader of the Liberal Democrat Group. It would also be possible to use the same process for approval of the final version of the Delivery Plan.

The Executive Director (Business Connections) and the Borough Solicitor outlined the controls and enforcement provisions in the agreement and stated that all efforts had been made to minimise the risks. Members were reminded that the Council did not indemnify Members who sit on outside bodies whose primary duty was to that organisation. The Borough Solicitor referred to the training which had been set up for Members who sit on outside bodies.

The Portfolio Holder for Partnership and Property stated that Cabinet ought to receive annual reports on the ALMO in order to monitor its performance and to ascertain how the organisation was being managed.

RESOLVED: (1) That the current draft of the Management Agreement between the Council and Spire Community Homes be agreed;

(2) that the Executive Director (Urban Living), in consultation with the Portfolio Holder for Planning, Development, Housing and Best Value and appropriate Conservative and Liberal Democrat Groups' Members, be authorised to finalise and make further minor amendments to the Management Agreement and the Delivery Plan;

(3) that the draft Delivery Plan be noted.

Reason for Decision: To implement Cabinet's previous decision to set up an Arms Length Management Organisation to manage the Council's housing stock.

498. **Planning and Development Improvement Plan 2004/5 - 2006/7:**

The Executive Director (Urban Living) introduced the report and stated that:-

- the report sets out the Planning Delivery Grant (PDG) received and how the money would be spent;
- the increase in PDG was small and that the allocation received by Harrow was low in comparison with the amounts received by other local authorities;
- that the reasons for the small increase in PDG was due to the failure of the Planning Service to improve upon its development control performance significantly from previous year.

Cabinet then received the comments of the Chief Planning Officer. The Chief Planning Officer commented on the details of the Plan and drew attention to the six objectives of the Plan. He mentioned that ideally the report ought to have been considered by the Development Control Committee first but, unfortunately, this had not been possible. He added that the Plan would be submitted to the Office of the Deputy Prime Minister once Cabinet and the Development Control Committee had agreed it.

He added that performance of the Planning Service had improved in the past 3 years and that there was now an opportunity to invest and utilise the money received from the PDG and the Development Control fee income to build on this improvement. He went on to outline the targets that would need to be achieved in the first year.

The Chief Planning Officer mentioned that the Development Control Committee would also be asked to agree the following additional recommendation:

“That an early report on a revised scheme of delegation be submitted to the Development Control Committee for its consideration.”

Finally, the Chief Planning Officer reported that

- Harrow would receive more PDG allocation if targets are met;
- commitment and support of the IT Service would be necessary in the implementation of the Plan;
- training for Members had also been embodied in the Plan.

In response to questions from Members, the Chief Planning Officer replied that

- the recruitment process would commence in April and that it was intended initially to fill some of the posts by employing agency staff;
- that additional training for Members in Year 3 ought to have been included in the Plan as local government elections might bring in new Councillors;
- that the £5k set aside for Member training was inadequate and that the sum ought to be increased;
- that £50k set aside for development costs in IT, would not – in all likelihood - cover the full improvements to the system;
- that £100k would be required in Year 2 to achieve improvements in IT.

During further discussion, a Member stressed that it would have been beneficial to have had the views of the Development Control Committee and that it was disappointing that the report had not been submitted to Development Control Committee first. He added that it was important for Cabinet to be aware of the views of the Development Control Committee before taking a decision on this report.

A Member moved that recommendation 2.1.3 be amended to allow the Leaders of the 3 Political Groups to consider and determine on the comments received from the Development Control Committee. In response, the Chair stated that the Portfolio Holder for Planning, Development, Housing and Best Value had delegated powers to consider and determine the comments from the Development Control Committee but that the Leaders of each of the 3 parties ought to be consulted.

Following advice and clarification from the Borough Solicitor on the roles and responsibilities/powers of the Development Control Committee and those of the Portfolio Holder, Cabinet.

RESOLVED: (1) That the Improvement Plan be agreed;

(2) that the 2004/05 PDG allocation of £283,000 and surplus income over budget from planning application fees be used to support the implementation of the Improvement Plan;

(3) noted that the report would be considered by the Development Control Committee on 21 April 2004 and agreed that any comments by that Committee be considered by the Portfolio Holder for Planning, Development and Housing to determine.

Reason for Decision: To allow the implementation of the Service Improvement Plan in 2004/05 to meet the service objectives as set out in the report.

[Note: Councillors C Mote and D Ashton wished to be recorded as having voted against the decision of Cabinet because they felt that it was important for Cabinet to be aware of the views of the Development Control Committee before taking a decision on this report.]

499. **Urgent Business:**

Consultation on Home Care Charges

Councillor Chris Mote, with the agreement of the Leader of the Council, referred to a complaint made by a local resident under the NHS and Community Care Act 1990 on the above matter.

He asked how the Labour Group intended to move forward on the issue of consultation and proceeded to read out details of the complaints that were upheld. He was of the view that, had the Home Care Charges gone up, the Council would have been held answerable.

In response, the Leader of the Council stated that the way forward was to develop a 'Consultation Strategy' in consultation with the Council's Overview and Scrutiny Committee. He pointed out that it was important to note that whilst seven complaints in this case had been upheld, eleven other complaints had been rejected. He acknowledged the flaws in last year's budget consultation process and stated that experience had shown that the methodology employed was flawed. He stressed that there was never any question that decisions would be made to change home care charges in light of the results of the consultation process.

He added that as a consequence, the matter had now been referred to the Health and Social Care Scrutiny Sub-Committee who would be reporting back on the quality of Home Care and the Charging Structure. He pointed out that Harrow had amongst the lowest Home Care Charges in London.

The Portfolio Holder for Social Services stated that there had never been any intention on the part of the Council to deceive anyone and she felt very injured by the word 'sham' used by the questioners (Minute 487 refers).

The Portfolio Holder for Finance stated that officers had also been asked to consult with the lead Finance Members on Overview and Scrutiny Committee with regard to the budget consultation process and that consultations would also be carried out with the Liberal Democrat Group. He acknowledged that there were lessons to be learnt from the previous year's consultation process.

RESOLVED: That a 'Consultation Strategy' be developed in consultation with the Council's Overview and Scrutiny Committee.

500. **New Harrow Project - Senior Management Structure:**

Cabinet considered a confidential report from the Chief Executive.

RESOLVED: That the establishment of the two additional Directors' posts, as detailed in Appendices 3 and 4 of the Chief Executive's report, be approved. (Minute 490 also refers)

501. **Arts Culture Harrow:**

Cabinet considered a confidential report of the Director of Learning and Community Development (People First).

RESOLVED: That a Member from the Labour Group and a Member from the Conservative Group be nominated as observers to the Arts Culture Harrow (ACH) Board, and that Councillor Bill Stephenson be involved in the appointment of a new Chief Executive for ACH.

Reason for Decision: To safeguard the Council's interest, and improve decision making by the ACH Board.

502. **Prince Edward Playing Fields:**

(Councillor Navin Shah in the Chair).

Cabinet considered a confidential report from the Director of Professional Services (Urban Living).

RESOLVED: (1) That the report be noted;

(2) that the Director of Professional Services (Urban Living) be authorised to take action as he deems appropriate, in consultation with the Portfolio Holder for Property and Partnership, to progress the Prince Edward Playing Fields development;

(3) that the Leaders of all Political Groups and the appropriate Portfolio Holders be kept informed of the situation as it develops.

Reason for Decision: To facilitate the implementation of the Prince Edward Playing Fields project.

503. **29, 33, 41 and 43 Greenford Road:**

Cabinet considered a confidential report from the Director of Professional Services (Urban Living). The Leader of the Council moved that the decision be deferred.

RESOLVED: (1) That consideration of the report be deferred;

(2) that officers be requested to examine the possibility of making the homes safe and secure.

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

In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Constitution) it was

RESOLVED: (1) At 10.00 pm to continue until 10.15 pm;

(2) at 10.15 pm to continue until 10.30 pm and;

(3) at 10.30 pm to continue until 10.40 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.35 pm).

(Signed) COUNCILLOR A T FOULDS
Chair

CABINET
ADVISORY
PANELS

**UNITARY DEVELOPMENT PLAN ADVISORY
PANEL****18 MARCH 2004**

Chair: * Councillor Burchell

Councillors: * Marilyn Ashton
* Mrs Bath
* Idaikkadar* Mrs Kinnear
* N Shah
* Anne Whitehead

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Progressing the HUDP, and Preparation for the Local Development Framework in Harrow**

The Panel received a report of the Chief Planning Officer regarding progressing the adoption of the replacement Harrow Unitary Development Plan (HUDP) and preparation for the Local Development Framework.

The Panel had previously made provision to hold a Special Meeting on 1 April 2004 to consider the objections received to the proposed modifications to the HUDP, with a view to recommending the HUDP to the April meetings of Cabinet and Council for adoption. However, officers now advised that certain matters within the HUDP were at odds with the finalised London Plan and, as the replacement HUDP was required to be in general conformity with the London Plan, the timetable for adoption needed to be amended to allow further time for officers to discuss these issues with the Government Office for London (GOL) and the Mayor for London. It was indicated that Harrow was not the only Borough in this situation and officers were liaising with the Association of London Government and other similarly affected boroughs in negotiating a solution with the Mayor.

It was advised that, if further modifications were required to bring the HUDP into general conformity with the London Plan, depending on the extent of the modifications, it might prove necessary to re-open the public inquiry into the Plan and this, it was noted, would cause significant further delays to adoption.

It was also explained that, as resources were currently being diverted to deal with the negotiations regarding the London Plan, and due to the outstanding matters relating to the replacement HUDP, it was not proving possible to progress the preparation of a draft Local Development Scheme, as required under the Planning and Compulsory Purchase Bill which was currently proceeding through Parliament. Once the legislation came into force it would require authorities to have a Local Development Scheme in place by December 2004 and officers advised that, whilst this deadline would be met, it was unlikely that it would be possible to make any progress with preparing any of the documents for inclusion within the Local Development Framework.

During the discussion, which followed, the Panel expressed concern at the position the Authority had been placed in and praised the officers for their efforts in seeking a solution. Clarification was also sought on a number of issues. In response to question from a Member, officers confirmed that, on current advice, halting work on the HUDP did not appear to be a practical option as this might be counted as 'withdrawing' the HUDP, meaning that the 1994 Plan, which was now significantly out of date, would be reverted to.

At the conclusion of the discussion it was agreed that the 1 April Special Meeting would be cancelled and officers would circulate information to keep the Panel informed of any progress in the negotiations with the Mayor.

Resolved to RECOMMEND: (To the Portfolio Holder)

That (1) the current position in respect of progression on adoption of the replacement HUDP, and the implications for the approach to, and timetable for, the production of a Local Development Scheme (LDS) for Harrow, be noted; and

(2) the Special Meeting of the Panel scheduled for 1 April 2004 be cancelled.

[REASON: To keep the Panel informed of progress on replacement Harrow Unitary Development Plan and the Local Development Scheme].

RECOMMENDATION 2 - Harrow School Conservation Area: Draft Conservation Area Character Study Including Planning Policies

Your Panel received a report of the Chief Planning Officer which set out a draft Conservation Area Study for the Harrow School Conservation Area, and which it was advised had been produced after a comprehensive review of the area. The Panel was requested to recommend the approval of the document for the purposes of public consultation.

During the discussion which followed, a Member expressed concern that there were a number of factual inaccuracies in the document and indicated that she felt that the document would benefit from the input of bodies such as the Conservation Area Advisory Committee prior to being circulated for consultation. In response, officers stressed that input from such local bodies would be very much welcomed but advised that it had been envisaged that such input would be sought as part of the public consultation, once the draft had been agreed by the Panel and Portfolio Holder. The Member added that she believed it was usual for a draft of the document to be circulated to the relevant Ward Councillors prior to being submitted to the Panel. Officers confirmed that this was the case and apologised for this oversight.

Following further discussion, it was

Resolved to RECOMMEND: (To the Portfolio Holder)

That (1) subject to further consultation with Councillor Mrs Kinnear regarding the text of the document, the draft Harrow Conservation Area Character Study at Appendix 2 to the Officer report, including the proposed planning policies and proposals for the conservation area, be approved for the purposes of public consultation; and

(2) any queries arising out of the further consultation with the Member indicated above be resolved via consultation with Nominated Members .

[REASON: In order to fulfil the Council's obligation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, which carries the continuing duty that every local planning authority is to consider whether it should designate and review the boundaries of conservation areas from time to time].

RECOMMENDATION 3 - The London Plan

Further to the report at item 8 on the agenda and previous reports on this subject, the Panel received a report of the Chief Planning Officer which outlined the main messages of the recently published London Plan, the main changes to the Plan and the main policy issues of importance for planning in Harrow.

Resolved to RECOMMEND: (To the Portfolio Holder)

That the main messages in the published London Plan, and the main policy implications for Harrow set out in the officer report be noted.

[REASON: To ensure that the replacement Harrow Unitary Development Plan can be adopted as expeditiously as possible, and for work on the preparation of the Local Development Framework to be started].

RECOMMENDATION 4 - Planning Policy Statement (PPS6): Planning for Town Centres

Your Panel received a report of the Chief Planning Officer which set out and sought agreement to the draft Council response to the Government consultation on the proposal to replace PPG6 with a new Planning Policy Statement PPS6 as part of a wider Government agenda to modernise the planning system. The report explained that the consultation draft broadly followed the principles established in PPG6 and did not therefore raise any fundamental issues, although the requirement relating to additional research and information needs which would be imposed on local planning authorities would stretch existing resources unless additional help was provided by the Government.

It was

Resolved to RECOMMEND: (To Cabinet):

That (1)the comments set out at Appendix A to the officer report be agreed as the Council's response to the Government Consultation on revised PPS6; and

(2) officers be authorised to forward these comments as the Council's response to the Office of the Deputy Prime Minister.

[REASON: As set out at paragraph 4 of the officer report].

PART II - MINUTES

81. **Attendance by Reserve Members:**

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

82. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

83. **Arrangement of Agenda:**

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

84. **Minutes:**

RESOLVED: That the minutes of the meeting held on 5 January 2004, having been circulated, be taken as read and signed as a correct record.

85. **Matters Arising from Consideration of the Minutes:**

- (1) A Member queried whether a copy of the standard Section 106 agreement had been circulated to all Members of the Panel and Development Control Committee as agreed at the previous meeting (Minute 75, note 9 on page 5 of the agenda). The Senior Assistant Solicitor (Planning) explained that the document had only recently been updated and would be circulated shortly.
- (2) Further to the comments relating to this matter at Minute 78, a Member queried whether the cross-party Member-level informal discussions regarding the consultant's report on the review of the Development Control process had been held yet. The Chair confirmed that they had and that an action plan was to be drawn up. It was further queried whether the report would be submitted to the Panel. The Chair advised that he was unsure as to whether this would be the case.
- (3) A Member reiterated concerns which she had expressed at the previous meeting, that the existing HUDP policies did not adequately address residents' fears in relation to telecommunications masts and needed to be amended. She referred to a letter from the Borough Solicitor to the Ombudsman which she advised also raised this issue. Several Members advised that, as they had stated at previous meeting, they were satisfied that the existing policy adequately dealt with such applications, however it was agreed that the Member would pass a copy of the letter to officers to follow up.

RESOLVED: That the information set out above be noted.

86. **Public Questions:**

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

87. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

88. **Deputations:**

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

89. **Progressing the HUDP, and Preparation for the Local Development Framework in Harrow:**

Recommendation 1, above, refers.

90. **Harrow School Conservation Area: Draft Conservation Area Character Study Including Planning Policies:**

Recommendation 2, above, refers.

91. **The London Plan:**

Recommendation 3, above, refers.

92. **Planning Policy Statement (PPS6): Planning for Town Centres:**

Recommendation 4, above, refers.

(Note: The meeting having commenced at 7.30 pm, closed at 8.28 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

WEALDSTONE REGENERATION ADVISORY PANEL

22 MARCH 2004

Chair:	* Councillor Burchell	
Councillors:	* Marilyn Ashton * Billson * Harrison	* Vina Mithani * Marie-Louise Nolan
Co-opted Member:	* Councillor Miss Lyne	
Advisers:	† Mr S Addy	– Harrow Association of Disabled People
	Dr O Amele	– Wealdstone Traders' Association
	* Mr T Arens	– Heriot Catering
	* Mr M Garratt	– Kodak
	* Ms S Hall	– Wealdstone Traders' Association
	* Mrs B Harvey	– Wealdstone Active Community
	* Mr R Page	– North West London Chamber of Commerce
	* Mrs J Skidmore	– Wealdstone Active Community
	* Mr A Wood	– Harrow Public Transport Users' Association

* Denotes Member/Adviser present

† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**126. **Attendance by Reserve Members:**

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

127. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

128. **Arrangement of Agenda:**

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

129. **Minutes:**

RESOLVED: That the minutes of the meeting held on 15 January 2004, having been circulated, be taken as read and signed as a correct record.

130. **Public Questions:**

RESOLVED: To note that there are no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

131. **Deputations:**

RESOLVED: To note that there are no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

132. **Petitions:**

RESOLVED: To note that there are no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

133. **References from Council and Other Committees/Panels:**

RESOLVED: To note that there are no references from Council or other Committees or Panels to be received at this meeting.

134. **Wealdstone Comprehensive Community Safety Project:**

The Chief Environmental Health Officer (CEHO) attended the meeting to deliver a presentation on the new Community Safety Service and the Wealdstone Comprehensive Community Safety Project.

He began by explaining that the Council was in the process of creating a new 'Community Safety Service' which would bring together a number of existing service areas in order to facilitate a 'joined up' approach to addressing a broad range of community safety problems which were currently dealt with independently by different sections of the Council. For example, fly-tipping was currently dealt with by Parks, Highways or Environmental Health depending on whether the waste was dumped in a park, by the roadside or on a private road respectively. Under the new system it would be dealt with by one single operational system.

This new approach, it was explained, would also have the advantage of greater efficiency, and would therefore mean that resources would be freed up resulting in greater capacity, it would be easier for the public to communicate with the Council as there would be one single contact point for all community safety services, and it would also allow officers to analyse and address the root causes of problems, thereby shifting the emphasis to prevention rather than just dealing with the manifestation of problems.

The CEHO advised that the Service would be delivered through the following four major operational areas with responsibility for the sub-sections indicated, and he outlined the remit of each service area in more detail:

- | | |
|--|---|
| (1) Commercial Services <ul style="list-style-type: none"> • Food Safety • Health and Safety • Licensing Services • Trading Standards/Mortuary | (2) On-Street/Envirocrime <ul style="list-style-type: none"> • Environmental Protection/Nuisance • Flytipping, abandoned vehicles etc • Highways Enforcement • Anti-Social Behaviour |
| (3) Off-Street/Residential <ul style="list-style-type: none"> • Nuisance • Air Quality • Private Sector Housing • Contaminated Land • Pest Control/Animal Welfare | (4) Community Services <ul style="list-style-type: none"> • Crime & Disorder Unit/Anti Social Behaviour • Drug Action Team • Hate Crime/Domestic Violence • Street Wardens/Security Patrols • CCTV |

Wealdstone would be the first to benefit from the reorganisation with the launch of a Community Safety Project for Wealdstone, which would be used as the pilot study for devising operational solutions and delivery systems. The specific areas of operation for the project would be:

1. Anti-Social Behaviour, including fly-tipping
2. Abandoned vehicles
3. Crime Management/Community Policing
4. Obstruction of the footway/highway by retail activity
5. Dealing effectively with street clutter and furniture
6. Management of commercial and domestic waste
7. Empty buildings, commercial and domestic
8. Graffiti, fly-posting and fly-boarding
9. Planning and co-ordination of infrastructure improvements and street works, including those undertaken by utilities
10. Foul odours – Wealdstone Brook and individual commercial premises
11. Environmental protection/Public Health issues eg noise nuisance
12. Engagement with traders and community groups
13. Development of sustainable diversionary activities eg skateboard park

It was noted that this project would be co-ordinated with the Public Realm rollout under the New Harrow Project, which was currently being rolled out in Wealdstone, and the Safer Neighbourhoods scheme (also known as Operation Opal and Community Policing), under which each Ward would have its own dedicated Police team consisting of one sergeant, two Police Constables and three Police Community Safety Officers and foot patrolling of the community would be re-established to provide reassurance and visible police presence. The three pilot Wards for the Harrow Safer Neighbourhoods scheme would be Roxbourne, Marlborough and Wealdstone and of

these Wealdstone would be the first to receive its team, on 5 April 2004.

At the conclusion of the above presentation, Panel Members raised queries in relation to, inter alia, the following issues:

- (i) Vandalism of bus shelters: The CEHO advised that the Authority would be working in partnership with Transport for London to tackle the root cause of this problem. He indicated that if patterns of vandalism emerged the Authority would deploy the mobile CCTV van to catch the offenders.
- (ii) Obstruction of bus stops by parked cars: An adviser to the Panel explained that Brent removed any cars obstructing bus stops and queried whether Harrow would be adopting the same policy to combat this problem. In response, the CEHO advised that authorities were empowered to remove only those cars which were obstructing red bus routes and, as there were relatively few of these in the Borough, this tactic did not represent a solution to the problem. However, he assured the Panel that there would be a concerted effort to tackle this problem via regular checks by highways enforcement staff.
- (iii) Foul Odours in Wealdstone High Street arising out of sewage problems: The CEHO explained that the odours emanated from Wealdstone Brook which was culverted and ran under Wealdstone High Street, and that a survey was currently being carried which had, so far, identified approximately 250 illegal connections to the brook. Some of these were quite significant, for example the connection of large commercial buildings, and it was thought that they were a major contributor to the odours. Thames Water would try to persuade those responsible for the illegal connections to redirect their waste, but, in the event that they were unsuccessful, Environmental Health could serve notices to order rectification of the situation or, as a last resort, could carry out the works themselves and bill the offending party accordingly. It was hoped that the works would be completed before the summer and the accompanying hot weather.
- (iv) Enforcement against retailers obstructing the highway: In response to a question from a Councillor, the CEHO confirmed his intention to tackle the problem of retailers obstructing the highway and agreed that a sustained enforcement approach was required if action was to be successful, but that it must be recognised that, where a retailer owned the forecourt of the premise, control would be very limited. He emphasised that the Authority would be taking an even-handed approach to the issue and all retailers creating an obstruction would be dealt with equally.
- (v) Possible increase in Anti-Social Behaviour: An Adviser to the Panel queried whether officers would be able to cope with the influx of up to 1000 extra people to the Wealdstone area as a result of current housing projects and the possible rise in anti-social behaviour that this might cause. In response, the CEHO advised that it was impossible to predict whether anti-social behaviour would rise as a result of the new housing projects but emphasised that the key to combating such behaviour was by educating the community and providing a visible deterrent.
- (vi) Spitting: In response to a query raised by an adviser to the Panel, the CEHO advised that spitting was prohibited by a by-law in Harrow. However, the by-law was difficult to enforce and did not apply to all areas in the borough. The key to tackling the problem, he argued, was through educating the community about the potential health risks and social unacceptability of spitting.
- (vii) Litter: In answering a query relating to prosecuting for dropping litter in Wealdstone, the CEHO explained the enforcement difficulties associated with this and referred to the impact of the cleaning and maintenance scheme implemented in Wealdstone under the auspices of the Public Realm element of the New Harrow Project on the cleanliness of Wealdstone's streets. He reported that there were now more litterbins, they were emptied more frequently and Wardens had been tasked with encouraging the public not to drop litter.
- (viii) Anti-Social Behaviour linked to the use of Khat: In response to a query raised with regard to the use of Khat, the CEHO advised that he was aware of ongoing complaints regarding activities linked to the use of Khat in Herga Road. However, he pointed out that Khat was not illegal to use or possess and that there had been no allegations or incidents of criminal activity linked to the problem. Nonetheless, he acknowledged that the activities heightened

residents' fear of crime and informed the Panel that he hoped to work with both the community based Policing teams and the community to try and educate the Khat users as to the perceptions of Khat use and their behaviour.

- (ix) Dealing with Vermin: In response to a question regarding the prevalence of vermin in Wealdstone, the CEHO acknowledged that one of the major causes was the available food source through the feeding of pigeons and the inadequate disposal of commercial waste and other waste. He explained that the 'clean and green' aspect of the New Harrow Project had contributed to resolving the problem and there had also been some success in eradicating the latter through baiting regimes. With regard to pigeons, there were a number of possible solutions to the problem. The one likely to be adopted would be to proof local buildings, possibly to designate specific feeding areas and provide a pigeon loft from which eggs would be removed to control the population.

An adviser to the Panel pointed out that, when proofing buildings, the installation of slopes rather than nets was more humane and effective.

- (x) Key Worker Accommodation: A Member expressed concern that housing projects which reserved accommodation for key workers did not always remain reserved for that use. In response, the Chief Planning Officer advised that key worker accommodation was secured through legal agreement, which in practical terms gave the Authority good control over its use. The Chair expressed concern that there was a perception that key worker accommodation could revert to general use and requested that information clarifying the situation be circulated to all Members of the Panel. It was further requested that information advising whether key worker accommodation in Wealdstone was specifically marketed at Northwick Park Hospital staff was also requested.

- (xi) The Queens Arms Public House Car Park : Several Members and advisers commented on the fly-tipping problem at this site and the other problems this gave rise to, such as anti-social behaviour. The CEHO acknowledged that there was a long running problem with the site and assured the Panel that officers were seeking a long-term solution to the problems, such as working with the owners to reduce access to the site. A Ward Member for Wealdstone advised that she and her fellow Ward Councillors had recently visited the site with officers. She requested that feedback on this visit be provided via the next meeting of the Panel as the other Members might also find the information interesting.

A Member also referred to the fact that cars parking in the car park were often clamped. The CEHO advised that as it was private land this was legal and that any problems should be reported to the Trading Standards Service who would investigate the legality of the process.

At the conclusion of the question and answer session, the Panel joined the Chair in thanking the Chief Environmental Health Officer for his presentation.

RESOLVED: That the information provided be noted and the actions set out above be agreed.

135. **Community Premises Initiative - Update:**

The Panel received an oral update from the Chief Planning Officer regarding the Community Premises Initiative. It was advised that construction at the site was due to be completed by mid September and the various occupants were due to move in in November.

It was noted that the update which Members had requested regarding the relocation of the Grant Road After-School Club was included elsewhere in the agenda. With reference to this, a Member queried whether the letter seeking suitable alternative accommodation had been sent to all local schools as the School at which she was a governor had not received it. She also pointed out that Whitefriars School had been approached to be a partner but had not heard anything back from the Authority since. She further suggested that the Authority should publicise the After-School Club facility more widely. Another Member advised that the Canons Cluster had been very successful in publicising their After-School Club and suggested liaison with them for ideas. Feedback was requested on these issues.

The Chief Planning Officer (CPO) then referred to the Panel's request that the use of the multi-storey car park as an adjunct to the new youth facility at Premier House be investigated. He advised that the conversion of this site had been investigated and

officers had preliminarily identified a number of issues which would need to be addressed if the site were to be utilised. These included additional fencing, new lighting and resurfacing. He advised that there was a potential incompatibility between a surface which would meet the requirements relating to use by children and that suitable for car-parking. He indicated that the project would be quite costly. The CPO queried whether the Panel wished officers to pursue the idea and come back with a written report and a more detailed costing analysis. It was noted that, if the initiative were to then be agreed by the Panel, a report would need to be submitted to Cabinet.

During the discussion which followed, the Panel agreed that they were in favour of a more detailed report being submitted to the next meeting and the Chair agreed to circulate his briefing note on the matter in the meantime. It was requested that the report address possible sources of external funding for the project. The Panel also requested that a more detailed report which took a holistic perspective of the provision of youth activities in Wealdstone, and suggested diversionary activities, sites which could be utilised etc be submitted to a future meeting of the Panel. A further report regarding the Leisure Centre was also requested.

RESOLVED: That the above be noted/agreed.

136. **Information Update:**

RESOLVED: To note the information update provided.

137. **Wealdstone Active Community:**

The representatives of Wealdstone Active Community (WAC) updated the Panel on future activities to be organised by WAC.

The arrangements for the Community Safety Day on 27th March were reiterated and arrangements for the Blooming Wealdstone event on 3 July and the joint event with Wealdstone Football Club on May 29 to promote their new football ground which would open later this year were also outlined. It was also advised that the WAC Annual General Meeting was scheduled to take place on 19 April in Holy Trinity Church and all would be welcome to attend. It was advised that over £1000 had been raised for Children in Need through a number of previous events held in the autumn.

The representatives drew the Panel's attention to the fact that, arising from the rollout of the New Harrow Project to Wealdstone, new potted plants had been installed in the High Street and the shrubbery at Holy Trinity Church had been pruned.

It was noted that a local artist, Lawrence Mathias, had now been engaged to lead the project to paint a mural on the metal fence adjacent to the train station. It was emphasised that all input to the content of the mural would be welcomed.

Finally, the representatives distributed the new edition of Wealdstone Live.

RESOLVED: That the above update be noted.

138. **Any Other Business - Rising Bollards Scheme and Short-Term Parking Arrangements in Wealdstone Town Centre:**

An adviser to the Panel who represented Wealdstone Active Community reported that, in response to her requests at previous meetings, she had been supplied with information regarding the cost of the rising bollards scheme which had been implemented in the High Street and the possibility of seeking compensation from the manufacturer for the difficulties experienced in its operation. She read aloud excerpts of a letter from the Transportation Section. The letter advised that, as the difficulties experienced related to inconsistent installation of transponders by a bus company, the fault could not be blamed on the manufacturer and it was therefore unlikely that a compensation claim would be successful.

Arising out of discussion on the above, the adviser further pointed out that, in contravention of the traffic regulations, cars were currently using the pedestrianised centre for short-term parking. The adviser informed the Panel that local businesses felt that this arrangement worked well and she requested that a report be submitted to the next meeting of the Panel regarding the formalising of this arrangement and addressing the issue of short term parking in Wealdstone generally. It was agreed that this would be requested.

Another adviser to the Panel referred to the advert placed in the local paper recently by a local travel agent which stated that the company were closing down due to the parking/traffic difficulties in the town centre. He argued that this was very one-sided and the closure was as likely to have been influenced by market pressures and the general

downturn in business due to international events.

RESOLVED: That the above information be noted and a report regarding short-term parking in Wealdstone Town Centre be submitted to the next meeting of the Panel.

139. **Date of Next Meeting:**

RESOLVED: That the next meeting of the Panel be held at 6.30 pm on Monday 5 July 2004.

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

(Signed) COUNCILLOR KEITH BURCHELL
Chair

BEST VALUE ADVISORY PANEL**25 MARCH 2004**

Chair: * Councillor Bluston

Councillors: * Arnold (2) * Idaikkadar
 * Burchell * Vina Mithani
 * Currie * Osborn (1)

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

[Note: Councillors Margaret Davine and Stephenson attended the meeting in a backbenching role].

PART I - RECOMMENDATIONS**RECOMMENDATION 1: Harrow Teachers' Centre - Best Value Interim Report**

The Panel received a report from the Director of Learning and Community Development, which outlined the progress of the Best Value Review of Harrow Teachers' Centre (HTC) and made interim recommendations. The Panel were reminded that the Best Value Review of HTC began in 2002. Members were asked to note that the Manager of HTC had been in post since September 2003, whilst the Director of Learning and Community Development had been in post since January 2004. The meeting heard that in February 2004 HTC had made a successful bid to the West London Learning & Skills Council for the establishment of a Professional Development Centre as part of the Skills for Life initiative. The Manager of HTC distributed a copy of a press release and a paper providing background to the Skills for Life Strategy. It was noted that young people had been the focus of the learning agenda but the Skills for Life initiative was aimed at improving the levels of adult literacy, numeracy and English for Speakers of Other Languages (ESOL). The Manager of HTC further reported that 2.4 million people across the country were not fully proficient in their jobs. It was therefore decided to carry out a feasibility study to establish whether HTC could become a Work Based Learning provider. Members were advised that an external consultant on behalf of Harrow Council was undertaking the feasibility study. The Manager of HTC read out the Centre's mission statement. The Portfolio Holder for Education felt it was important that HTC be used as a focus for the provision of Work Based Learning in order to increase the literacy, numeracy and overall competence of the Council workforce in accordance with the Council's Human Resources Strategy.

The Panel discussed the financial arrangements of HTC. Members were informed that HTC received income through Service Level Agreements (SLA) with the Borough's schools as well as room hire, catering, equipment and office charging. The software with which HTC operated its room bookings system had caused a number of problems. New software was due to be installed by August 2004. In 2002/03 HTC received 4,440 room bookings, amounting to 16,286 hours of usage. Of this the former Education Department, schools and other Council departments used 11,549 hours. During school term-times the occupancy rate of rooms at HTC by the Education Department and other Council departments was 65.8%. The Manager of HTC explained that efforts would be made to increase the use of the facilities. A publicity campaign was proposed, to raise awareness and increase the occupancy rate, whilst the new computer software was designed to enable bookings to be monitored and managed more effectively. The Manager of HTC distributed an advertisement featured in a recent edition of the Harrow People Magazine and a leaflet to highlight the services available at the HTC. The Manager of HTC was asked to update the Panel on these figures in 6 months time.

The meeting heard that the SLA, undertaken with First, Middle and High schools, could provide up to £173,000 for the 2003/04 financial year. However the Borough's High Schools had decided to opt-out of the SLA for 2003/04, which had contributed to a budget shortfall of £71,000. Members were informed that instead of the SLA, income would be provided through a new 'pay-as-you-go' system for room hire from 1st April 2004. The Manager of HTC argued that this new system would remove the hidden subsidies of the old system, which was deemed unfair as it often placed a heavy burden on users who were not frequent customers of HTC. It was explained that under the previous system schools had to pay through the SLA regardless of how much use they made of the facilities at HTC. Under the proposed 'pay-as-you-go' system schools would be paying for their actual use of the facilities. Members were referred to Appendix A but were warned to be cautious of the figures, given that School Development Services, Early Years and other sections of the former Education Department were not previously charged on a 'pay-as-you-go' system but were rather

given access to the facilities through the SLA. It was added that non-priority users would face a large increase, primarily because they were being heavily subsidised beforehand by the SLAs. It was made clear that in future non-priority users would have to pay the market price for facilities at HTC. The Panel noted that the figures in Appendix A detailing the charges for non-priority users were incorrect. The Manager of HTC confirmed that the appropriate amendments would be made. Members were also advised that HTC had decided to change the phrases 'priority' and 'non priority' users and instead categorised users as 'Harrow Council' and 'external.'

The Panel were referred to page 26 of the agenda, which concluded that higher charges were required in order for HTC to avoid serious financial difficulties. The fees agreed at Cabinet were due to cover the period from 1st April to 31st August. It was argued that fees for the remaining two-thirds of the financial year would have to be higher than those agreed at Cabinet.

The Panel discussed the competition that HTC would face if higher charges were introduced. The Manager of HTC made clear that it was not a level playing field particularly as some Council sections including the Central Training Unit, paid no fees for booking training events in rooms at the Civic Centre. The meeting went on to hear that the Best Value Group at HTC had made comparisons against local competitors, including the Watford Hilton, Cumberland Hotel and Grimsdyke Hotel. It was concluded that on the basis of the appraisal undertaken, HTC would remain competitive. Members noted a number of benefits of using HTC including free parking, which many of its competitors could not boast. The Panel also agreed that HTC needed a number of improvements in order to make it a user-friendly environment and in turn enhance its appeal to customers. A Member asked whether the demand for rooms remained high. It was reported that competition for rooms was very high, particularly in the internal market. Whereas demand for rooms had been high under the SLA the Panel agreed that it would be difficult to establish whether this was down to the low charges previously applied. Enquiries were also made in relation to the catering provision at HTC. It was noted that eight extra places in the restaurant had already been introduced.

Members enquired as to why the High Schools had decided to opt-out of the SLA. The Manager of HTC could not answer for the High Schools but suggested that they felt they were not getting value for money. It was noted that if the High schools had opted-out of the SLA due to a lack of funds then they would be unlikely to enter the pay-as-you-go scheme. However if High schools were booking facilities at HTC under the 'pay-as-you-go' system then it would be apparent that they felt the SLA did not provide value for money. It was reported that discussions with the High Schools would take place with the hope of seeing them re-enter the SLA. The Manager of HTC would report back on any developments at a future meeting of the Panel.

Members discussed the competition HTC faced with the Committee Rooms at the Civic Centre. Although the Central Training Unit often favoured the facilities at the HTC, they received free accommodation at the Civic Centre. The need for a level playing field in terms of providing facilities was recognised by the Panel. Members noted that this issue would be discussed at a future meeting of the Grants Advisory Panel. It was further suggested that the Panel add to its recommendations, a review of the internal charging system for committee rooms.

Resolved to RECOMMEND: (To Cabinet)

That (1) the Best Value Report of Harrow Teachers' Centre be incorporated into and superseded by the feasibility study into the potential development of Harrow Council as a Work Based Learning provider;

REASON: Important changes, including the potential development of Harrow as a Work Based Learning Provider may significantly affect the outcome of the recommendations of the Best Value Review report.

(2) there be a change to the rate of fees and charges for using the Teachers' Centre above the rate of approximately 2.8% agreed at Cabinet;

REASON: The Service Level Agreement with schools for using the Teachers' Centre will cease on 31st March 2004. Use of the Teachers' Centre (e.g. attendance at INSET sessions by school staff) will instead be on a pay-as-you-go basis for all users from 1st April 2004. An interim rate of fees and charges was approved by Cabinet based on an inflationary increase of 2.8% pending the recommendations from the Best Value Report.

(3) a review of the Civic Centre committee room booking system be undertaken.

REASON: In order to determine the impact of free use of the Council committee rooms and other facilities upon the demand for facilities at the Harrow Teachers' Centre.

RECOMMENDATION 2: Best Value Review Programme

The Panel received a report from the Director of Organisational Performance outlining the position of the Council's Best Value Review Programme. The Panel was reminded that there had been a significant change in Government guidance since the inception of Best Value: councils were now expected to focus reviews on key areas of weakness or need, identified either externally (for instance by inspecting bodies) or internally. This contrasted with the earlier approach whereby a review programme was expected to encompass the entire range of council activities. Major internal change through the New Harrow Project had also had a profound effect on reviews. Revised criteria for identifying reviews were set out in the report. Members were informed that following consultation with the Service Departments, the Panel would receive a draft programme focusing on key issues.

It was added that a review was required of the identifiable links and relationship between scrutiny and Best Value. The meeting also discussed the dangers of duplicating work at the Best Value and scrutiny level. Members were advised that a review of scrutiny was about to commence and could be extended to cover these issues.

The Chair noted that many of the reviews had taken a long time to report to the Panel and that there remained too many reports that were 'incomplete.' The Chair also felt that the Panel should be regularly updated on the progress of reviews after it had presented its final report.

Resolved to RECOMMEND: (To the Portfolio Holder for Planning, Development, Housing and Best Value)

That the approach outlined in the formulation of a new review programme be agreed.

REASON: To enable a targeted and sustainable review programme to be re-established.

(See also Minute 97).

PART II - MINUTES

88. **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 D Ashton	Councillor Osborn
Councillor Pinkus	Councillor Arnold

89. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

90. **Arrangement of Agenda:**

The Chair proposed that an amendment be made to the running order of the substantive items of business. It was decided that item 8 would be followed by item 10, by which time the Manager of Harrow Teachers' Centre would be in attendance at the meeting. Item 9 would conclude the substantive items of business.

RESOLVED: That (1) the above be noted; and

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

91. **Minutes:**

RESOLVED: That the minutes of the meetings held on 16 July and 11 September

2003, having been circulated, be taken as read and signed as a correct record.

92. **Public Questions:**

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

93. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

94. **Deputations:**

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

95. **Cross-Cutting Review 'Safer Harrow' - Improvement Plan Progress:**

The Panel received a progress against improvement plan report from the Interim Head of the Crime Reduction Unit. Members were referred to page 2 of the agenda, which listed the four main areas that the Review had identified for further development. In respect of co-location the Crime Reduction Manager reported that the Metropolitan Police Authority was selling off assets in order to support its revenue accounts. It was noted that the business case submitted to the Metropolitan Police Property Services Division had proved unsuccessful and that Wealdstone Police Station would be sold in 2-3 years time. It was recognised that alternative provision would be made in Wealdstone. Members questioned whether Wealdstone Police Station, a listed building, could be sold on the open market.

Positive progress was noted in relation to the establishment of a Joint Anti-Social Behaviour Unit, which was being carried out in accordance with new legislation (Crime and Disorder Act). The Crime Reduction Manager noted that two staff from the Local Authority had recently moved to the Intelligence Unit in South Harrow Police Station. It was hoped that this would provide a greater degree of co-operation between the Police and the Council in order to help achieve the objectives in tackling crime and anti-social behaviour. It was added that these objectives were closely linked to the 'liveability' agenda of the New Harrow Project, particularly in tackling persistent low-level offenders.

The Panel heard that efforts were being made to share information between the Police and the Council. Fortnightly meetings of the Police Tasking Group were noted as an integral part of this process and were seen as important in helping to tackle specific crime issues in the Borough. Members were informed of a Community Involvement Officer, managed jointly by Harrow Council and South Harrow Police Station. The purpose of this role was to support and develop Harrow Neighbourhood Watch. The Crime Reduction Manager concluded his presentation by commenting that good progress had been made on majority of aspects of the improvement plan.

Members discussed measures that could be taken against individuals who dropped litter. The Crime Reduction Manager informed Members that enforcement powers were restricted to the Police and had not been extended to Street Wardens or Police Community Support Officers, although this was noted as being under review. Discussion turned to the possibility of making use of signs in appropriate positions in the Town Centre, warning members of the public not to drop litter. The Crime Reduction Manager advised that the Council had submitted a bid to receive funding for electronic signboards to use for this purpose. This would provide the added benefit of being able to change the text of the message.

The Panel agreed that educating people was an integral part of solving the problem. It was reported that Street wardens and Police Community Support Officers had given citizenship talks in schools, part of which deals with the consequences of dropping litter. In terms of the wider community, it was noted that Street Wardens and Police Community Support Officers had endeavoured to use their powers of persuasion when confronting members of the public that had dropped litter. Positive responses had generally been received. It was added that the local press had provided extensive coverage on the subject.

Discussion turned to the subject of graffiti. The Crime Reduction Manager noted that external funding would be sought for the purpose of removing graffiti. The Government

Office of London and the Probation Service were identified as possible sources of funding for tackling and removing graffiti. It was added that future anti-graffiti projects would have to be implemented within the parameters of the Medium-Term Budget Strategy. A Member raised a concern that although the ambition to tackle graffiti was admirable, it was not always followed through in practice. The Member's own ward had reportedly suffered from this problem for a number of years. Graffiti problems at the St John's Ambulance building in North Harrow and the areas surrounding Nower Hill School were noted as examples. The Panel agreed that the presence of Police Officers and Street Wardens had had a noticeable impact on reducing litter and graffiti. Members agreed that the element of deterrence had played an important part in tackling this problem but that much work was still to be done.

Members discussed tools for tackling the problem of anti-social behaviour. Anti-social behaviour orders (ASBO) were noted as one such tool. Other options included Acceptable Behaviour Orders and Parenting Orders. It was explained that these were less serious and required no formal court action but were rather progressive steps that could be made before taking out an ASBO.

The Crime Reduction Manager noted that tackling alcohol abuse formed an integral part of the Safer Harrow Action Plan. Indeed alcohol was noted as particularly relevant in relation to violent behaviour. The proposed alcohol treatment centre in Harrow was discussed. A police station was not deemed as the best location for such a centre. The treatment centre was noted as being in the early stages of the planning process.

A Member noted that there had been a lack of progress in the Young Persons Centre. Despite a service being provided, it was felt that it had not been sufficiently expanded. Further co-operation with Connexions, particularly in relation to the funding, was sought. The Chair requested that the Crime Reduction Manager establish the associated costs of running the project and finding a suitable location.

A Member of the Panel enquired as to the success of the Mobile Unit. The Panel heard that the reduced crime levels in Harrow Town Centre were partly attributable to the contribution of the Mobile Unit together with CCTV. It was added that the Town Centre traders had been supportive of this initiative. The cost of the scheme was noted as £165,000 and the Crime Reduction Manager felt that this was a valuable initiative.

The Chair informed the meeting that he had received a letter advising that the Safer Neighbourhood scheme is being introduced in a number of wards, with the aim of having all wards participating in this scheme by the next 2-3 years. It was added that every ward in the scheme would hold meetings every three months and would include up to five Community representatives. The Chair thanked the Crime Reduction Manager for his report.

RESOLVED: That (1) the report and progress made in relation to the Improvement Plan be noted; and

(2) the Crime Reduction Manager send the Chair information relating to the costs associated with the Young Persons Centre.

96. **Harrow Teachers' Centre - Best Value Interim Report:**
(See Recommendation 1)

97. **Best Value Review Programme:**
Further to Recommendation 2 above, it was:

RESOLVED: That (1) a further report, with proposals on this basis and including the curtailment of existing reviews where appropriate, is brought to the next meeting of the Panel (subject to prior receipt of the finalised Audit and Inspection Programme); and

(2) the Panel concurs with the inclusion of the relationship of this Panel with scrutiny bodies within the scope of the forthcoming review of the scrutiny function.

(Note: The meeting having commenced at 7.32 pm, closed at 10.00 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL****30 MARCH 2004**

Chair: * Councillor Toms

Councillors: * Janet Cowan * Ann Groves (1)

Advisers: Mr D A Jones
(Vacancy)

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

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

On 30 March 2004 there were 4 children for whom the 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 an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H83	10	Canons
H84	10	Canons
H85	10	Hatch End High
H86	10	Whitmore High

PART II - MINUTES196. **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 Choudhury	Councillor Groves

197. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

198. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I to Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

199. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 20 January and 3 February 2004, having been circulated, be taken as read and signed as a correct record; and

(2) the signing of the minutes of the meeting held on 16 March 2004 be deferred until printed in the next Council Bound Minute Volume.

200. **Public Questions:**

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

201. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

202. **Deputations:**

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

203. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.10 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**

13 APRIL 2004

Chair: * Councillor Toms
 Councillors: * Choudhury * Janet Cowan
 Advisers: Mr D A Jones
 (Vacancy)

* Denotes Member present

PART I - RECOMMENDATIONS

RECOMMENDATION 1: Admission to County Schools

On 13 April 2004 there were 4 children for whom the 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 an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H87	9	Harrow High
H88	10	Canons
H89	10	Park High
H90	9	Park High

PART II - MINUTES

204. **Attendance by Reserve Members:**

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

205. **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.

206. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I to Schedule 12A to the Local Government (Access to Information) Act 1985 in that it contains information relating to any particular applicant for, or recipient of, any service provided by the Authority.

207. **Minutes:**

RESOLVED: That the signing of the minutes of the meetings held on 16 March 2004 and 30 March 2004 be deferred until printed in the next Council Bound Minute Volume.

208. **Public Questions:**

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

209. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

210. **Deputations:**

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

211. **Admission to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.05 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

CONSULTATIVE
FORUMS

EDUCATION CONSULTATIVE FORUM

24 MARCH 2004

Chair:	* Councillor Stephenson	
Councillors:	* Mrs Bath * Miss Bednell * Gate	* Kara (1) * Miles (2) * Ray
Teachers' Constituency:	† Mr R Borman * Ms H Cowgill * Ms C Gembala	† Mrs P Langdon * Mr P Large
Governors' Constituency:	* Mrs M DeBeer (Reserve) † Ms H Henshaw * Mrs C Millard	† Mr N Rands * Ms H Solanki
Elected Parent Governor Representatives:	* Mr H Epie	* Mr R Sutcliffe
Denominational Representatives:	* Mrs J Rammelt	Reverend P Reece
Arts Culture Harrow Representatives:	Mr V Gresty	Mr D Pullinger

* Denotes Member present
(1), (2) Denote category of Reserve Member
† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - School Term Dates 2005/06**

The Forum received a report from the Director of Strategy (People First) which outlined the recent consultations on term dates undertaken since the Forum's last meeting. At the Forum's meeting in February, members had requested that consideration of neighbouring boroughs' term dates be taken into account. The Parental Support and Information Services Manager explained to the Forum that after consultation with neighbouring boroughs an amended version of Model 1, the preference of those previously consulted, was now presented to the Forum. The officer explained that the amendments consisted of a change to the dates for the February 2006 half term in order to achieve more consistency with neighbouring boroughs and the proposed model of the Association of London Government (ALG).

Resolved to RECOMMEND: (To Portfolio Holder)

That the school term dates for 2005/06 be set in accordance to the amended Model 1.

PART II - MINUTES95. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Thammaiah
Councillor Janet Mote

Reserve Member

Councillor Miles
Councillor Kara

96. **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.

97. **Arrangement of Agenda:**

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

98. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 February 2004 having been circulated, be taken as read and signed as a correct record.

99. **Matters Arising from the Minutes:**(i) **New Proposal for Schools to Be Able to Drug Test Pupils**

The Chair informed the Members of the Forum that guidelines on this matter were yet to be issued.

A Member of the Teachers' Constituency raised concerns that any future implementation of drug testing in schools would be left to the discretion of individual schools and the Forum agreed that a general policy would be preferable and further to follow up the discussion when more information was available.

(ii) **Workforce Remodelling**

The Chair informed the members of the Forum that a conference with governors to address this issue had recently been held.

A Member of the Teachers' Constituency stressed the importance of a general policy on the employment of Higher Level Teaching Assistants (HLTAs) and Cover Supervisors in the borough. The member also expressed concern that the HLTAs be required to teach whole classes in order to obtain their title. The Chair stated that it was also in the interests of all concerned to have a common policy in this matter.

(iii) **Education Budget 2004/05**

The Chair informed the meeting that the budget with an additional £1.2 million for schools had been approved by the Council.

(iv) **Meeting with MPs**

The Chair reported that the meeting with the MPs for Harrow, Tony McNulty and Gareth Thomas had been both interesting and rewarding. A Member of the Governors' Constituency thanked the Chair for arranging the meeting.

(v) **Seminar on People First**

RESOLVED: That a presentation of People First take place at the Forum's next meeting.

100. **Responding to Irregular School Attendance - Parenting Contracts and Penalty Notices:**

The Principal Education Welfare Officer explained that although guidelines on the implications of the Anti-Social Behaviour Act had been drawn up, more information was required on the subject of issuing penalties to parents residing outside the borough but with children attending schools in Harrow. The officer reported that he would be meeting with neighbouring boroughs to address the implications involved and to discuss common procedures to follow in these cases. The officer continued to explain that all the measures to combat unauthorised absence would be implemented in September and schools would soon be notified of the procedures to follow.

In response to a question from a Member of the Elected Parents' Constituency regarding information sent out to parents, the officer explained that the borough would be issuing guidance to schools on parenting contracts in the near future and that parents would also be informed on the implications of pupils' non-attendance at schools.

Following a further question regarding unauthorised absence due to bullying, the Principal Education Welfare Officer informed the Forum that at School Attendance Panels, children and parents were questioned on the reasons for absence to secure the views of the families involved. The officer also reminded the Forum that the proposal on unauthorised absence contained several measures to combat the problem and that issuing a penalty would only be a last resort. The Principal Education Welfare Officer stressed that cases coming to the School Attendance Panel are those where the levels of absence were of great concern and in some cases children would be on the child protection register.

A member of the Forum thanked the officer for circulating the information on responses to unauthorised absence.

101. **14-19 Provision in Harrow:**

Further to the circulation of an information item regarding this matter the Policy Review Manager informed the Forum that the Cabinet had considered the report outlining the results of the consultation on school re-organisation and had agreed on the recommendations made in the report. These recommendations would now be presented to London West Learning and Skills Council (LWLSC).

The Director of Strategy explained that there had been a wide discussion on the post-16 reorganisation which had included an Advisory Group involving representatives from Harrow schools, colleges, LEA and LWLSC. The role of the Advisory Group had been to analyse the options for a 14-19 provision and to advise the cross-party Steering Group formed to liaise with LWLSC in these matters. Following the work of the Advisory Group and the Steering Group a Stakeholder Survey was undertaken outlining four different models for school re-organisation. The survey concluded that model 1, 14-19 provision in every high school, was the preferred model of those consulted. Further to the results of the survey four consortiums were formed, each involving several schools in Harrow to undertake the work on re-organisation on a more local basis.

In response to a question from a Member of the Governors' Constituency relating to the governors' role in the consortium, the Director of Strategy explained that the governors involved in the consortiums would be consulted via their Governing Bodies as was normal practice.

In response to a further query it was confirmed that there was awareness that a single solution would not be appropriate to meet the need for all the consortiums and that depending on the needs identified different solutions would be sought within the context of the overall principles and framework agreed by Cabinet.

In response to a comment made by a Member of the Elected Parents' Governor Constituency, the Chair explained that the content of the report on 14-19 provision had been considered twice by the Forum but due to an extended time for consultation and a tight timescale to present the recommendations to LWLSC it had not been possible to present the full report to the Forum in advance.

In response to a further comment the Director of Strategy indicated that parents opting for education outside the borough do so for various reasons and leaving the borough to attend Sixth Form in schools was just one of the options considered by these parents.

A Member of the Forum expressed concern that not enough provision was made for disabled students, but was reassured by other members that schools and colleges in Harrow actively promote inclusive education for disabled students.

102. **Public Questions:**

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

103. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

104. **Deputations:**

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

105. **School Term Dates 2005/06:**

See Recommendation 1

106. **Date of Next Meeting:**
It was noted that the next meeting of the Forum was scheduled to take place on 23 June 2004.

(Note: The meeting having commenced at 7.33 pm, closed at 8.48 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Chair

COMMUNITY CONSULTATIVE FORUM

29 MARCH 2004

Chair: Councillor N Shah

Councillors: * Arnold * Lavingia (1)
 * Bluston Omar
 * Janet Cowan * Anjana Patel
 * Currie (Vice-Chair in the Chair)

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

[NB Attendance at this meeting by representatives of community organisations and representatives of the Local Authority is recorded at Appendix 1].

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

72. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor N Shah	Councillor Lavingia

73. **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.	Councillor Bluston	Declared a Personal Interest in that he is a member of the Shadow Board of the ALMO
6.	Councillor Currie	Declared a Personal Interest in that he is a member of the Shadow Board of the ALMO

74. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 5 – Presentation by Harrow African-Caribbean Association, be considered before agenda item 4 – Progress Report on Meals on Wheels Service;

(2) 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 listed below:-

<u>Agenda Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
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7. Update Report on Harrow Strategic Partnership and Community Strategy	The draft Community Strategy was not finalised at the time of the meeting, so a report was presented at the meeting that explained the principles of the Strategy.
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[It was also indicated that the draft Strategy would be published on Harrow Council's website for information, as it had been from the beginning of its development. Paper copies were available upon request to the officer.]

(3) all items be taken with the press and public present.

75. **Presentation by Harrow African-Caribbean Association:**

The Forum received a presentation by Trevor Chisholm, Chair of Harrow African Caribbean Association.

The Association's background and aims were explained to members. Members noted that the Association's mission was to unite the African and Caribbean people in Harrow, which arose from challenges faced by the Police and communities in Harrow in the late 80s. The Association formalised its constitution in 1991 and had operated as a voluntary group since that time.

It was emphasised that the Association relied upon funding from the Council and other external bodies to facilitate the Association's work. It was also mentioned that art and crafts made by elderly people who participated in organised activities like cloth painting were sold to generate revenue. Members who had contributed to the development of the Association were exemplified. It was also explained that much of the work carried out by staff was voluntary.

The Chair advised the Forum of the following successes achieved:

- Day Centre on Fridays between 11.30 am and 4.00 pm, which was attended by 30 elderly people;
- Organised day trips;
- Established accommodation at Community Premises;
- General meetings took place on issues that affected the black community;
- Dinner and dances attended by ambassadors and politicians;
- Participation in Black History Month;
- Dance School; and
- IT classes

It was also noted that general meetings, which were open to the public, focused upon social issues that affected the Black communities, like: educational under-achievement of Black boys, stop and search, diabetes and community policing.

It was indicated that the following areas would be concentrated upon in the coming months to maximise the Association's work:

- Greater engagement by younger people with the Association's work;
- Education issues, for instance encouraging parents to become Governors in schools;
- Expanding day services for elderly clients, such as visiting the sick in their homes;
- Suitable accommodation to house HACAS services;
- Further funding for services provided;
- Organised trips to theatre productions; and
- Increased partnership working with voluntary and statutory groups.

A community representative asked what partnerships had HACAS formed in education to address the problem of Black boys' educational under-achievement. The Chair of the Association responded by saying there were a great deal of options available to the Association to explore, such as mentoring schemes. It was indicated that a meeting would be called shortly to establish a way forward on that issue.

A community representative enquired how united the Association was in meeting the needs of the African communities that live within the borough. The Chair responded by saying the Association exists for Caribbean and African people and did not preclude any groups from using facilities. It was re-emphasised that this year would yield greater partnership working with a number of voluntary and community groups, which would in turn create more awareness of the Association's services.

The Chair of the Forum thanked Trevor Chisholm, Chair of the Association, for presenting at the meeting.

RESOLVED: That the above information be noted.

76. **Progress Report on Meals on Wheels Service:**

The Forum received a report of the Head of Community Care, which was reported by Marilyn Vertes, Community Care Development Manager and Vijay Malik, Equalities Manager.

Members were reminded of the background surrounding Indian vegetarian meals and the Forum's involvement in a resolution being reached. The report was summarised to members for their information.

A community representative asked what 'Indian vegetarian' meant. The Community Care Development Manager responded by saying it referred to those who were Gujarati, however, it was thought that this should not deter other Indian vegetarians from eating those meals.

A community representative queried how direct payments would work, which was detailed in the officer report. The Community Care Development Manager explained that people who were eligible for Meals on Wheels would have the autonomy to buy their own meals instead of receiving it from the service.

A Member asked a supplementary question related to who would be paid for providing hot meals via direct payment. It was anticipated by the Community Care Development Manager that users would buy their meals from supermarkets and restaurants; relatives or someone who lived with person could not be paid for cooking meals.

A community representative queried the take up rate for African-Caribbean meals. The Community Care Development Manager indicated that she did not believe it was highly subscribed and that she knew of one person who had the meal.

A community representative commented that it would be worthwhile working with HACAS to publicise the service to its members, as the take-up rate might suggest that people were not aware of the service and types of meals provided. The Equalities Manager responded by saying people who were identified as having a need were assessed and issued meals. It was suggested that community representatives could also assist the Council by cascading information received to their members.

A community representative indicated that he was apart of a working group that looked at the Meals on Wheels service, and said that there had been an intention to have a tasting session for African Caribbean meals but this had never come to fruition, so that might be an indication of why the take-up rate was low. The Community Care Development Manager said that she would look into the matter.

A community representative queried the price of meals provided by the service. The Community Care Development Manager indicated that, from 1 April 2004 all the hot meals would be priced at £2.60, frozen meals at £2.50.

A Member requested further clarification on those who would receive hot meals by the service in the future. The Business Support Manager re-emphasised that, in order to provide equitable basis for people to receive the service, it was proposed that people who were unable to use kitchen equipment to reheat frozen meals because of a physical, sensory or mental health problem or severe learning disability would receive hot meals. People whose strict religious practices made frozen meals inappropriate or unacceptable and those that could not cope or had no-one who could assist them with direct payments would also qualify for hot meals.

RESOLVED: That the initial findings and plans for future progress be noted.

77. **Presentation regarding the Black and Minorities Ethnic Housing Strategy:**

The Forum received a presentation from the Strategy and Research Manager.

Members were informed that the Council was working to produce a strategy that highlighted current demographics and living arrangements in Harrow and would include inequalities or specific issues. It was also mentioned that an action plan would be developed to address issues raised.

It was emphasised that the Council had to embrace the Race Relations (Amendment) Act 2000, McPherson report and the Audit Commission's recommendation from a recent Best Value Inspection; it was anticipated by the Strategy and Research Manager that the Strategy would foster good practices for the Council and benefit the borough. It was stated that the Strategy would be in place by July 2004.

It was explained that the Strategy would achieve the following:

- Understand the needs and aspirations of residents with different cultural and religious backgrounds;
- Work in partnership with the community and other service providers to address local needs;
- Work to eliminate discrimination and inequality in services provided;
- Ensure services were accessible and appropriate for all residents of Harrow; and
- Deliver quality services and achieve greater level of satisfaction.

It was thought that the Forum's input in the Strategy would be appreciated.

During the discussion community representatives asked a number of questions in relation to the Housing directorate, particularly the Arms Length Management Organisation (ALMO), which was outside of the Strategy and Research Manager's remit. As a consequence of that, it was recommended by the Chair that it would be more appropriate for a Housing officer working on ALMO to attend a future Forum meeting to answer community representatives' questions, which was agreed by the Forum.

RESOLVED: That the presentation regarding the Black and Minorities Ethnic Housing Strategy be noted.

78. **Update Report on the Harrow Strategic Partnership and Community Strategy:**
The Manager of the Strategic Partnership Section delivered a verbal presentation based upon the developments of the Community Strategy. Additionally a report of the Executive Director (Organisational Development) was tabled at the meeting for Forum members' information.

The Forum was informed that they were supposed to have received a draft Community Strategy in advance of the meeting, but this had proved impossible due to it not being finalised.

It was stressed to members that the Strategy indicated the current plans of the Council and other public sector partners as well as the voluntary and community sectors. The Manager advised that the HSP would monitor the Strategy and progress made against action points by service providers, in order to promote equality and ensure life opportunities. It was noted that the Strategy was for a ten-year period and was anticipated to be launched at the HSP Summit on 19 May 2004.

The Manager further informed members that a second document would be produced which would indicate the HSP's action in addressing issues of inequality in the borough as well as planning for economic, social and environmental changes that might occur over the next 10 years.

RESOLVED: That the information be noted.

79. **Verbal Report on Community Cohesion:**
The Manager of the Strategic Partnership Section delivered a verbal presentation based on Community Cohesion.

Members were reminded of the rationale behind the Community Cohesion agenda and the existence of the West London Pathfinder project that included Brent, Hillingdon, Hammersmith and Fulham, Ealing, Hounslow. Members were informed that a joint publication between the Greater London Authority and the West London Alliance had been launched in Harrow in February (2004) by the Mayor for London. It was suggested that the publication represented a commitment to the Community Cohesion principles.

The Forum was informed that the Council was continuing to explore ways in which to integrate Community Cohesion principles into its working practices, and that each directorate would be encouraged to address those principles in their service plans. Members were also informed that the Harrow Strategic Partnership had decided to establish a Community Cohesion Reference Group to ensure that local partners embraced the commitment.

A community representative queried whether the Council would hold a borough wide event on the subject for the community, like other councils had. The Manager of the Strategic Partnership Section indicated that this was subject to resources, and would need to be discussed by officers before a decision could be reached. The decision would be reported back at the next Forum meeting.

RESOLVED: That the information be noted.

80. **Open Forum:**

The Chair called for suggestions of topics for discussion at future meetings. Members put forward the following ideas:

- Information on ALMO
- SSI Inspection of Services for Disabled People

RESOLVED: That the above ideas be noted.

81. **Public Questions:**

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

82. **Petitions:**

RESOLVED: To note that there were no petitions received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

83. **Deputations:**

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

84. **Minutes:**

RESOLVED: That the minutes of the meeting held on 10 February 2004 be deferred until printed in the next Council Bound Minute Volume.

(Note: The meeting having commenced at 7.30 pm, closed at 9.40 pm)

(Signed) COUNCILLOR BOB CURRIE
Vice-Chair in the Chair

APPENDIX 1

Community Consultative Forum – 29 March 2004**(1) Representatives of Community Organisations who Attended**

P Pawar	Harrow Council for Racial Equality
E Challoral	Harrow Council for Racial Equality
M Rizv	Pakistan Society of Harrow
K Nagda	Sangat Centre
SMA Farooqi	Islamic and Cultural Society of Harrow
V Bavishi	Harrow Mencap
M Mehta	The National Council of VANIK Association
L Gorasia	Hindu Council Harrow
T Chisholm	Harrow African-Caribbean Association
P Turner	Harrow African-Caribbean Association
Y Chisholm	Harrow African-Caribbean Association
J Lawal	Education for Life

(2) Interested People who Attended

C Davis
Verona

(3) Apologies Received by Community Organisations

Harrow Anti Racist Alliance
Ethnic Alcohol Counselling Service in Harrow
Harrow Association for Voluntary Services

(4) Officers who Attended

Vijay Malik, Equalities Manager
Bindu-Arjoon Matthews, Manager of the Strategic Partnership Section
Marilyn Vertes, Community Care Development Manager
Rebecca Price, Strategy and Research Manager

COUNCIL
AND
COUNCIL
COMMITTEES

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 21 APRIL 2004

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Idaikkadar
 * Mrs Bath * Knowles
 * Bluston * Miles
 * Choudhury * Mrs Joyce Nickolay
 * Janet Cowan (2) * Thornton

* Denotes Member present
 (2) Denotes category of Reserve Member

[Note: Councillor Vina Mithani also attended this meeting to speak on the item indicated at Minute 556 below].

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

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

Ordinary Member

Reserve Member

Councillor Kara

Councillor Janet Cowan

556. Right of Members to Speak:

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, Councillor Vina Mithani, who was not a Member of the Committee, be allowed to speak on Item 2/05 on the list of Planning Applications Received.

[Note: At the point of the meeting at which application 2/05 was discussed, Councillor Mithani was not present and therefore did not speak on this matter].

557. Declarations of Interest:

RESOLVED: To note the following declarations of interests arising from the business to be transacted at this meeting:

- (i) Planning Applications 1/06 – 1/ 11 – Harrow Hospital, Roxeth Hill, Harrow
 Councillor Bluston declared a personal interest in the above applications arising from his appointment, by the Authority, as a Trustee of Victoria Hall, which was run by the YMCA, which organisation had an interest in the above. Accordingly, he remained in the room and took part in the discussion and voting on this item.
- (ii) Planning Application 2/05 – Brent House, 214 Kenton Road, Kenton
 Councillor Janet Cowan declared a prejudicial interest in the above application arising from the fact that she knew the owner of the property. Accordingly, she left the room and took no part in the discussion or decision-making on this item.
- (iii) Planning Application 2/11 – 49 High Street, Harrow on the Hill
 A note on the main agenda advised that Councillor Harriss, who was not present at the meeting, had, in accordance with Paragraph 2.5 of the Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying, given notice of an interest in the above application, on the basis that the applicant was his father.

Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that a relation of the Conservative Group owned the property. Accordingly, they left the room and took no part in the discussion or decision-making on this item.

- (iv) Planning Application 2/14 – Stanmore Golf Club House, 29 Gordon Avenue, Stanmore
Councillor Bluston declared a personal interest in the above application arising from the fact that he had played at the golf club many times and knew a number of members of the club. Accordingly, he remained and took part in the discussion and decision-making on this item.
- (v) Planning Application 2/15 – Tanglewood Cottage, 12 Tanglewood Close, Stanmore
Councillor Mrs Ashton declared a prejudicial interest in the above application arising from the fact that the applicants were her neighbours. She accordingly left the room and took no part in the discussion or decision-making on this item
- (vi) Planning Application 2/18 – 7 Village Way East, Harrow
A note on the main agenda advised that Councillor Harriss, who was not present at the meeting, had, in accordance with Paragraph 2.5 of the Protocol for Members and Reserve Members when Dealing with Planning Applications and Lobbying, given notice of an interest in the above application, on the basis that the applicant was his father.

Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay declared a prejudicial interest in the above application arising from the fact that a relation of the Conservative Group owned the property. Accordingly, they left the room and took no part in the discussion or decision-making on this item.
- (vii) Planning Application 2/21 – 3 Canons Drive, Edgware
Councillor Janet Cowan declared a prejudicial interest in the above application arising from the fact that the applicants were her neighbours. Accordingly, she left the room and took no part in the discussion or decision-making on this item.
- (viii) Planning Application 3/01 – Pinner Park Farm, 1 Pinner Park Farm, Pinner
Councillor Knowles declared a prejudicial interest in the above application and accordingly left the room and took no part in the discussion or decision-making on this item.

558. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the provisions of the Local Government (Access to Information) Act 1985, the following item/information be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Agenda Item</u>	<u>Special Circumstances / Reasons for Urgency</u>
Agenda Item 8a – Planning and Development Improvement Plan 2004/05 - 2006/07 – Reference from the Cabinet Meeting of 20 April 2004.	Cabinet received the report of the Chief Planning Officer regarding the Planning and Development Improvement Plan 2004/05 - 2006/07 at their meeting on 20 April. The reference setting out Cabinet's response to that report is now admitted to the agenda in order to ensure that the Development Control Committee has all the information relevant to its consideration of the Planning and Development Improvement Plan (set out at Agenda Item 11).
Agenda Item 15 – Confirmation of a Tree Preservation Order (TPO) - 663 Uxbridge Road (No 38) Harrow Weald - Subject to an Objection	This report is admitted to the agenda in order to ensure that the matter be progressed as soon as possible.
Addendum	This contains information relating to various items on the agenda and is based on information received after the agenda's dispatch. It is admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

and;

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

559. **Minutes:**

RESOLVED: That it be agreed that, having been circulated, the minutes of the meeting held on 17 March 2004 be signed as a correct record of that meeting, subject to the following amendment:

Amend 523(ii) to read:

“Planning Applications 2/05 and 2/06 – Arnold House Playing Fields, 44 Donnefield Avenue, Edgware – P/66/04/CFU & P/67/04/CCA

Councillor Bluston declared a personal interest in the above item arising from the fact that he had played at the tennis club a number of times and he knew a number of members of the club. Accordingly, he remained and took part in the decision-making and discussion on this item”.

560. **Matters Arising from the Minutes:**

A Member reminded the Committee that, at the previous meeting they had deferred approval of the minutes of the meeting held on 11 February 2004 insofar as they related to planning application 2/01 to allow queries regarding the minuting of comments made by Members of the Committee at that meeting in relation to that application to be resolved. She queried whether the matter had now been resolved. In response, it was advised that the Borough Solicitor was still giving the matter consideration.

561. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).

562. **Petitions:**

RESOLVED: To note that there were no petitions to be received by the meeting.

563. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

564. **Planning and Development Improvement Plan 2004/05 - 2006/07 - Reference from the Cabinet Meeting of 20 April 2004:**

This reference was discussed as part of the debate on Agenda Item 11 – Planning and Development Improvement Plan 2004/05 - 2006/07 (See Minute 567).

565. **Representations on Planning Applications:**

RESOLVED: That, in accordance with the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution), representations be received in respect of item 2/05 on the list of planning applications.

566. **Planning Applications Received:**

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

567. **Planning & Development Improvement Plan 2004/05 - 2006/07:**

The Committee received a report of the Chief Planning Officer regarding the Planning and Development Improvement Plan 2004/05 - 2006/07. It was explained that the plan addressed the need to improve performance of the Planning and Development function to meet Government and local targets, addressed the Office of the Deputy Prime Minister's concerns regarding the current levels of performance, and sought to maximise the 2005/07 Planning Delivery Grant allocation and influence the Comprehensive Performance Assessment process.

It was noted that Cabinet had discussed this matter at their meeting held the previous evening, and that their response was outlined in a reference to this Committee, circulated under cover of the Second Supplemental Agenda.

During the discussion which followed, the Committee agreed that, due to the lateness of the hour, consideration of this item would be deferred and a Special Meeting would be convened to allow the Committee to give proper consideration to the report. It was

noted however that those matters which had been approved by Cabinet would, notwithstanding the Committee's deferral of the item, be implemented shortly.

RESOLVED: To defer consideration of this item to a Special Meeting of the Committee which it be agreed be held at 6.30 pm on 18 May 2004, prior to the ordinary meeting of the Committee scheduled to be held that evening.

568. **201-203 Headstone Lane, Harrow - Report of Petition:**

The Committee received a joint report of the Borough Solicitor and of the Chief Planning Officer which set out a response to a petition which had been presented to the Committee at its last meeting regarding the construction of a vehicular crossing in the footway in front of the above property.

It was explained that, on this occasion, the provision of a vehicular crossing did not require planning consent but Condition 17 of planning consent WEST/138/97/CON did preclude vehicular access to the front of the premises. However, it was further advised that, as at this time no evidence had been presented to or obtained by the Council to show that the vehicular crossing was being used to gain vehicular access to the front of the premises and there was therefore no evidence that a breach of planning condition existed, there were currently no grounds for the instigation of planning enforcement action.

RESOLVED: That (1) subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:

- (a) Issue a Breach of Condition Notice pursuant to Section 187A of the Town and Country Planning Act 1990 requiring:
 - (i) The permanent cessation of taking vehicular access to the front of the premises;
 - (ii) Within one month beginning with the day on which the notice takes effect.
- (b) Institute legal proceedings in the event of failure to;
 - (i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990and/or
 - (ii) comply with the Breach of Condition Notice; and

(2) should the Borough Solicitor not be satisfied to the evidence, no further action be taken regarding this matter.

[REASON: As outlined at paragraph 8 of the officer report].

(Note: It was pointed out that the above property fell within Headstone North Ward and not Wealdstone Ward).

569. **171 Welbeck Road, Harrow:**

The Committee received a joint report of the Borough Solicitor and the Chief Planning Officer regarding a breach of planning control at the above address.

The report outlined the nature of the breach, which was the material change in use of the property from a single family dwelling house (Class C3) to office (Class B1) without the benefit of planning permission. The report advised that it was now considered expedient to issue an enforcement notice to rectify the breach for the reasons stated in the officer report.

RESOLVED: That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:

- (1) Issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:
 - (i) The cessation of use of the property as an office, the permanent removal of all desks but one, of all telephone lines but two and of all computers/terminals but one;

(ii) The notice to take effect on a date to be specified therein, not being less than 42 days from the date of issue.

(i) and (ii) to be complied with within a period of 2 months from the date on which the Notice takes effect;

(2) Issue Notices under section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and

(3) Institute legal proceedings in the event of failure to;

(i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990

and/or

(ii) comply with the Enforcement Notice

[REASON: As outlined at paragraph 8 of the officer report].

570. **Portman Hall, Old Redding, Harrow:**

The Committee received a joint report of the Borough Solicitor and the Chief Planning Officer which advised of a breach of planning control at the above address.

The report outlined the nature of the breach, which was the erection, without planning permission, of timber and wire fences on the roof of the above property. The report advised that it was now considered expedient to issue an enforcement notice to rectify the breach for the reasons stated in the officer report.

RESOLVED: That, subject to his being satisfied as to the evidence, the Borough Solicitor be authorised to:

(1) Issue an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 requiring:

(i) the demolition of the fencing;

(ii) the permanent removal of its constituent elements from the land.

(i) and (ii) to be complied with within a period of 3 months from the date on which the Notice takes effect;

(2) Issue Notices under section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to the above alleged breach of planning control; and

(3) Institute legal proceedings in the event of failure to;

(i) supply the information required by the Borough Solicitor to the Council through the issue of Notice(s) under Section 330 of the Town and Country Planning Act 1990

and/or

(ii) comply with the Enforcement Notice

[REASON: As outlined at paragraph 8 of the officer report].

571. **Confirmation of a Tree Preservation Order (TPO) - 663 Uxbridge Road (No 38) Harrow Weald - Subject to an Objection:**

The Committee considered a report of the Chief Planning Officer regarding the confirmation of a Tree Preservation Order (TPO) which had been the subject of an objection. The report considered the objection received and made recommendations accordingly.

During the discussion on this item, a number of Members affirmed their support for the protection afforded by Tree Preservation Orders and noted that the objector would retain the right to apply for works to the trees following confirmation of the order.

RESOLVED: That (1) the Tree Preservation Order be confirmed, subject to the amendments set out in the officer report and shown on the First Schedule and Ordnance Survey Plan (dated 15/04/2004); and

(2) the Borough Solicitor be requested to advise the objector accordingly.

572. **Tree Preservation Order (TPO) - Gillian House, Elms Road, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 703 Elms Road (No. 13), Harrow Weald, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 56 Elms Road (No. 1), Harrow Weald on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

573. **Tree Preservation Order (TPO) - 100, 100a, 102 Uxbridge Road, Harrow Weald:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 704 Uxbridge Road (No. 40), Harrow Weald pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 31 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

574. **Tree Preservation Order (TPO) - 1-12 Merrion Avenue and Belmont Lodge, Copley Road, Canons:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 705 Merrion Avenue (No.1), Canons pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 40 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

575. **Tree Preservation Order (TPO) - Chenduit Way, Waleran Close and Hanselin Close, Stanmore Park:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 706 Uxbridge Road (No. 41), Stanmore Park pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 35 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

576. **Tree Preservation Order (TPO) - Land between the Lodge and Silverwood, South View Road, Pinner:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed

Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 707 South View Road (No. 6), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 1 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

577. **Tree Preservation Order (TPO) - Oak House and Cambrae, Park View Road, Pinner & Ravelston, South View Road, Pinner:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 708 Park View Road (No. 3), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 2 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

578. **Tree Preservation Order (TPO) - Oakwood and Gunfleet, South View Road, Pinner:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 709 South View Road (No. 7), Pinner, pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 3 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

579. **Tree Preservation Order (TPO) - Hillcote House and Link House, Pinner Hill, Pinner:**

The Committee received a report of the Chief Planning Officer regarding a new, detailed Tree Preservation Order proposed for the above site.

RESOLVED: That the Borough Solicitor be authorised to

(1) make a new Tree Preservation Order (TPO) to be known as TPO 710 Pinner Hill (No. 6), Pinner pursuant to Sections 198 and 201 of the Town and Country Planning Act 1990, to protect those trees identified on the map and schedule attached to the officer report; and

(2) revoke TPO 10, Area 4 on confirmation of the above.

[REASON: To accord with current policy (see paragraph 6.2 of the officer report)].

580. **Planning Appeals Update:**

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

RESOLVED: That the report be noted.

581. **Enforcement Notices Awaiting Compliance:**
The Committee received a report of the Chief Planning Officer which listed those enforcement notices awaiting compliance.
RESOLVED: That the report be noted.
582. **Action Taken Under the Urgent Non-Executive Decision Procedure:**
The Committee received a report of the Borough Solicitor outlining action taken by the Chief Planning Officer following consultation with the Chair and Nominated Members of the Development Control Committee, since the meeting of the Committee held on 11 February 2004, under the Urgent Non-Executive Action Procedure.
RESOLVED: To note the following action, taken under the Urgent Non-Executive Action Procedure:
Subject: Confirmation of Tree Preservation Order No. 701 Canons Drive.
Action Proposed: Confirmation of Tree Preservation Order No. 701 Canons Drive (No. 4), which was the subject of an objection from the owner, without amendments. Advise the Borough Solicitor accordingly.
Reason for Urgency: The Order would have lapsed if it had not been confirmed before 10 March 2004 and the next possible meeting of the Development Control to which the item could have been submitted was not until 17 March 2004.
Decision: Officer Recommendation agreed.
583. **Determination of Demolition Applications:**
RESOLVED: To note that there were no demolition applications which required consideration.
584. **Telecommunications Developments:**
RESOLVED: To note that there were no telecommunications applications which required consideration.
585. **Any Other Business:**
Temporary fencing erected at Suzanne's Riding Stables, Brookshill
A Member explained to the Committee that an application for hoarding at the above site was currently awaiting determination and advised that it had come to her attention that, in the meantime, a mesh fencing had been erected without the benefit of planning permission. She expressed concern at the appearance of the meshing and the detrimental impact on the appearance of the Conservation Area and the amenities of neighbouring residents.
In response the Chief Planning Officer confirmed that an application for a more substantial form of fencing was awaiting determination and advised that officers were investigating whether the current fencing required permission and were in discussions with the applicants to resolve concerns regarding its visual impact.
586. **Extension and Termination of the Meeting:**
In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was
RESOLVED: At (1) 10.00 pm to continue until 10.30 pm;
(2) 10.30 pm to continue until 11.00 pm;
(3) 11.00 pm to continue until 11.30 pm;
(4) 11.30 pm to continue until 11.45 pm;
(5) 11.45 pm to continue until 12.00 am;
(6) 12.00 am to continue until 12.15 am; and
(7) 12.15 am continue until 12.20 am.
(Note: The meeting, having commenced at 7.30 pm, closed at 12.23 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

LIST NO: 1/05 **APPLICATION NO:** P/562/04/CFU

LOCATION: 143 Imperial Drive, North Harrow

APPLICANT: Gillett Macleod Partnership for W E Black Ltd

PROPOSAL: Redevelopment to Provide 16 Flats in Part 3, Part 4 Storey Building with Parking (Resident Permit Restricted)

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

[Note: Councillors Marilyn Ashton and Mrs Joyce Nickolay wished to be recorded as having abstained from voting on the officer recommendation to grant this application].

LIST NO: 1/06 **APPLICATION NO:** P/246/04/CFU

LOCATION: Harrow Hospital, Roxeth Hill, Harrow

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Conversion and Extension to Siddons House and Cottage Hospital for 20 Flats, 5 Terraced Houses, 3 Blocks to Provide 71 Flats, Hostel and Parking

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reasons and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E4, E6, E8, E35, E36, E37, E38, E39, E45, H8, H9, T13) (SEP5, SD1, SD2, SD3, D4, D5, D12, D16, D18, T13, H5, H6):

1. The additional height of Block D will be detrimental to the visual and residential amenities of the properties in Georgian Way by reason of mass, bulk and scale of the roof line. This would be detrimental to the character of the Conservation Area and the Area of Special Character.
2. The height and location of the windows facing the back in Block D will cause perceived overlooking to the properties in Georgian Way to the detriment of residential amenity.
3. The mass, bulk and scale of the roof line of Block B will be detrimental to the character of the Roxeth Hill Conservation Area and damaging to the character of the listed building behind which it will sit, to the detriment of the views from Roxeth Hill, the Churchyard, and the surrounding Area of Special Character.

[Notes: (1) The Chief Planning Officer had recommended that applications 1/06, 1/07, 1/08, 1/09, 1/10 and 1/11 be granted;

(2) Councillors Bluston, Choudhury, Idaikkadar, Miles and Anne Whitehead wished to be recorded as having voted against the decision reached on applications 1/06, 1/07, 1/08, 1/09, 1/10 and 1/11;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the decision reached in respect of applications 1/06, 1/07, 1/08, 1/09, 1/10 and 1/11].

(See also Minute 557: Declarations of Interest).

LIST NO: 1/07 **APPLICATION NO:** P/329/04/CFU

LOCATION: Harrow Hospital, Roxeth Hill, Harrow, Harrow Hospital

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Conversion and Extension to Siddons House and Cottage Hospital for 20 Flats, 5 Terraced Houses, 3 Blocks to Provide 71 Flats, Hostel and Parking (Duplicate)

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals E4, E6, E8, E35, E36, E37, E38, E39, E45, H8, H9, T13) (SEP5, SD1, SD2, SD3, D4, D5, D12, D16, D18, T13, H5, H6):

1. The additional height of Block D will be detrimental to the visual and residential amenities of the properties in Georgian Way by reason of mass, bulk and scale of the roof line. This would be detrimental to the character of the Conservation Area and the Area of Special Character.
2. The height and location of the windows facing the back in Block D will cause perceived overlooking to the properties in Georgian Way to the detriment of residential amenity.
3. The mass, bulk and scale of the roof line of Block B will be detrimental to the character of the Roxeth Hill Conservation Area and damaging to the character of the listed building behind which it will sit, to the detriment of the views from Roxeth Hill, the Churchyard, and the surrounding Area of Special Character.

(See notes under application 1/06 above)

LIST NO: 1/08 **APPLICATION NO:** P/248/04/CLB

LOCATION: Harrow Hospital, Roxeth Hill, Harrow

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Listed Building Consent: Demolition, Internal and External Alterations Associated with Conversion to 15 No. Residential Units

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E37, E38, E39) (SD2, D12, D16, D18):

The Proposed demolition and alterations, in the absence of an acceptable proposal for the replacement of the buildings, would be inappropriate and detrimental to the appearance and character of this part of the Roxeth Hill Conservation Area and the special architectural or historic interest of the Listed Building.

(See notes under application 1/06 above)

LIST NO: 1/09 **APPLICATION NO:** P/331/04/CLB

LOCATION: Harrow Hospital, Roxeth Hill, Harrow

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Listed Building Consent: Demolition, Internal and External Alterations Associated with Conversion to 15 No. Residential Units (Duplicate)

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E37, E38, E39) (SD2, D12, D16, D18):

The Proposed demolition and alterations, in the absence of an acceptable proposal for the replacement of the buildings, would be inappropriate and detrimental to the appearance and character of this part of the Roxeth Hill Conservation Area and the special architectural or historic interest of the Listed Building.

(See notes under application 1/06 above)

LIST NO: 1/10 **APPLICATION NO:** P/247/04/CCA

LOCATION: Harrow Hospital, Roxeth Hill, Harrow

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Conservation Area Consent: Demolition of Sydney Walton Nurses Home, Eric Short House, Mortuary, Extensions to Cottage Hospital and Outbuildings.

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E37) (D12, D15):

The proposed demolition, in the absence of an acceptable proposal for the replacement of the buildings, would be inappropriate and detrimental to the appearance and character of this part of the Roxeth Hill Conservation Area and the special architectural or historic interest of the listed building.

(See notes under application 1/06 above)

LIST NO: 1/11 **APPLICATION NO:** P/330/04/CCA

LOCATION: Harrow Hospital, Roxeth Hill, Harrow

APPLICANT: Scott Wilson (Rebekah Jubb) for Barratt North London

PROPOSAL: Conservation Area Consent: Demolition, of Sydney Walton Nurses Home, Eric Short House, Mortuary, Extensions to Cottage Hospital and Outbuildings.

DECISION: REFUSED permission for the development described in the application and submitted plans for the following reason and subject to Standard Informative 41 – UDP and Deposit Draft UDP Policies and Proposals (E34, E37) (D12, D15):

The proposed demolition, in the absence of an acceptable proposal for the replacement of the buildings, would be inappropriate and detrimental to the appearance and character of this part of the Roxeth Hill Conservation Area and the special architectural or historic interest of the listed building

(See notes under application 1/06 above)

LIST NO: 1/12 **APPLICATION NO:** P/196/04/CDP

LOCATION: The Orange Tree Public House, 1 Pinner Green, Pinner

APPLICANT: Gillett Macleod Partnership for Howarth Homes PLC

PROPOSAL: Approval of Details Pursuant to Planning Permission WEST/902/02/OUT for 3 Storey Building to Provide 22 Flats.

DECISION: APPROVED details of design, external appearance and landscaping pursuant to conditions 1, 5 and 7 of outline planning permission WEST/902/02/OUT (allowed on appeal under reference APP/M5450/A/02/1116411).

SECTION 2 – APPLICATIONS RECOMMENDED FOR GRANT

LIST NO:	2/01	APPLICATION NO:	P/179/04/CFU
LOCATION:	2 Byron Hill Road, Harrow		
APPLICANT:	R Farr-Archer Architects for Macleod & Fairbriar		
PROPOSAL:	Redevelopment: 3 Storey Block to Provide 9 Dwellings as an Extension to Kings Head, Access and Parking.		
DECISION:	<p>GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional condition, reported on the addendum and a second additional condition agreed by the Committee:</p> <p>9. The development hereby permitted shall not commence until a plan indicating the position, height and materials of the boundary treatment of that part of the site adjacent to No2A Byron Hill Road has been submitted to and approved in writing by the local planning authority. The details should match the wall constructed adjacent to the rear part of the garden of No2A Byron Hill Road.</p> <p>The boundary treatment shall be completed before the buildings are occupied.</p> <p>The development shall be carried out in accordance with the approved details and shall thereafter be retained.</p> <p>REASON: To safeguard the amenity of neighbouring residents.</p> <p>10. Standard Condition – Restrict Use of Roof as a Balcony Amend to read "...similar amenity area, nor shall any balcony rails, walls, fencing or other means of enclosure be erected without the grant of further ..."</p>		

LIST NO:	2/02	APPLICATION NO:	P/181/04/CCA
LOCATION:	2 Byron Hill Road, Harrow		
APPLICANT:	R Farr, Archer Architects for Macleod & Fairbriar		
PROPOSAL:	Conservation Area Consent: Demolition of Assembly Rooms and Detached Workshop Building.		
DECISION:	GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.		

LIST NO:	2/03	APPLICATION NO:	P/180/04/CLB
LOCATION:	2 Byron Hill Road, Harrow		
APPLICANT:	R Farr, Archer Architects for Macleod & Fairbriar		
PROPOSAL:	Listed Building Consent: 3 Storey Block to Provide 9 Dwellings as an Extension to the Kings Head		
DECISION:	<p>GRANTED Listed Building Consent in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional condition agreed by the Committee, and subject to no material objections being received within the notification period:</p> <p>3. Standard Condition – Restrict Use of Roof as a Balcony Amend to read "...similar amenity area, nor shall any balcony rails, walls, fencing or other means of enclosure be erected without the grant of further ..."</p>		

LIST NO: 2/06 **APPLICATION NO:** P/178/04/CFU

LOCATION: Cherry Tree Way, Stanmore, Middx

APPLICANT: Mark Jackson for Laing Homes Ltd

PROPOSAL: Detached 2 Storey Block with Accommodation in Roofspace to Provide 7 Flats with Parking (Revised)

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

[Notes: (1) During the discussion on the above application, it was moved and seconded that the application be refused on the grounds that the re-siting of the building closer to old Church Lane and increase in height would be visually obtrusive and detrimental to the character of the Conservation Area, dominating the long views from Old Church Lane to the detriment of the Area of Special Character. Upon being put to the vote this was not carried;

(2) The vote on the above motion was not carried upon the Chair exercising her extra, casting vote;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted in favour of the motion to refuse the application outlined above;

(4) The vote on the substantive motion to grant the above application was carried upon the Chair exercising her extra, casting vote;

(5) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted against the decision reached to grant the application].

LIST NO: 2/07 **APPLICATION NO:** P/326/04/CFU

LOCATION: Brakelond, 65 South Hill Avenue, Harrow

APPLICANT: David R Yeaman & Associates for Mr & Mrs M Dunlop

PROPOSAL: Two Storey Rear Extension with Basement and Light Well, Side and Rear Dormers and Alterations to Front Elevation

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/08 **APPLICATION NO:** P/334/04/CFU

LOCATION: 7 Canons Close, Edgware

APPLICANT: B Tailor (ZNX) for Dr & Mrs Izon

PROPOSAL: Works to Facilitate Use of Integral Garage as Habitable Floorspace

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/09 **APPLICATION NO:** P/174/04/CRE
LOCATION: 2A The Woodlands, London Road, Harrow
APPLICANT: Louise Worswick
PROPOSAL: Renewal of Planning Permission WEST/4/99/FUL for Conversion of Out-Buildings to Provide Extension to Flat
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/10 **APPLICATION NO:** P/561/04/CFU
LOCATION: 41 High Street, Harrow on the Hill
APPLICANT: Kenneth W Reed & Associates for Mr Robert Fulker
PROPOSAL: Change of Use: Class B1 (Office) Mixed Use A1 (Retail) & A3 (Restaurant) on Basement and Ground Floor
DECISION: DEFERRED at officers' request for re-notification as some residents have advised that they did not receive their formal letter.

LIST NO: 2/11 **APPLICATION NO:** P/138/04/CLB
LOCATION: 49 High Street, Harrow on the Hill
APPLICANT: Mr J R Andrews for Mr T J Harris
PROPOSAL: Listed Building Consent: Internal Alterations
DECISION: GRANTED Listed Building Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.
(See also Minute 557: Declarations of Interest).

LIST NO: 2/12 **APPLICATION NO:** P/233/04/CFU
LOCATION: Valleyfield, Mount Park Road, Harrow
APPLICANT: John Browning Associates for John Browning
PROPOSAL: Alterations to Garage and Single Storey Side Extension to Provide Additional House with Accommodation in Roof with Forecourt Parking, Carriageway Drive, External Alterations to Existing House
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/13 **APPLICATION NO:** P/324/04/CFU
LOCATION: Dairy Cottage & Farm Cottage, 13 & 15 Brookshill Drive, Harrow
APPLICANT: Kenneth W Reed & Associates for Copse Farm Ltd
PROPOSAL: New Door, Steps and Timber Deck on West Elevation, Alterations to Windows and Roof
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/18 **APPLICATION NO:** P/510/04/DFU
LOCATION: 7 Village Way East, Harrow
APPLICANT: JRA Design Associates for T J Harriss
PROPOSAL: Single Storey Rear Extension
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.
(See also Minute 557: Declarations of Interest).

LIST NO: 2/19 **APPLICATION NO:** P/591/04/CFU
LOCATION: 8 Chartwell Place, Harrow on the Hill
APPLICANT: De Stoc Associates for Mr & Mrs Acikalin
PROPOSAL: Single and Two Storey Side Extension
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/20 **APPLICATION NO:** P/2713/03/CFU
LOCATION: 3 Hilltop Way, Stanmore
APPLICANT: Stormseal 2000 Ltd for Mr & Mrs Leer
PROPOSAL: Conservatory at Rear
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/21 **APPLICATION NO:** P/2676/03/CFU
LOCATION: 3 Canons Drive, Edgware
APPLICANT: D R Joyner for Mr & Mrs Lawrence
PROPOSAL: Single Storey Rear Extension
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional informative agreed by the Committee:
2. Standard Informative 31 - - No Future Extensions
(See also Minute 557: Declarations of Interest).

LIST NO: 2/22 **APPLICATION NO:** P/3017/03/CFU
LOCATION: Tremar, 10 Green Lane, Stanmore
APPLICANT: G E Pottle for Mr & Mrs Chowdhary
PROPOSAL: Detached Garage (Amended Siting) and Paving of Forecourt at Front and Conservatory at Rear

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported, and the following additional conditions reported on the addendum:

5. Standard Condition – Landscaping to be Approved
6. Standard Condition – Landscaping to be Implemented

LIST NO: 2/23 **APPLICATION NO:** P/388/04/CFU
LOCATION: Castlewood, Pinner Hill, Pinner
APPLICANT: Middlesex & Herts for Mr & Mrs Harjette
PROPOSAL: First Floor Rear Extension with Pitched Roof
DECISION: DEFERRED at officers' request for CAAC observations.

LIST NO: 2/24 **APPLICATION NO:** P/176/04/CFU
LOCATION: 83 High Street, Edgware
APPLICANT: Stephen Wax Architects for Messrs Georgiou
PROPOSAL: Raise Section of Roof of Rear Store by Approximately 0.5 metres
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/25 **APPLICATION NO:** P/130/04/CFU
LOCATION: 105 Whitchurch Lane, Edgware
APPLICANT: David Barnard for City & County Ltd
PROPOSAL: Single Storey Side to Rear Extension and Conversion to Three Self-Contained Flats
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/26 **APPLICATION NO:** P/275/04/CFU
LOCATION: 2 Bancroft Road, Harrow Weald
APPLICANT: Mr R S Chana for Mr & Mrs T Panchall
PROPOSAL: Two Storey Side to Rear Extension, Single Storey Rear Extension, Rear Dormer (Revised)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/27 **APPLICATION NO:** P/134/04/DFU
LOCATION: 23 Crowshott Avenue, Stanmore
APPLICANT: Simon Hands & Associates for Mr & Mrs McMahon
PROPOSAL: Two Storey Side to Rear Extension to Form House: Single Storey Rear Extension to Existing House Parking and Access at Front

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported and the following amended condition reported on the addendum:

Condition 7: Insert in line 4 after “..carried out..”
 “within the curtilage of the existing dwelling and/or the dwelling hereby approved”
 REASON: Delete (b)

LIST NO: 2/28 **APPLICATION NO:** P/445/04/CFU
LOCATION: 70 Marlborough Hill, Harrow
APPLICANT: James Rush Associates for Mr & Mrs Panesar
PROPOSAL: Conversion of Dwellinghouse to Five Self Contained Flats (Resident Permit Restricted)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

[Notes: (1) During debate on the above application, it was moved and seconded that the application be refused on the grounds that it would be an over intensive use of the site and would detract from the amenities of neighbouring residents. Upon being put to a vote, this was not carried;
 (2) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having voted against the decision reached].

LIST NO: 2/29 **APPLICATION NO:** P/140/04/CFU
LOCATION: 78 & 80 Marlborough Hill, Harrow
APPLICANT: Eley & Associates for Lusterplace Ltd
PROPOSAL: Conversion of Hotel and House in 2 Flats to Provide 7 Flats with Single Storey Rear Extension, 2 Rear Dormers, Parking (Resident Permit Restricted)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/30 **APPLICATION NO:** P/18/04/CFU
LOCATION: 517 Pinner Road, Harrow
APPLICANT: Mr R Raichura
PROPOSAL: Change of Use: Retail to Fast-Food Takeaway (Class A1-A3) on Ground Floor with Extractor Duct at Rear
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported and the following additional informative agreed by the Committee:

5. Standard Informative 37 –Litter Bins Outside A3 Premises

LIST NO: 2/31 **APPLICATION NO:** P/386/04/CFU
LOCATION: The Salvation Army, Salvation Army Citadel & Hall, 15 Roxeth Hill, Harrow
APPLICANT: ATP Group Partnership for the Salvation Army Trustee Co
PROPOSAL: Provision of Replacement Hall Building
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

LIST NO: 2/32 **APPLICATION NO:** P/387/04/CCA
LOCATION: The Salvation Army, Salvation Army Citadel & Hall, 15 Roxeth Hill, Harrow
APPLICANT: ATP Group Partnership for the Salvation Army Trustee Co
PROPOSAL: Conservation Area Consent: Demolition of Salvation Army Hall Premises
DECISION: GRANTED Conservation Area Consent in accordance with the works described in the application and submitted plans, subject to the condition(s) and informative(s) reported.

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/2478/03/CFU
LOCATION: Pinner Park Farm, 1 Pinner Park Farm, Pinner Park, Pinner
APPLICANT: Cotterell Thomas & Thomas for Hall & Sons Dairy Farmers Ltd
PROPOSAL: Demolition of Dairy Building and Provision of Replacement Two Storey Storage Building and Ancillary Offices
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.
(See also Minute 557: Declarations of Interest).

LIST NO: 3/02 **APPLICATION NO:** P/558/04/CFU
LOCATION: 21 Woodhall Drive, Pinner
APPLICANT: Mr & Mrs M Frohlich for A Davies
PROPOSAL: Alterations to Roof and Rear Dormer
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/03 **APPLICATION NO:** P/156/04/CFU
LOCATION: 87 Station Road, North Harrow
APPLICANT: MBS Project Management for Perfect Pizza
PROPOSAL: Change of Use: Retail (Class A1) to Pizza Takeaway (Class A3) with New Shopfront at Front and Side and Extract Duct at Rear
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/04 **APPLICATION NO:** P/506/04/CFU
LOCATION: 162 Pinner Road, Harrow
APPLICANT: Christian Buxton for Mr Rao
PROPOSAL: Change of Use: Class A1 to A3 (Retail to Food and Drink) on Ground Floor, with Extractor at Rear
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/05 **APPLICATION NO:** P/357/04/CFU
LOCATION: The Barn, 27 Warren Lane, Stanmore
APPLICANT: Mr Ashok Channa
PROPOSAL: Single Storey Front and Side Extensions with Roof Extension and Side Dormer
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

[Note: (1) During the discussion on the above item it was moved and seconded that consideration of the above application be deferred to allow a Member site visit. Upon being put to a vote this was not carried;

(2) Councillors Marilyn Ashton, Janet Cowan, Knowles and Mrs Joyce Nickolay wished to be recorded as having abstained on voting on the substantive motion to refuse this application on the grounds that they had supported the above motion to defer consideration for a site visit].

LIST NO: 3/06 **APPLICATION NO:** P/2883/03/CFU
LOCATION: 249C Station Road, Harrow
APPLICANT: ARP Associates for Mr Choudhry
PROPOSAL: 3 Storey Building to Provide 6 Flats (Revised)
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

LIST NO: 3/07 **APPLICATION NO:** P/424/04/DFU
LOCATION: 9 West Drive Gardens, Harrow
APPLICANT: JPB Architects for Mr & Mrs M Masterson
PROPOSAL: Retention of, and Modifications to, Roof Extension at Side, Rear & Front and Front and Rear Dormers
DECISION: REFUSED permission for the development described in the application and submitted plans for the reason(s) reported and subject to the informative reported.

[Note: It was noted that Members were in favour of enforcement action in respect of this property being pursued as soon as possible].

SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES

LIST NO: 4/01 **APPLICATION NO:** P/328/04/CNA

LOCATION: Edgwarebury House Farm, Elstree Hill South, Elstree, Borehamwood, Herts

APPLICANT: Hertsmere Borough Council

PROPOSAL: Consultation: Raising Height of Existing Lattice Tower by 5M with the Addition of 6 Antennae and Additional Headframe, and Provision of Additional Cabin within Compound to Facilitate Mast Share

DECISION: RAISED NO OBJECTION to the development set out in the application.

LIST NO: 4/02 **APPLICATION NO:** P/527/04/CAN

LOCATION: Stonegrove & Spur Road Estates, Edgware, Middx

APPLICANT: London Borough of Barnet

PROPOSAL: Consultation: Outline Redevelopment to Provide 1355 Residential Units, Community Centre, Church, Church Hall with Associated Open Space & Car Parking with Access

DECISION: RAISED OBJECTIONS to the development set out in the application and submitted plans for the following reasons and subject to the informative reported:

1. This proposal represents an overdevelopment of the site. The density range of 112 dph is in excess of the London Plan's density range of 50-80 dph which is recommended for sites close to a town centre, which is not the case in this part of Edgware. The local infrastructure is inadequate to sustain a development on the scale proposed.
2. The development is out of character with the surrounding area, which is largely low-rise housing to the south and Green Belt to the north. The bulk, height, mass and scale of the development would give rise to a loss of visual amenity to the residents in the surrounding area and would dominate the long views from the Green Belt and be visually obtrusive in the street scene.
3. The development will generate excessive numbers of vehicles using the already over-stretched local road network, particularly on the Canons Corner and Spur Road Roundabouts. This would be detrimental to the free flow of traffic throughout the wider area of Edgware and Stanmore. The access and egress to Stonegrove would give rise to severe vehicular access problems resulting in loss of amenity to the residential properties on the opposite side of the road and the residents within the scheme.

[Note: The Committee were unanimous in agreeing the above response].

LIST NO: 4/03 **APPLICATION NO:** P/320/04/DNA

LOCATION: Rear of 136 Greenford Road, London Postal Region Sports Club, Priority Avenue, Wembley, Middx

APPLICANT: Brent Council

PROPOSAL: Consultation: Single Storey Side and Rear Extensions to Provide Changing Rooms with Ancillary Facilities

DECISION: RAISED NO OBJECTIONS subject to regard being had to the matter indicated.

LIST NO: 4/04 **APPLICATION NO:** P/2204/04/CNA
LOCATION: BACS, 3 De Havilland Road, Edgware
APPLICANT: Brent Council
PROPOSAL: Consultation: Redevelopment to Provide 125 x 2 Bed and 14 1 Bed Flats,
and 44 Town Houses in Part 3, Part 4 Storey Block with 172 Parking Spaces
DECISION: RAISED NO OBJECTIONS subject to regard being had to the matter
indicated.

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 27 APRIL 2004

Chair: * Councillor Jean Lammiman

Councillors: * Blann * Marie-Louise Nolan
 * Mitzi Green Osborn
 * Ann Groves Pinkus
 * Ingram * Thammaiah
 * John Nickolay (5) * Versallion

* Denotes Member present
 (5) Denotes category of Reserve Member

PART I - RECOMMENDATIONS
RECOMMENDATION I – Establishment of an Audit Committee

The Committee received a report of the Executive Director (Business Connections), which outlined proposals to establish an Audit Committee. The report also set out the reasons for the proposals, options for the structure, and possible terms of reference for the Committee. Officers envisaged that the proposed Committee would need to meet three or four times a year. Members' views on the proposals were sought.

In response to Members' questions, further information was provided on the role of the proposed Committee. It was advised that the Committee would not only receive and consider the Council's financial statements, but would also be involved in ensuring that officers were taking appropriate action in response to issues raised in audit reports. An assurance was given that there would be no individual personal liabilities on Members of the Committee.

It was noted that training for Members of the Committee would be provided, but the extent to which such training would be useful, given the complexity of the issues to be considered, was queried. Officers suggested, however, that there was a need to differentiate between the role of the auditors and accountants who would report to the Committee, and that of the Members of the Committee who would be scrutinising auditors' reports. Though Members would be given a thorough grounding in the principles underpinning the issues under consideration, it would, to a certain extent, be a matter of using common sense to make sure that appropriate action was being taken in response to issues raised. There would be a role on the Committee for Members both with and without accounting expertise.

A Member was concerned that the Committee would still need advice from officers as to whether the responses to issues raised were adequate, and queried where that support would come from. It was advised that Internal Audit would be providing significant support to the Committee, and Members were reminded of Internal Audit's role of being independent and providing Members with an objective opinion.

Members discussed the three options for the structure of the Committee. With regard to the first option – to expand the terms of reference of the Overview and Scrutiny Committee to include the role of an Audit Committee – Members felt that the Overview and Scrutiny Committee already had a challenging workload, and would not have the capacity to take on additional functions, even if the proposed terms of reference were narrowed down. Nor did Members believe that setting aside part of Overview and Scrutiny Committee meetings for audit matters was workable.

With regard to the second option, the establishment of a Sub-Committee of the Overview and Scrutiny Committee, some Members expressed concern about the membership of the Sub-Committee. It was noted that Cabinet Assistants would be precluded from sitting on the Sub-Committee, as they would on any scrutiny body, and there was therefore concern that the membership of the Sub-Committee would have to be drawn largely from existing scrutiny Members, thereby increasing their workload. Although the Sub-Committee would not undertake review work like the other Scrutiny Sub-Committees, it would still place an additional burden on those scrutiny Members serving on it, due to the need to attend meetings and also undertake training. It was pointed out, however, that there were currently only 7 Cabinet Assistants who would be debarred from sitting on the Sub-Committee. In addition, the Chair suggested that the

establishment of a Sub-Committee would provide an opportunity to extend further the pool of scrutiny Members, by providing a role for Members not currently involved in either scrutiny or the Executive.

There was also some concern that a Sub-Committee would increase the workload of the officers dedicated to scrutiny. Officers anticipated, however, that the Committee would be directly supported by finance officers; any support from the Scrutiny Unit would be minimal.

It was noted that the third option, a stand-alone Committee of the Council, would be able to draw its membership from a wider pool of Members, including Cabinet Assistants. A Member queried whether individual Members of the Executive could also serve on such a Committee but it was advised that, while there were no statutory requirements that prevented this, there were some best practice issues, particularly around conflicts of interest, which made it undesirable. It was also noted that the third option was not recommended by officers, as the terms of reference of the proposed Committee were consistent with those of the existing Overview and Scrutiny Committee. It would not be desirable for the functions of a stand-alone Committee to be duplicated by the Overview and Scrutiny Committee; if such a Committee were established, this might therefore impact on the ability of the Overview and Scrutiny Committee to look at corporate governance issues.

It was agreed that there was a need for the Overview and Scrutiny Committee to give further consideration to the proposed terms of reference, whichever option was favoured.

Members were mindful that the authority to approve the statement of accounts had to be delegated to a Committee at Annual Council, as Council was not currently scheduled to meet again until October and there was a statutory requirement for the statement of accounts to be approved by the end of July. A Member queried whether a temporary ad-hoc body could be established to approve the accounts, as had happened last year, and it was confirmed that this was possible. Noting that this would enable the statement of accounts to be approved within the deadline but would also enable the Committee to give the proposed terms of reference further consideration, Members agreed that Council be recommended to establish an ad-hoc Committee with minimal terms of reference, as a temporary measure, and that this matter be brought back to the Overview and Scrutiny Committee for further discussion. Members were invited, however, to express a preference for one of the options at the meeting, and the majority of Members favoured the third option at that stage.

Resolved to RECOMMEND: (To Council)

That an ad-hoc Committee be established with the following terms of reference:

“To approve the Council’s Statement of Accounts”.

REASON: To improve the Council’s governance arrangements.

(See also Minute 165).

PART II - MINUTES

158. **Attendance by Reserve Members:**

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

Ordinary Member

Reserve Member

Councillor Seymour

Councillor John Nickolay

159. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest made by Members of the Committee in respect of the items on the agenda.

160. **Arrangement of Agenda:**

The Chair advised that the Head of Community Care and the Finance, Performance Management and Human Resources Portfolio Holder would be coming to the meeting in due course for agenda items 13, National Development Team Review of the Harrow Learning Disability Team, and 11, Work Programme 2004-05 and Annual Report 2003-

04 respectively. She suggested that these items be moved up the agenda when they arrived; this was agreed.

It was also suggested that agenda item 19, General Computer Controls Progress Report, be considered immediately after agenda items 15 and 16, given that all three items related to IT matters; this was agreed.

RESOLVED: That (1) agenda items 13 and 11 be moved up the agenda when the Head of Community Care and the Finance, Performance Management and Human Resources Portfolio Holder arrived at the meeting;

(2) agenda item 19 be considered after agenda item 16; and

(3) the following item appearing in Part II of the agenda be considered with the press and public excluded for the reasons indicated under the relevant paragraph of Part I of Schedule 12A to the Local Government Act 1972 (as amended) as set out below:-

<u>Agenda Item</u>	<u>Paragraph</u>
19. General Computer Controls Progress Report	Paragraph 14 - the report contains information relating to "Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime".

161. **Minutes:**

RESOLVED: That the minutes of the Ordinary meeting held on 3 February 2004, and of the Special meeting held on 2 March 2004, having been circulated, be taken as read and signed as correct records.

162. **Public Questions:**

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

163. **Petitions:**

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

164. **Deputations:**

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

165. **Establishment of an Audit Committee:**

Further to Recommendation I above, it was

RESOLVED: That further consideration be given to the terms of reference for the proposed Audit Committee at a future meeting.

166. **National Development Team Review of the Harrow Learning Disability Team:**

Further to a request at the joint meeting of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees on 17 September 2003, the Committee considered the report of the National Development Team review of the Harrow Learning Disability Team, together with the Action Plan drawn up in response to the review.

Members welcomed the report and commended it for its accessibility, especially for the client group. The action plan was also commended. In particular, a Member welcomed the task set out in the action plan to establish an integrated health/people first IT system, as this was an issue which was frequently raised at the Health and Social Care Scrutiny Sub-Committee. Another Member was pleased to note from the action plan that so much had already been achieved. Members agreed that they would like to keep a watching brief on the implementation of the action plan and requested that the Committee receive an update on this in 12 months' time.

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

(2) an update on the implementation of the action plan be submitted to the Committee in 12 months' time.

167. Work Programme 2004-05 and Annual Report 2003-04:

Members received a report of the Executive Director (Organisational Development), which set out the draft scrutiny work programme for 2004-05 for consideration, and proposed a process for the preparation of the annual report for 2003-04. An addendum to the report, setting out the issues which would be subject to in-depth review in 2004-05 by the Lifelong Learning and Environment and Economy Scrutiny Sub-Committees, was tabled. The Committee also received a report provided by the Leader of the Council which summarised achievements to date, and key priorities for the year ahead, within his portfolio.

At the meeting, the Committee received a presentation from the Finance, Performance Management and Human Resources Portfolio Holder on the key objectives for 2004/05 relating to service areas within Business Connections, performance management and human resources. These included the development of strong management; the continued development of financial strategy and the budget process, including budget consultation; major ICT developments, including the procurement of a strategic partner; major procurement developments, including the roll-out of the procurement card; and the alignment of service planning and financial planning processes. Members thanked the Portfolio Holder for the presentation, which was welcomed. In particular, a Member felt that it demonstrated, when considered in the light of reports such as the IDeA peer review and the scrutiny review of e-government, that the Council had made a lot of progress in the past couple of years.

The Chair commented that many of the issues highlighted by the Portfolio Holder were already included in the Committee's work programme, either as agenda items or as part of scrutiny reviews. One issue which had not been mentioned, however, was the review of middle management. Although this review would be examined as part of the scrutiny review of the New Harrow Project, she felt that the Committee should also keep a watching brief on it. It was suggested that the Portfolio Holder be requested to keep the Committee informed of developments, for example by attending a future meeting. It was noted that the middle manager appointment process was due to be finished by the end of 2004, and the most appropriate timing for a report back on this was discussed. The Director of Organisational Performance suggested that this would be when the process was concluded and lessons could be learnt from the experience.

Noting that scrutiny should reflect the concerns of the public, a Member felt that a current issue of concern was the usefulness of consultation, and suggested that this be incorporated into the Committee's work programme. The Director of Organisational Performance advised that he would be doing some work around this issue and would expect to bring a report on it to both the Committee and the Executive in due course.

A Member highlighted that there would be a need to follow up on the outcomes of review of budget processes, and suggested that the Committee do this at its October meeting; this was agreed. The Member also gave a brief update on the review: an interim report on the communications workstream was now scheduled to be produced in June or July to inform the consultation process on the budget for 2005/06.

Noting that the Committee already had a heavily committed work programme for 2004-05, it was agreed that no additional topics for review be added to it at this stage. The Chair invited Members, however, to think about areas which could be subject to review in due course.

It was also noted that the officer report set out some proposed additional criteria for the inclusion of items in the work programme; these were adopted.

The Vice Chair highlighted that the Committee had had a heavy workload in the past few months which had necessitated an extra meeting in March, and suggested that the Committee was likely to be in the same position next year. It was agreed that an additional meeting of the Committee in March 2005 be arranged early in the new Municipal Year.

The Chairs of the Scrutiny Sub-Committees gave verbal updates on some of the items agreed as part of their work programmes. In particular, the Chair of the Health and Social Care Scrutiny Sub-Committee stated that the reconfiguration of services at Mount Vernon Hospital needed to be added into the Sub-Committee's work programme. Another Member added that she had had very positive feedback from Harrow PCT on the report of the scrutiny review of delayed transfers of care: the PCT had found the report very helpful, and had been particularly impressed with the way in which the review group had been able to get input from the public.

The proposed process for the preparation and publication of the annual report for 2003-04 was agreed.

RESOLVED: That (1) the draft work programme, as amended to include the items outlined above, be agreed;

(2) the Health and Social Care Scrutiny Sub-Committee's decision to undertake a review of domiciliary care, as requested by Cabinet, be endorsed;

(3) an additional meeting of the Committee in March 2005 be arranged early in the new Municipal Year;

(4) the additional criteria for the inclusion of items in the scrutiny work programme, as set out in paragraph 6.3 of the officer report, be adopted;

(5) the proposed process for the preparation and publication of the annual report for 2003-04 be agreed.

168. **External Audit Review of the Scrutiny Function:**

The Director of Organisational Performance introduced a report, which advised that the Council's external auditors were undertaking a review of the scrutiny function, and set out the objectives, methodology and intended outputs of the review.

At the meeting, the Director of Organisational Performance provided further information on the reasons for the review, the members of the review team, the areas that would be examined, and the timetable for the review. It was advised that the review team would be doing most of their on-site work in June and July, and were scheduled to report in September or October. A draft action plan in response to the review report would be prepared in October or November. It was also intended that relevant scrutiny Members would meet with the review team early in the process.

The Committee was pleased to note that members of the review team had previous experience in reviewing scrutiny, and that scrutiny Members would be meeting with them early in the process; it was suggested that a cross-section of scrutiny Members, rather than just the chairs of the scrutiny bodies, be involved in these meetings.

Members were concerned that the team should be made aware of the history of how scrutiny had developed in Harrow and that, for example, scrutiny in Harrow had not had dedicated resources and a high profile from the outset like it had in some other authorities. It was suggested that it was incumbent upon Members to ensure that such points were made to the review team. Members acknowledged their role in this, but also requested that the review team be fully prepared, for example by reading minutes and review reports, and speaking to officers; Members did not wish to have to provide the review team with information which they should already be aware of.

A Member welcomed the review, but felt it was important that Harrow should not be judged against other authorities, as the way in which scrutiny was carried out was unique to Harrow. He also expressed concern that the objectives of the review did not follow the terms of reference of the Committee - in that it did not reflect the Committee's role in taking up the concerns of the people of Harrow - and that the review methodology did not bring in external partners. In response, the Director of Organisational Performance advised that to a certain extent the review team would judge Harrow on its own merits, and suggested that Members try to steer the review team to do this, but stated that it would be impossible for them not to compare Harrow with other authorities. With regard to the objectives for the review, these had been discussed with the Chair and Vice Chair of the Committee and shared with the Chairs of Scrutiny Sub-Committees. There were references to public engagement therein, but officers could look at highlighting them more.

Members were concerned that one of the ground rules of the review was that it would not make recommendations about resourcing. A Member felt that the review should comment on the workload of the scrutiny bodies and whether resources were sufficient in terms of both the agreed work programme and what the Council as a whole wanted scrutiny to achieve. It was advised that the review would inevitably touch on resources, but the review team were not the decision makers and that external inspecting teams would not normally second-guess the decision makers. Members nonetheless felt that the review should at least comment on whether scrutiny was working smartly enough, and that if scrutiny was working smartly but was under-resourced, this should be stated; it was suggested that the first ground rule be amended to reflect this. The Director of Organisational Performance advised that he would be happy to amend the ground

rules. However, the terms of the review were drawn up by the review team and subject to negotiation between the review team and the Council; the Council could not oblige the review team to change them. The Chair stated that she was confident Members could make their views on this issue clear to the review team.

RESOLVED: That the arrangements for the external review of scrutiny be noted.

169. **Extensions of the Meeting:**

At 9.57 pm, during discussion of the above item, and subsequently at 10.18 pm, at the conclusion of the discussion on the Internal Audit Plan 2004/2005, the Chair drew the attention of the meeting to the time.

RESOLVED: That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.20 pm and 10.30 pm respectively.

170. **Best Value Performance Plan 2004/05:**

The Committee considered a report of the Director of Organisational Performance, which described the arrangements for the approval and adoption of the Best Value Performance Plan 2004/05, and set out an initial draft Plan.

The Director of Organisational Performance confirmed that data which was currently missing from the draft would be included in the final plan, and highlighted that the performance data set out in the plan would have an important bearing on the Council's CPA rating in 2005.

RESOLVED: That the draft Best Value Performance Plan 2004/05 be noted.

171. **Internal Audit Plan 2004/2005:**

The Chief Internal Auditor introduced a report which provided details of the agreed 2004/05 Internal Audit plan.

A Member noted that this year's audit plan did not include a breakdown of the number of hours to be spent by Internal Audit on each of the reviews. While he did not feel that such a detailed breakdown was necessary, he felt it would be useful if the plan set out the percentage of time to be spent on each macro area, together with comparative data for previous years, in order that Members could see how the emphasis of Internal Audit's work was changing.

RESOLVED: That the Plan be noted.

172. **Business Continuity Planning:**

The Committee received a verbal presentation from the ICT Manager on the way in which business continuity planning was being taken forward within the Council.

The ICT Manager outlined the actions which were being taken, and some of the issues facing the Council. Work on business continuity planning for the Council as a whole was being led by the Director of Business Strategy and the Risk and Insurance Manager, and a high level working group on this was being established. There was £250,000 this year in the funding for the ICT strategy for work on business continuity. There were a number of projects already on-going which would feed into the work on business continuity, such as a project to develop flexible and mobile working.

The Council was facing 1000% growth in data storage, and some information on overall data growth was tabled. The number of servers supporting the network had doubled in last 18 months and there was a need to undertake server consolidation. With regard to back-ups, there were too many tape drives, and there was a need to put in place system management software. The proposed location for the Arms Length Management Organisation had a purpose-built computer room, which could be used for mirrored storage off-site.

The Chair thanked the ICT Manager for his presentation.

RESOLVED: That the presentation be noted.

173. **Information Report on BVPI 157:**

The Committee received a report of the Executive Director (Business Connections) which provided information on the current situation with respect to BVPI 157. In addition, a GANTT chart setting out the timescale for the implementation of corporate projects which would enable the Council to increase its score against the BVPI 157 target was tabled.

At the meeting, an officer advised that it was anticipated the Government would create an additional target for 2007 on e-government take-up. It was also reported that the Council's IEG3 statement had been accepted, and that the Council would receive £0.5m extra funding on IEG3 for this year and next.

Members were concerned that the authority was on course to meet the BVPI 157 target by December 2005. It was advised that it would be impossible to meet the target of 100% of public-facing services being e-enabled, due to the way in which the target was measured by the Government. In addition, the target was being measured differently by different authorities: one London authority was measuring less than 200 processes, while Harrow was measuring over 700 processes and a neighbouring authority was measuring over 1,000. It was anticipated that Harrow would achieve 98% e-enablement by the end of 2005, which was the most it could achieve.

A Member felt that the report was not very accessible due to the jargon used therein, and requested that future reports be written in plain English.

RESOLVED: That the report be noted.

174. **General Computer Controls Progress Report:**

The Committee considered a confidential report of the Executive Director (Business Connections), which set out the current situation with respect to the general computer control issues identified by the external auditors in relation to the year ended 31 March 2003.

RESOLVED: That the report be noted.

175. **Progress Reports on Reviews - Members' Verbal Updates:**

In light of the Committee having already received updates on the review of budget processes and the review of the NHP during the discussion of previous agenda items, particularly the work programme (minute 167 refers), no further updates were given.

176. **Benefits Performance Report March 2004:**

Further to this information circular report having been raised as an item of any other business, a Member congratulated officers on having turned around the benefits service, which was previously a very poorly-performing area of the Council, in the last six months.

177. **Frances Hawkins:**

The Chair advised that this was the last Overview and Scrutiny Committee meeting at which Frances Hawkins, the Committee's Scrutiny Support Officer, would be present, as she would shortly be going part-time and focusing on project work. Members thanked Mrs Hawkins for all her hard work and support.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.32 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

SCRUTINY
SUB-COMMITTEES

**ENVIRONMENT AND ECONOMY SCRUTINY
SUB-COMMITTEE**
11 MARCH 2004

Chair: * Councillor Blann

 Councillors: * Billson (2)
* Mrs Kinnear
* Lavingia

 * Lent
* Miles
* Janet Mote

 * Denotes Member present
(2) Denotes category of Reserve Member

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 73. **Attendance by Reserve Members:**
RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary Member
Reserve Member

Councillor Seymour

Councillor Billson

 74. **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.

 75. **Arrangement of Agenda:**
RESOLVED: That (1) Item 13 'Any Other Business' be added to the agenda;

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

 76. **Minutes:**
RESOLVED: That (1) the minutes of the meeting held on 17 December 2003, having been circulated, be taken as read and agreed;

(2) authority be given to the Chair to sign the minutes as a correct record following the meeting.

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

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

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

 80. **Replacement Harrow Unitary Development Plan:**

The Sub-Committee received the report of the Chief Planning Officer which outlined the current position in relation to the review of the Harrow Unitary Development Plan (UDP), which was now coming to a conclusion. The report also gave details of the new system of development plans, entitled the Local Development Framework, which was subject to legislation due to be enacted in Summer 2004.

In relation to the UDP, the Chair explained that it was a lengthy document and that the report provided to Members was a synopsis of the main issues arising out of the UDP. The Chair gave an overview of the consultation process, which the Chief Planning Officer elaborated on. The Chair sought confirmation that all the statutory consultation procedures had been adhered to and this was confirmed by the Chief Planning Officer.

The Sub-Committee noted that the process had commenced in 1998 and that over 500 groups and organisations, including Harrow's schools, had an opportunity to comment on and contribute to the plan via public meetings and written responses, etc. Members were informed that the plan has been amended on several occasions as a result of consultation exercises and that the final six weeks of consultation had finished today.

The Chair queried the impact of the Mayor of London's Plan on the UDP. The Chief Planning Officer advised that the Mayor's Plan had been adopted approximately a month ago and that the Council's UDP would need to conform to all aspects of it. The Sub-Committee discussed the repercussions of the UDP not conforming, which Members noted would be costly and time consuming, mainly due to the need to re-embark on the consultation process.

The Vice Chair raised concerns about this process and queried whether the Mayor was authorised to reject the Council's UDP at this late stage. The Chief Planning Officer confirmed that this was within the Mayor's powers and that he had previously raised objections at the deposit stage of the UDP process (February 2003), which led to changes in the UDP but that further objections could be raised at this late stage. Following a discussion, Members agreed that the Sub-Committee's concerns in relation to the UDP be forwarded to Cabinet; specifically that the impact of the Mayor's input into the UDP could have detrimental effects on the Council's Planning Services, particularly in relation to the impact on officers' workloads and the costs involved in re-opening the consultation process.

The Sub-Committee noted that the Planning and Compulsory Purchase Bill was expected to be enacted in June / July 2004 and discussed the practical implications of this new legislation. The Chief Planning Officer advised that a more in-depth report would be going to the next meeting of the UDP Advisory Panel and that the Sub-Committee would also receive an update on this at its next meeting.

Members discussed how the Sub-Committee could become involved in this process and agreed that there were a number of indicators that could be used to monitor Planning Services' progress. Members also discussed the financial implications of implementing the new legislation. The Chief Planning Officer advised that there was currently no provision for this in the medium-term budget strategy but that the planning delivery grants were yet to be determined and would be reported to Cabinet, Development Control Committee and UDP Advisory Panel in April 2004.

The Sub-Committee discussed the Community Strategy and received advice from the Director of Organisational Performance in relation to how current consultation processes could be enhanced and how links with the Harrow Strategic Partnership and related organisations could be built into the process. Members were informed that it would be beneficial for the Council to have a structured consultation process in place in light of the new legislation and the prospect of re-opening consultation for the UDP / Local Development Framework.

RESOLVED: That (1) Cabinet be requested to consider the Sub-Committee's comments in relation to the Harrow Unitary Development Plan (UDP) and prospective Local Development Framework, specifically "that the impact of the Mayor of London's input into the Council's UDP could have detrimental effects on the Council's Planning Services, particularly in relation to the impact on officers' workloads and the costs involved in re-opening the consultation process";

(2) the report of the Chief Planning Officer be noted;

(3) the Chief Planning Officer be requested to submit a report on the Planning and Compulsory Purchase Bill to the next meeting of the Sub-Committee.

81. **Best Value Review of Planning Services:**

The Sub-Committee received the report of the Chief Planning Officer which gave details of the Best Value Review of Planning Services undertaken in Autumn 2001 and the report of the Best Value Inspectorate (March 2003). The Chair explained that the reason the Sub-Committee was looking at this now was because a report back to scrutiny on the Best Value Review had been requested in 2001.

Members noted that Planning Services had been assessed as 'fair' (one star) with 'uncertain' prospects for the improvement. The Chief Planning Officer advised Members of progress made on the recommendations arising from the review: -

(i) A five year Best Value Improvement Plan for Planning Services has been implemented;

- (ii) Performance against Best Value Performance Indicators (BVPIs) had improved, which was significant when set against continuing increases in workload (12% increase in the number of planning applications in 2002-03).

The Chief Planning Officer informed Members that despite these improvements, Planning Services had been 'named and shamed' as a 'Planning Standards Authority' by the government and as a result, consultants from the Office of the Deputy Prime Minister (ODPM) were coming to review Planning Services in March 2004. Members agreed that the workload per officer needed to be highlighted and addressed as part of this review, as currently each Planning Officer deals with approximately 245 applications per annum compared with the 'norm' of 150.

Members were informed that a three-year action plan would be available in April / May 2004 detailing how Planning Services would be able to meet government targets by 2006-07. The Chief Planning Officer envisaged that there would be resource implications and organisational change as a result of the review by the ODPM.

The Chair requested that Members be able to view the three-year action plan at an early stage.

RESOLVED: That (1) the Chief Planning Officer be requested to submit the approved three-year action plan to the Sub-Committee;

(2) the report of the Chief Planning Officer be noted.

82. **Annual Work Programme 2004-05 and Annual Report 2003-04:**

The Sub-Committee received the report of the Executive Director (Organisational Development) which gave details of the process for the preparation of the Overview and Scrutiny Committee's annual report to Council and the role of the Sub-Committees in ensuring that key information regarding their annual workload was included within the report. The report also set out the formulation of the Sub-Committee's work programme for 2004-05.

The Scrutiny Manager highlighted the following aspects of the report: -

- (i) It was recommended that each Sub-Committee only take on one review per annum with a view to effectively targeting the available Member and officer resources for an in-depth prioritised review;
- (ii) it was recommended that the review of a topic should "add value" to the Council's Corporate Priorities and the outcomes thereof;
- (iii) it was recommended that the Centre for Public Scrutiny's (CfPS) four principles of good public scrutiny for effective public scrutineers be adopted;

The Scrutiny Manager also advised that it was important that national imperatives, Best Value Performance Indicators (BVPIs) where the activity falls within the bottom quartile (identified by external auditors as needing greater attention), LPSA targets, Harrow's Vitality Profile and 'hot topics' within the community be taken into account when devising the Sub-Committee's work programme for 2004-05. The Director of Organisational Performance suggested that areas such as transport provision, retention of small businesses and social housing provision could benefit from an in-depth scrutiny review.

Members were also informed that the timing of scrutiny reviews was crucial to their success; the Sub-Committee needed to be involved at the conception of action plans and plan reviews in advance.

The Portfolio Holder for Environment and Transport informed Members that the Portfolio Holder for Planning, Development, Housing and Best Value and the Executive Director (Urban Living) were unable to attend the meeting due to prior engagements but would be attending the next meeting of the Sub-Committee on 9 June 2004 to answer any questions that Members may have on their service areas.

The Portfolio Holder drew Members' attention to the form circulated by the Interim Head of Environment and Transportation, which was entitled 'Urban Living – Draft Objectives 2004-07', and commented on how some of the issues raised in the document could be incorporated into the Sub-Committee's work programme. The Sub-Committee discussed how legislative changes in relation to the licensing process might affect the Council and whether this was a situation that Members could monitor and contribute to the development of the Council Licensing Policy.

The Director of Professional Services (Urban Living) commented on the draft objectives one by one and highlighted plans and strategies which could benefit from Members' attention, such as: -

- (i) The Roll Out of the New Harrow Project
- (ii) The Local Implementation Plan
- (iii) The Local Development Framework and Planning Services (previously discussed by the Sub-Committee - see Minutes 80 and 81)
- (iv) The Housing Improvement Plan
- (v) The Green Belt Management Policy
- (vi) The Civic Centre Travel Plan
- (vii) The Town Centre's Interim Parking Plan

The Portfolio Holder informed Members that the Council had recently won another national award through the New Harrow Project: ENCAMS had voted the project as the 'Best Environmental Initiative of the Year'. The Portfolio Holder requested that his appreciation of the staff involved in achieving this award be recorded. The Chair seconded this proposal and on behalf of the Sub-Committee, congratulated the staff involved in the project for winning yet another prestigious award. The Chair stated that the award illustrated the commitment of staff and was well deserved.

The Area Director (Urban Living) updated Members on progress made in relation to the New Harrow Project. It was noted that Stage 2 was currently being rolled out and that the Audit Commission would be coming back to review the project in 2005, after Stage 3 had been rolled out. A Member raised concerns that not all parts of the Borough were being catered for under the New Harrow Project and requested that those areas not within Stages 2 or 3 be looked after also. The Member also stated that the appearance of roundabouts within the Borough needed to be addressed and suggested using advertisements on roundabouts to generate revenue. The Portfolio Holder disagreed with the Member in relation to other parts of the Borough being neglected and stated that the awards for the project spoke for themselves.

The Director of Professional Services (Urban Living) also suggested areas which were not included in the draft objectives document, such as the LPSA Targets and tourism. Members discussed the timescales for the above plans and strategies in order to ensure that the Sub-Committee was not constrained in its choice of in-depth reviews. The Director of Professional Services (Urban Living) advised that he would clarify the dates and timescales of the plans and strategies for Members.

The Chair queried whether Members would prefer to agree the work programme for 2004-05 now or to digest the information which had been received and hold a separate Special meeting to agree the work programme. Following advice on timescales from the Scrutiny Manager, the Sub-Committee agreed to hold a Special meeting to discuss and agree the work programme for 2004-05. The Director of Organisational Performance suggested that officers collate information on the areas that would benefit from an in-depth review into one document in time for the Special meeting of the Sub-Committee.

RESOLVED: That (1) a Special meeting be held to: -

- (i) agree the Sub-Committee's work programme for 2004-05;
- (ii) identify a maximum of two potential review topics;
- (iii) nominate Member(s) to liaise with officers in undertaking feasibility studies on any issues identified;

(2) the proposed process for the preparation and publication of the annual report for 2003-04 be agreed;

(3) the report of the Executive Director (Organisational Development) be noted.

83. **Response to the Review of Consultation for the Highway and Transportation Scheme:**

The Sub-Committee received the report of the Portfolio Holder for Environment and Transport, which was tabled at the meeting. The report provided responses to each issue arising from the review. The Portfolio Holder informed Members that there was nothing within the findings of the review or the recommendations arising out of the review that he did not agree with but that some of the recommendations had significant resource implications, which could not currently be met.

Members noted the following points highlighted by the Portfolio Holder: -

- (i) Some of the recommendations would reduce the number of schemes that could be worked on simultaneously and that it was important to achieve a balance between additional work and benefits received.
- (ii) Where there was confidence that a more streamlined approach was appropriate, several of the four stages of consultation should be combined.
- (iii) More use should be made of exhibitions at Stages 2 and / or 3.
- (iv) More effort should be made to publicise the consultation process, which could be achieved by using the Council's web site, street notices for exhibitions and statutory notices and press releases.
- (v) Greater effort should be made to ensure that consultation documents reach the appropriate business owners.
- (vi) It would be impractical and uneconomical to target all non-responders in an attempt to increase the response rate on all occasions, particularly near the end of the consultation period, as this would mean contacting approximately 80% of premises again.
- (vii) It would be helpful to use a communications advisor to review the language and layout of consultation documents.
- (viii) Wherever practicable, roads just beyond the immediate problem area should be given the opportunity for opting to be included in a proposed Controlled Parking Zone (CPZ).

RESOLVED: That the report of the Portfolio Holder be noted.

84. **Any Other Business:**

Attendance at the Next Meeting of the Sub-Committee

The Chair reminded Members that the Portfolio Holder for Planning, Development, Housing and Best Value and the Executive Director (Urban Living) would be attending the next meeting of the Sub-Committee to answer questions from Members on their service areas. It was agreed that Members would forward any questions they may have to the Chair two weeks before the meeting.

"Your Home Your Needs" Best Value Review

The Chair informed Members that this would be discussed at the next meeting of the Sub-Committee and that representatives from the Strengthening Communities and Health and Social Care Scrutiny Sub-Committees had been invited to attend the meeting to discuss this item.

LPSA Targets

The Scrutiny Manager informed Members that officers would be giving a presentation on the LPSA Targets at the next meeting of the Sub-Committee and suggested that Members of the Strengthening Communities Scrutiny Sub-Committee be invited to the meeting to discuss this item.

RESOLVED: That (1) Members of the Strengthening Communities Scrutiny Sub-Committee be invited to attend the next meeting of the Sub-Committee to discuss and receive a presentation on the LPSA Targets.

(2) the items raised under any other business be noted.

(Note: The meeting having commenced at 7.35 pm, closed at 9.22 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

**ENVIRONMENT AND ECONOMY SCRUTINY
SUB-COMMITTEE (SPECIAL)****19 APRIL 2004**

Chair: * Councillor Blann

Councillors: * Arnold (1)
* Lavingia
Lent* Janet Mote
* John Nickolay (2)
* Thammaiah (3)* Denotes Member present
(1), (2) and (3) Denote category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**85. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary MemberCouncillor Mrs Kinnear
Councillor Seymour
Councillor MilesReserve MemberCouncillor Arnold
Councillor John Nickolay
Councillor Thammaiah86. **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.87. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.88. **Minutes:****RESOLVED:** That the signing of the minutes of the meeting held on 11 March 2004 be deferred until the next ordinary meeting of the Sub-Committee.89. **Work Programme 2004-05 and Annual Report 2003-04:**

The Chair explained to the Members of the Sub-Committee that the Special meeting had been called to enable the Sub-Committee to consider the three recommendations set out in the report of the Executive Director of Organisational Development.

Consider and agree a provisional work programme for 2004-05

The Chair explained to the meeting that the Sub-Committee had been asked to agree a provisional work programme for 2004-05 and had consequently been given a matrix assessing potential topics to be included in this work programme. The Sub-Committee then turned to discussion, carefully considering each item.

(i) Waste Management

Members considered this to be an issue of concern due to the Borough's increasing costs in waste management. The Chair suggested that a report on this matter be submitted to the Sub-Committee in September along with an officer's briefing as the West London Waste Authority's strategy should have been agreed by then. This was agreed.

(ii) Performance of Planning Service

The Scrutiny Manager reported that the improvement plan would be going to the next Cabinet meeting so an update on the Planning and Development Improvement Plan would be referred to the Sub-Committee's meeting in June.

(iii) Preparation of Local Development Framework

It was agreed that an update be submitted to the meeting in June.

(iv) Local transport Implementation Plan

Members of the Sub-Committee would consider this item as part of the Sub-Committee's role of considering statutory plans prior to their approval by Council.

- (v) **Flooding**
The Members of the Sub-Committee noted that this was an important issue in some areas of the Borough. Members felt that more information was required before a decision was taken on whether to undertake an in-depth review. It was agreed that officers be requested to submit a report on flooding to the September meeting.
- (vi) **Development of/support for Small Businesses**
The Members of the Sub-Committee felt that this item should be left to the Best Value Advisory Panel to consider.
- (vii) **Affordable housing**
The Members of the Sub-Committee felt that, as there was limited opportunity to influence matters in this area, the issue would not be included within the work programme.
- (viii) **Availability of Quality Private Sector Rented Accommodation**
The Members of the Sub-Committee had already agreed to see an update report on Renewal Grants Policy at the November meeting following which further action might be agreed.
- (ix) **Performance of ALMO**
The scheme was scheduled to start in September and the Sub-Committee felt an update could be provided in November following which further action might be considered.
- (x) **Changes to Liquor Licensing**
The Sub-Committee agreed that the item be reconsidered at a future date pending the adoption of a local authority licensing policy. The Chair recommended Members attend a training course in autumn and noted that this might be an area for review in the longer term.
- (xi) **Green Belt Management Policy**
Members felt that this was an area where there was an opportunity to influence policy development. It was also an issue in which there was likely to be public interest.
It was agreed that a feasibility study for an in-depth review be submitted to the September meeting.
- (xii) **Town Centre Interim Parking Plan**
It was agreed that the Parking Plan be an agenda item at the November meeting.
- (xiii) **Tourism**
The Members of the Sub-Committee agreed that a review would not be possible this year and that the item be reconsidered at a future meeting.

Nomination of Member(s) to liaise with officers in undertaking a feasibility study of any potential in-depth review topics.

The Members of the Sub-Committee discussed the appointment of a Member to liaise with officers regarding the feasibility study on Green Belt Management Policy. The Members of the Sub-Committee felt that since the membership of the Sub-Committee might be altered at the start of the new Council year, the appointment should be postponed. It was agreed that the membership of the review group be notified by the Chair following consultations with the Members of the Sub-Committee for 2004/05.

Identify any particular issues to be highlighted within the annual report

The Chair outlined the proposed issues to be highlighted within the annual report to the Sub-Committee. The Chair drew the Sub-Committee's attention to some of the initiatives such as the Consultation on Highways and Transport Scheme which had involved both community groups and members of staff. The Chair also highlighted the Bus and Train Liaison Committees' participation in transport consultations.

RESOLVED: That (1) the Sub-Committee's draft work programme, as amended to incorporate the items outlined above, be agreed;

(2) a Member of the Sub-Committee be appointed to liaise with officers on the feasibility study on Green Belt Management Policy at the June meeting; and

(3) the following items be highlighted within the annual report: Consultation on Highways and Transport Scheme, Waste Management, Best Value Review on Your

Home Your Needs, Relationship with Local Transport Providers, ALMO and Performance of the Planning Service.

(Note: The meeting having commenced at 6.05 pm, closed at 6.42 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE**23 MARCH 2004**

- Chair: * Councillor Marie-Louise Nolan
- Councillors: * Ann Groves * Anjana Patel
 * Lavingia * Silver
 * Myra Michael * Thammaiah
- Advisor (non-voting): * Dr Shahed Ahmad
- * Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**131. **Attendance by Reserve Members:**

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

132. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of personal or prejudicial interests made by Members of the Sub-Committee arising from business transacted at this meeting.

133. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 14 – Domiciliary Care Services, be considered before agenda item 10a – Report of the Executive Director;

(2) 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 listed below:-

<u>Agenda Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8. Final Report of the Scrutiny Review of the Delayed Transfer of Care	In compliance with the locally agreed protocol for NHS scrutiny, it was necessary to consult with Harrow PCT, North West London Hospital NHS Trust and Central and North West London Mental Health Trust in advance of the review's publication. As a direct consequence, the report missed the Sub-Committee's main agenda dispatch and therefore had to be dispatched at a later date.
14. Domiciliary Care Services	A Reference from Cabinet was tabled at the meeting, as Cabinet met on 16 March, so therefore missed the main and supplemental agenda dispatch.

(3) all items be taken with the press and public present.

134. **Minutes:**

RESOLVED: That (1) the minutes of the Special meeting held on 24 July 2003, of the joint meeting of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees on 17 September 2003, and of the ordinary meetings on 18 September and 8 December 2003, having been circulated, be taken as read and signed as correct records;

(2) the minutes of the special meeting held on 5 February 2004 be deferred until printed in the next Council Bound Minute Volume.

135. **Public Questions:**

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

136. **Petitions:**

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

137. **Deputations:**

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

138. **Final Report of the Scrutiny Review of the Delayed Transfers of Care:**

The Sub-Committee received a report of the Executive Director (Organisational Development), which detailed the Scrutiny Review of Delayed Transfers of Care.

Members were informed that the report had been shared amongst Harrow PCT, North West London Hospitals Trust and the Central and North West London Mental Health NHS Trust for comment, which adhered to the locally agreed protocol for NHS scrutiny.

It was stated that all the medical bodies detailed above had not commented at this stage on the report and its recommendations.

Members' attention was drawn to Recommendation A2 in the officer report, initiated by the Head of Community Care, which asked that the wording be reconfigured to refer to intermediate care services rather than intermediate care beds, in order to reflect the full extent of intermediate care; Members agreed to this.

The Chair thanked all the Members and officers involved in the review and indicated that the Sub-Committee looked forward to feedback received from health partners in six months' time.

RESOLVED: That the Sub-Committee (1) adopt the report of the Scrutiny Review Group;

(2) adopt the change to Recommendation A2 put forward by the Head of Community Care;

(3) request that Organisations to which the recommendations have been made respond to the report within eight weeks of its receipt, and that an update from them be provided to the Sub-Committee in six months' time; and

(4) refer the report to the Portfolio Holder for Social Services for her consideration and that the report be placed on the Cabinet Information Circular.

139. **Report of the People First Portfolio Holder - Key Areas of Responsibility 2004/2007:**

The Sub-Committee received a report of the Social Services Portfolio Holder, which outlined the key areas of responsibilities and strategies for 2004/07 in the People First directorate. The report had been provided at the request of the Chair in order to inform the Sub-Committee's discussions on its work programme for 2004/05.

It was emphasised to Members that the report represented areas concerning People First for both Education and Social Services, so would be put forward to the Lifelong Learning Scrutiny Sub-Committee as well. The report was summarised for Members.

During the discussion, a Member asked why the Best Value indicators that related to Children Services illustrated that performance was going down rather than up. The Portfolio Holder responded by stating that there were problem areas concerning equipment and moving on services, but insisted that children services were improving, and there was a great deal to be proud about, such as the stability of children's placements, which used to have a drift, as well as the stayed in placements.

The Director of Children Services re-emphasised the progress that had been made thus far in children services, and stressed that the services offered by the authority were good and that it remained one of the best in the country for the stability of children's placements. It was indicated that improvements were needed in relation to management and financial tracking, but training programmes for managers were in

place to address those areas.

A Member expressed concern over the lack of progress in relation to service integration with Harrow PCT. The Portfolio Holder responded by saying it was disappointing that Harrow PCT could not formally enter into a financial integration agreement with the Council, but indicated that work was on-going with the PCT in other areas. Dr Ahmad, Advisor to the Sub-Committee, informed Members that the PCT's Interim Chief Executive was committed to Section 31 and it was anticipated that the new Chief Executive would be too.

A Member asked what work was planned to reduce teenage pregnancy. Dr Ahmad responded by saying that Harrow PCT was aware of the problem and work was under way to acquire some primary data to identify trends. Members were informed that out of the London boroughs, Harrow had the second lowest rate of teenage pregnancy, so the rise should be considered against that background, but it was re-emphasised that Harrow PCT was taking teenage pregnancy seriously and would be looking into the matter.

RESOLVED: That the information be noted.

140.

Question and Answer Session with the Social Services Portfolio Holder:

The Social Services Portfolio Holder answered the following questions presented by Members:

Q: There appears to be several problems with the quality and quantity of Domiciliary Care, which is being provided by the Council's preferred partner. Will Councillor Davine explain the steps being taken to allay the concerns expressed?

A: The Portfolio Holder indicated that agenda item 14 - Domiciliary Care Services, would answer that question.

Q: Does not the Portfolio Holder think that the meals on wheels service needs to be looked at and explain her answers?

A: The Portfolio Holder responded by saying she was not aware of there being a problem with the service. It was indicated that the comments received by users were positive and gave the Authority encouragement to keep the service. It was mentioned that there had been a problem with the number of fresh Indian vegetarian meals requested but that had been solved and there was no longer a waiting list.

A supplemental question was asked which related to the cost and the supplier of the Indian vegetarian meals.

A: The Head of Community Care Services responded by saying that people who had special dietary requirements were given specific meals. It was highlighted that the cost of Indian vegetarian meals were on par with Kosher ones produced. However, it was noted that work was still on going in that area to generally reduce costs.

Q: An independent financial review of the Government's "Supporting People" initiative has raised a question mark on whether it represents value for money. Please comment specifically regarding Harrow.

A: The Portfolio Holder answered that this was a national problem and not unique to Harrow. It was stated that the Supporting People team had made a prudent and secure bid, which was achieved. It was highlighted that out of the bid the Government wanted a 2.5% efficiency saving, which was disappointing; however, there was sufficient money to process work. It was also mentioned that some of the providers were costly and these would be reviewed in due course.

Q: Could the Social Services Portfolio Holder explain why the Blue Revenue and Capital Budget Book for 2003/4 relating as well to 2004/5 is useless as a management tool and the Department's financial controls are a total mess?

A: The Portfolio Holder responded by saying the book was not designed to be a management tool, its purpose was to inform the public of the Council's budget arrangements. The Head of Community Care Services added that quite a lot of authorities were in similar situations. It was noted by Members that work was

being done to bring Harrow Social Services' financial systems up to date, but there was still a great deal of work to do to make it accessible and transparent.

- Q: Please highlight a most significant improvement in Children Services.
- A: The Portfolio Holder indicated that the most notable one would be the number of continued and sustained improvements in that area, which in turn had created confidence by officers and users. It was anticipated that Children Services would surpass the label 'promising prospects' at the next inspection.
- Q: What progress had been made in relation to IT systems?
- A: The Portfolio Holder indicated that progress in that area had been slower than she had hoped. The Director of Organisational Performance commented that the corporate management team recognised the importance of having good IT systems in place to collect and use performance data, and therefore had made it a top priority. It was anticipated that this time next year the Council would see the benefits.

The Chair thanked the Portfolio Holder for attending and answering Members' questions.

141. **Domiciliary Care Services:**

The Sub-Committee received a report of the Head of Community Care, which detailed the position of Domiciliary Care Services. Members also received a tabled reference from the Cabinet meeting held on 16 March 2004, which requested that the Sub-Committee undertake a review of these services, and set out proposed terms of reference for the review.

During the discussion a Member expressed concern over point A in the proposed terms of reference, saying that it had recently been reviewed and could impact upon the current charges levied. Other Members argued that a holistic approach had to be adopted in the review in order to make it legitimate, and it was emphasised that the Sub-Committee's findings would not dictate what charges would be levied.

Members considered the report and agreed to the recommendations, but indicated that the deadline date of September 2004 was not sufficient time to undertake a thorough review, and therefore would await a scoping report before specifying a deadline date.

RESOLVED: That (1) a review of Domiciliary Care Services be undertaken and the proposed terms of reference be agreed; and

(2) a scoping report of the review be created and circulated to members in advance of the next meeting, which would determine the deadline date.

142. **Work Programme 2004-05 and Annual Report 2003-04:**

The Sub-Committee received a report of the Executive Director (Organisational Development) which detailed the Sub-Committee's provisional work programme for 2004/05.

The Chair advised that in the light of the Domiciliary Care Services review, which was anticipated to be lengthy, it was thought more appropriate to have mini reviews that would consist of inviting individuals to meetings, rather than two big reviews that ran simultaneously.

The following topics for were put forward and agreed by Members for the Sub-Committee's work programme for next year (04/05):

In-depth review:

- Domiciliary Care

Mini reviews:

- Access to GPs
- and Access to Dentists (NHS context and to include access by Young People)

Individual agenda items:

- Patients' Forums
- Supporting People in Housing
- Inequalities in Health Provision (Obesity)
- Improving Life Expectancy and Low Birth Weight
- Redevelopment of Northwick Park Hospital and St Mark's Hospital

Members also indicated that they would like to invite the Interim Chief Executive of Harrow PCT and the Chief Executive of Royal National Orthopaedic Hospital NHS Trust to a future Sub-Committee meeting.

The Chair explained to the Sub-Committee that she had no issues relating to the proposed process for the preparation and publication of the annual report. Members were advised to contact the Scrutiny Officer if they had any issues that they would like to place particular emphasis on within the report on the Health and Social Care Scrutiny Sub-Committee.

RESOLVED: That (1) the Sub-Committee's draft work programme, as amended to include the items outlined above, be agreed; and

(2) the proposed process for the preparation and publication of the annual report for 2003-04 be agreed.

143. **Best Value Review of Adaptations - Update:**

The Sub-Committee received a report of the Head of Community Care, which was presented by the Community Care Development Manager.

During the discussion, a Member queried assessment targets and timescales. The Manager responded by saying it took three months to carry out an assessment, which was a real improvement when compared to a year ago when it was nine months. It was also projected that 80.2% of jobs were carried out within 21 days after the assessment.

The Chair asked whether written information could be provided outside of the meeting on the timescales of work carried out, and officers undertook to do this.

RESOLVED: That the information be noted.

144. **Extension of Meeting:**

At 9.50 pm, during discussion of the above item, the Chair drew the attention of the meeting to the time.

RESOLVED: That, under the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), the meeting be extended to 10.15 pm.

145. **Best Value Review of Mental Health - Update Report:**

The Sub-Committee received a report of the Head of Community Care, which was presented by the Community Care Development Manager.

Members noted the progress made in the Best Value review. A Member queried whether the leaflets produced were in plain English, and asked to see copies. The Manager stated that leaflets were in plain English, and indicated that Members would receive a copy for information. Another Member emphasised that carers were important, and equally required support. It was explained that carers were given support and forums were organised to address any difficulties that they might have.

RESOLVED: That the progress made be noted.

146. **SSI Inspection of Services for Disabled People:**

The Sub-Committee received a report of the Head of Community Care, which documented the SSI Inspection.

The background of the report was explained to Members. The Sub-Committee was informed by the Head of Community Care that the inspectors' results were disappointing, but action was in place to address points raised within the report.

The Chair requested that the progress made against the action plan be inserted in italics for Members' information and circulated outside of the meeting, which was agreed by the Head of Community Care.

RESOLVED: That the information be noted.

147. **Reference from the Environment and Economy Scrutiny Sub-Committee, 22 October 2003: Your Home, Your Needs Best Value Review and Action Plan:**

RESOLVED: That Councillor Lavingia attend the Environment and Economy Sub-Committee meeting on behalf of the Sub-Committee on 9 June 2004 to monitor the progress made in the Your Home, Your Needs Improvement Plan.

(Note: The meeting having commenced at 7.30 pm, closed at 10.15 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

**STRENGTHENING COMMUNITIES SCRUTINY
SUB-COMMITTEE****30 MARCH 2004**

Chair: * Councillor Thammaiah

Councillors: * Janet Cowan * Ismail
* Currie * Vina Mithani
* Ann Groves * Seymour

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**91. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.92. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
12. Verbal Progress Report on Harrow Magistrates' Court	Councillor Ann Groves	The Member indicated a Personal Interest as she was a magistrate on the Bench at Harrow Magistrates' Court. The Member remained in the room whilst the matter was considered and took part in the discussion relating to item 12.

93. **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 listed below:-

<u>Agenda Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
11. Consideration of the final draft of the Community Strategy for Harrow	The draft Community Strategy was not finalised at the time of the Sub-Committee's agenda dispatch and was therefore tabled at the meeting.

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

94. **Minutes:****RESOLVED:** That the minutes of the meeting held on 2 February 2004 be deferred until printed in the Council Bound Minute Volume.95. **Public Questions:****RESOLVED:** To note that there were no public questions put at the meeting under the provisions of the Overview and Scrutiny Procedure Rule 8.96. **Petitions:****RESOLVED:** To note that there were no petitions received at the meeting under the provisions of the Overview and Scrutiny Procedure Rule 9.97. **Deputations:****RESOLVED:** To note that there were no deputations received at the meeting under the provisions of the Overview and Scrutiny Procedure Rule 10.

98. **Cross Cutting Review of Safer Harrow - Progress Update on the Improvement Plan:**

The Sub-Committee received a report of the Interim Head of the Crime Reduction Unit, which detailed the progress made against the Improvement Plan.

During the discussion, Members expressed concerns relating to parenting contracts, youth crime and Neighbourhood Watch (NHW). The Chief Environmental Health Officer, who presented the report, indicated that significant benefits had been gained in relation to the use of parenting contracts. It was put forward that the contracts were considered a critical element in stopping youths from committing further offences and to encourage acceptable behaviour without the need to resort to the Criminal Justice system, which avoids the youth being registered with a criminal record. It was also highlighted that the incidence of crime in the town centre had reduced and it was thought that parenting contracts had influenced this together with the wider anti-social behaviour activities.

In relation to youth crime, it was noted that a large proportion of robberies committed in the borough were youth on youth crimes, which centred on mobile phone theft. It was indicated that there were a number of targeted crime reduction initiatives taking place throughout the borough, supported by the creation of organised recreational and diversionary activities for teenagers.

Members noted that the management of NHW would revert to the Police on 1 April; the Sub-Committee was advised that this was agreed by the trustees of the NHW charity together with the winding up of the charity itself. It was put forward that the new management arrangements reflected a national trend driven by the need to revitalise the NHW system and to co-ordinate its work with the 'Safer Neighbourhoods' initiative, also known as community-based policing or the reassurance programme. The system would be managed through a partner-funded Community Involvement Officer, who had been in post since December 2003.

RESOLVED: That the report and improvement plan be noted.

99. **Question and Answer Session with the Portfolio Holder for Partnership and Property:**

The Partnership and Property Portfolio Holder answered the following questions presented by Members:

- Q. What progress is being made towards achieving the LPSA targets on Drug Misuse & Treatment and on the Reduction in Robberies? How is progress being monitored? What level is the risk of targets not being achieved?
- A. The Portfolio Holder responded by saying the LPSA targets for Drug Misuse and Treatment and Reduction in Robberies were on target and measures were in place to ensure that. It was noted that there were formal mechanisms in place to monitor progress of targets by the Council.

It was also mentioned that the major risks in the Drug Misuse and Treatment targets not being achieved were connected to the unclear pathways of outreach services. In relation to robberies, the greatest short-term risk was the availability of new mobile phone models, which might create short term increases in youth on youth robberies which distorted statistics.

- Q. How is the issue of community lettings being addressed within the Strategic Review of Grants?
- A. The Portfolio Holder informed the Sub-Committee that a review was underway to establish some vital baseline information on accommodation and groups in the borough that receive Grant funding, which would inform the Council's grant arrangements.

A Supplemental question was put forward relating to the Strategic Review. It was suggested that the Sub-Committee should receive the draft review before Cabinet in July, which was agreed to by the Portfolio Holder.

- Q. There is currently a temporary Domestic Violence officer in post. What are the plans to fill the post on a permanent basis?
- A. The Portfolio Holder answered that the Domestic Violence post was permanent and there were plans to recruit a permanent member of staff to that position. Members were informed that the Domestic Violence Officer and Hate Crime

Officer posts would also be included in the merger of the Crime and Disorder Reduction Partnership and Drug Action Team, which would create a single service provision.

- Q. There seems to be a fairly low level of awareness amongst the general public of the wide range of community safety initiatives underway across the Borough. What can be done to improve awareness & raise project profiles?
- A. The Portfolio Holder stated that the fear of crime was a significant issue for Harrow residents, so therefore a media strategy had been devised to promote and create more awareness of the services that were provided.
- Q. In meeting minorities' needs, Harrow's social policies are right but progress and achievement are relatively lagging behind, it's suggested that these are connected with housing and employment. What work are Harrow Partnership and the Community Strategy doing in these areas?
- A. The Portfolio Holder stated that housing and employment issues featured in the Community Strategy, and that the Council was working on a Black and Minority Ethnic Housing Strategy. It was also mentioned that a review was being undertaken with Asian applicants who had been shortlisted for Council jobs but were unsuccessful at the interview stage to ascertain whether there were issues in the recruitment process that affected matters.

Members were advised by the Portfolio Holder that they could contact him outside of the meeting if they had any further questions or if detailed answers were required to questions asked at the meeting.

The Chair thanked the Portfolio Holder for attending the meeting and answering Members' questions.

RESOLVED: That the Sub-Committee receive the Strategic Review of Grants at its next meeting.

100. **Work Programme 2004-05 and Annual Report 2003-04:**

Members received a report of the Executive Director (Organisational Development), which set out the background to the formulation of the annual Work Programme, which included the agreed guidelines and key criteria for inclusion of topics within the programme. The report identified a number of potential sources of information and issues for consideration (including the existence of any Local Public Service Agreement targets), which the Sub-Committee would wish to take into account in the formulation of its Work Programme for 2004-05.

Members also received a report of the Partnership and Property Portfolio Holder, which set out progress over the past year and objectives for the next year in key areas within the portfolio, and which had been provided by the Portfolio Holder to inform the Sub-Committee's discussions on its Work Programme.

In considering the Work Programme for next year, Members took into account a range of factors, such as the major ongoing work being undertaken in relation to the Review of Post Office Reconfiguration, the heavy workload commitment associated with in-depth reviews, and their ability to examine issues as agenda items at scheduled Sub-Committee meetings. A Member also highlighted the need for the Sub-Committee to build provision into the Work Programme for Member development.

With respect to the Local Public Service Agreement targets, Drug Misuse and Treatment and Reduction in Robberies, the Sub-Committee was advised that the Environment and Economy Scrutiny Sub-Committee would receive an officer presentation on the monitoring arrangements for Urban Living's LPSA targets at its meeting on 9 June 2004 and had, accordingly, invited Members of the Strengthening Communities Sub-Committee to attend the meeting for this item, particularly as it fell within the Sub-Committee's remit.

The following topics were put forward and agreed by Members for inclusion in the Sub-Committee's Work Programme for 2004/05:

- Youth offending and anti-social behaviour
- Harrow's future profile and its impact upon services
- Community Cohesion

- Grants review
- Anti-social behaviour
- Monitoring of Local Public Service Agreement Targets (Drug Misuse and Treatment and Reduction in Robberies – item being considered at the meeting of the Environment & Economy Sub-Committee to be held on 9 June 2004)
- Best Value Review on Your Home Your Needs (item being considered at the meeting of the Environment & Economy Sub-Committee to be held on 9 June 2004)
- Member development

The proposed process for the preparation and publication of the Sub-Committee's Annual Report was agreed. Members identified the importance of highlighting the work done over the past year in relation to the retention of the Harrow Magistrates' Court and agreed to advise the Scrutiny Support Officer of any further issues on which they would like to place particular emphasis within the Annual Report.

RESOLVED: That (1) the Sub-Committee's draft work programme, as amended to include the items outlined above, be agreed;

(2) the proposed process for the preparation and publication of the annual report for 2003-04 be agreed; and

(3) the progress over the past year and objectives for the next year, as set out in the Portfolio Holder's report, be noted.

101.

Consideration of the Final Draft of the Community Strategy for Harrow:

The Sub-Committee received a report of the Executive Director (Organisational Development).

The Sub-Committee was informed that they were supposed to have received a draft Community Strategy in advance of the meeting, but this had proved impossible due to it not being finalised.

It was stressed to Members that the Strategy indicated the current plans of the Council and other public sector partners as well as the voluntary and community sectors. The Manager of the Strategic Partnership Section advised that the HSP would monitor the Strategy and progress made against action points by service providers, in order to promote equality and ensure life opportunities. The officer also recommended that the Sub-Committee played a role in monitoring the work of the HSP. It was noted by Members that the Strategy would be launched at the HSP Summit on 19 May 2004.

The Manager further informed Members that a second document would be produced over the next four months which indicated the HSP's action in addressing issues of inequality in the borough as well as planning for economic, social and environmental changes that might occur over the next 10 years.

During the discussion, Members expressed dissatisfaction at receiving the draft Strategy at the meeting, as it did not allow sufficient time to read the draft Strategy in its entirety. It was highlighted that all Councillors had received previous drafts of the document, and was available for viewing on Harrow Council's Internet and Intranet sites. It was proposed by the officer that she would provide exception reports on the implementation of the Strategy, which was agreed by the Sub-Committee.

Members suggested that HAD, Age Concern and the POP Director be included in the useful contacts section, that places of worship in the borough should also receive the draft Strategy, and that the draft Strategy be placed on the SACRE Agenda.

RESOLVED: That (1) the draft Strategy be endorsed; and

(2) the Manager of the Strategic Partnership Section be requested to take on board the suggestions made by Members and provide exception reports on the implementation of the Strategy.

102. **Verbal Progress Report on Harrow Magistrates' Court:**
The Sub-Committee received a verbal presentation by Councillor Ann Groves on the successful outcome of the appeal to keep Harrow Magistrates' Court open.
- Members were reminded of the background to the case and the processes the Authority had undergone to reach the successful conclusion.
- It was emphasised by the Councillor that the outcome achieved was an exemplification of what the borough could achieve, and it was directly attributable to having a good Borough Solicitor, cross party delegation and community spirit.
- RESOLVED:** That the information be noted.
103. **Members' Verbal Progress Report:**
Members were informed that the Post Office Reconfiguration Review would be delayed for a few months. It was suggested that the delay was caused by Post Office Ltd late announcement of their plans, which affected the timescale of the review.
- RESOLVED:** That the verbal update be noted.
104. **Strengthening Communities Scrutiny Sub-Committee Work Programme 2003/04:**
- RESOLVED:** That the work programme be noted.
105. **Your Home Your Needs Best Value Review:**
Having raised this issue under Any Other Business, the Chair indicated that Members were invited to attend the Environment and Economy Scrutiny Sub-Committee meeting on 9 June 2004 to input into scrutiny's consideration of the improvement plan for the Best Value report on Your Home, Your Needs, which would be considered holistically given the interests of by three Scrutiny Sub-Committees. The Sub-Committee was informed that Environment and Economy Scrutiny Sub-Committee would take the lead in deliberations, but welcomed input from representatives of both Health and Social Care and Strengthening Communities Scrutiny Sub-Committees. It was put forward that the Chair would attend on behalf of the Sub-Committee, which was agreed by Members.

(Note: The meeting having commenced at 7.30 pm, closed at 10.03 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH
Chair

LIFELONG LEARNING SCRUTINY SUB-COMMITTEE**22 APRIL 2004**

Chair:	* Councillor Mitzi Green	
Councillors:	* Gate * Ismail * Mary John * Jean Lammiman * Lent	* Vina Mithani (1) * Janet Mote * John Nickolay * Marie-Louise Nolan
Voting Co-opted:	(Voluntary Aided) * Mrs J Rammelt Reverend P Reece	(Parent Governors) * Mr H Epie * Mr R Sutcliffe

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

(Note: Councillor Stephenson attended the meeting at the invitation of the Sub-Committee).

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**126. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Miss Bednell	Councillor Vina Mithani

127. **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.

128. **Arrangement of Agenda:**

Members agreed that item 15 of the agenda be considered as the first substantive item of business. This was to be followed by item 11, after which the original running order would resume.

RESOLVED: That (1) the above be noted;

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Update on the Healthy Lifestyles Scheme	The reports were not available at the time the agenda was printed and circulated. Members were requested to consider these items as a matter of urgency.
15. The Harrow Parent Partnership Service	

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

129. **Minutes:**

The Representative of the Secondary School Parent Governors noted that he was present at the last meeting of the Sub-Committee and had not sent his apologies as was reflected in the minutes.

RESOLVED: That, subject to the above amendment, the minutes of the meeting held on 20 January 2004, having been circulated, be taken as read and signed as a correct record.

130. **Public Questions:**

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

131. **Petitions:**

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

132. **Deputations:**

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

133. **References from Council and Other Committees/Panels:**

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

134. **The Harrow Parent Partnership Service:**

The Sub-Committee received a report from the Director of Learning and Community Development. Members were reminded of the report on the 'Review of the Distribution of Special Educational Needs (SEN) Statements Mainstream Schools' in April 2003, in which the Scrutiny Review Group recommended additional support and resources for the Parent Partnership Service (PPS). Subsequently, Council agreed to additional funding of £15,000 for 2004/05. It was noted that this additional funding had been welcome in supporting the work of the PPS. The Sub-Committee heard that currently the PPS is located within the Family Centre at the Alexandra Avenue site. In order for the site to be redeveloped over the next 18 months, the PPS would need to be temporarily relocated.

The Chair referred Members to section 10 of the report, which listed the future aims of the PPS. The Chair felt that the Sub-Committee should monitor the aims to ensure that progress was made in satisfying them. A Member queried how long it was expected to take before progress could be reported. It was noted that as the Parent Partnership Co-ordinator was on long-term sickness absence, it would prove difficult to set specific timescales. Members were also asked to consider that a number of Government initiatives had been introduced to support parents that were likely to have an impact on the service. It was noted that co-ordination was needed across services in order to avoid duplication and minimise gaps in service provision. The Sub-Committee agreed that a progress report would be received at the meeting on 12 January 2005.

RESOLVED: That (1) the Sub-Committee receive a progress report at its meeting on 12 January 2005; and

(2) the report of the Director of Learning and Community Development be noted.

135. **Portfolio Holder's response to the Scrutiny Review of Recruitment and Retention of School Governors:**

The Sub-Committee received a report from the Director of Learning and Community Development, which detailed the Portfolio Holder's response to the Scrutiny Review of Recruitment and Retention of School Governors. The Portfolio Holder for Education and Lifelong Learning stressed the important role that governors made to the management of LEA schools and added that they received good support. It was added that Harrow had achieved a higher level of governors than neighbouring Borough's and the representation of ethnic minority governors had also been particularly pleasing. The Portfolio Holder for Education and Lifelong Learning noted that introducing independent governors had been encouraged.

The Sub-Committee discussed the recommendations and comments by the Portfolio Holder that were outlined in the report. In relation to Recommendation 1, Members recognised the importance of Governing Bodies adopting flexible arrangements in order to accommodate the needs of full-time workers. If these needs were accommodated it was agreed that governors with work or other commitments could make a valuable contribution to the Governing Bodies.

The Sub-Committee noted that Recommendation 2 had been implemented through publicity on the Governors newsletter distributed every term. The Chair further requested that details of the DfES Governors Helpline Service be made available on the Council's website.

Whilst discussing Recommendation 3 of the report, Members were advised that nominations for speakers to address community groups would be sought through the Chairs of Governing Bodies. The aim of this initiative was to raise the awareness and knowledge of the role that governors' played. It was added that if governors did not participate in the work of the Governing Body, the political party who made the original nomination should be contacted.

With regard to Recommendation 4, the Sub-Committee heard that it was the responsibility of the individual Governing Body as to whether a mentoring scheme is implemented but added that suggestions and guidance should be made over what constitutes good practice. Officers were due to meet regularly with Governing Bodies and requests would be made to Chairs asking them to mentor incoming Chairs. It was felt more effective if the incoming Chair was given a named mentor as part of a succession plan. Members were also informed that the co-opting process remained unchanged. One option was that if the number of co-optees had reached its maximum, a co-optee, if willing, would be nominated as an LEA governor, which would then make available an extra position for a co-opted member. A Member expressed concern at the lack of training given to governors in relation to the financial aspects of Governing Bodies. The Sub-Committee was informed that training had been provided to governors to make them aware of the financial aspects of Governing Bodies. In order to accommodate as many governors as possible, a three-day evening course was run in addition to a one-day weekend course. It was reported that the course had been well received by those who attended. It was added that the course is due to take place again in the autumn. Members were also advised that officers often visited Governing Bodies in order to provide advice and guidance on these issues, which was believed to be the most effective training method. Members were invited to make suggestions of how to further improve governors' awareness of such issues.

The Sub-Committee were advised that the Mayor's Office had been contacted with a view to accommodating the proposals outlined in Recommendation 6. A formal letter was due to be written to the new Mayor, once in office. A Member stressed the importance of taking into account the accumulative years that governors had served on different Governing Bodies and that as a result their seniority should be recognised.

In relation to Recommendation 7, Members agreed that lengthy reports dealing with complex issues should be distributed to parents via the LEA. It was agreed that the language used in such information should be clear and concise and should avoid using jargon. The meeting was advised that a number of forthcoming consultations revolved around complicated issues and that in order to make the issues more accessible, it was hoped that briefings would be organised for interested parents.

The Chair asked that the leaflet referred to in Recommendation 8, be posted on the Council website, when it became available. The Director of Learning and Community Development advised the Sub-Committee that the leaflet would be available by October 2004. A Member felt that leaflets of individual Governing Bodies were often more effective in explaining the context of that particular school. Governing Bodies were encouraged to make their own leaflets and the more general leaflet would help to direct enquirers to the relevant school. Individual schools were noted as having distributed their own leaflets in various places in the local community, although the ability to do this was largely dependent on resources.

A Member reported that the Publications Advisory Panel had agreed that a separate web page and message board for school governors should be established. In relation to Recommendation 10, a Parent Governor representative enquired as to whether Parent Governors could be represented at the Publications Advisory Panel. Members welcomed the opportunity to receive input from different groups and this was deemed to be an issue that could be discussed outside of the meeting. The Chair requested that the Sub-Committee receive feedback on this issue at the next meeting on 28 June 2004.

Attention was drawn to section 6.6 of the report. A Parent Governor representative felt that due to the pressure of an increased workload, the LEA Governor Services required extra resources. A recent example was cited, whereby the Parent Governor representative waited for more than 3 months for the LEA Governor Service to acknowledge his re-election as a Parent Governor. The Portfolio Holder agreed that a 3-month delay was not satisfactory but added that a new software system had been introduced, which was designed to solve such problems. The issue of extra funding was to form part of a wider review of the re-organisation of Learning and Community Development. This review was to be submitted to Cabinet and the Lifelong Learning Scrutiny Sub-Committee. The Sub-Committee hoped that a formal Governor Services

Unit would be established following the re-organisation of Learning and Community Development.

RESOLVED: That (1) the Portfolio Holder's response to the Scrutiny Review of the Recruitment and Retention of School Governors be noted; and

(2) officers be requested to review the limited capacity and allocated resources provided to support governors as part of the re-organisation of Learning and Community Development.

136. **Report of the People First Portfolio Holders - Key Areas of Responsibility 2004/2007:**

The Sub-Committee received a report from the Education and Lifelong Learning and Social Services Portfolio Holders. The Education and Lifelong Learning Portfolio Holder informed Members that the Chairs of the Health and Social Care and Lifelong Learning Scrutiny Sub-Committees had requested the report in order to inform the Sub-Committees' discussions on their work programmes.

The Chair advised Members that the Portfolio Holder for Education and Lifelong Learning was not in attendance at the meeting to answer general queries or concerns. The Portfolio Holder was due to attend the meeting of the Sub-Committee on 21 September 2004, where Members would have the opportunity to raise general concerns.

The Chair noted that only section 6.3 of the report was relevant to the Sub-Committee. In response to questions about Adult Learning within the Borough, the Director of Learning and Community Development advised Members that the Adult Learning Plan for the forthcoming year was due to be submitted to the LSC shortly. The plan would outline priority groups, which included Adults who lacked Level 1 & 2 skills and older learners.

The Sub-Committee heard that the North West Online Learning Project, undertaken in partnership with Brent, had proved to be very successful. Further funding was being negotiated in order to continue work on the scheme.

RESOLVED: That the report from the People First Portfolio Holders be noted.

137. **Work Programme 2004-05 and Annual Report 2003-04:**

The Sub-Committee received a report from the Executive Director, Organisational Development, which outlined the formulation of the 2004/05 Work Programme. The Director of Organisational Performance stressed the importance of focusing the 2004/05 Work Programme on key issues of public importance. It was added that the Strengthening Communities Scrutiny Sub-Committee planned to look at Youth Diversions Activity as part of its future Work Programme. It was felt that the Lifelong Learning Scrutiny Sub-Committee could liaise with the Strengthening Communities Scrutiny Sub-Committee over this issue. The officer added that the Children's Green paper was about to become legislation. As a result it was suggested that the Sub-Committee would want to receive a report detailing its implications.

The Sub-Committee was referred to section 6.14 of the report on page 26 of the agenda. This section listed areas that Members of the Sub-Committee had suggested for inclusion on the 2004/05 Work Programme. In light of work carried out elsewhere, the Chair felt that a review of the Assessment & Provision Team Service would not be the best use of the Sub-Committees resources.

Phase 3 Delegated Funding for SEN

The Chair added that Phase 3 funding for SEN was another issue that the Sub-Committee might want to consider. An officer explained to Members that Phase 1 had moved away from holding resources at the centre and had instead delegated resources to schools, a move which was welcomed by the schools. Phase 2 introduced additional resourcing arrangements. Phase 3 planned to move away from depending on costed statements to a more formula funded model. Although there were no statutory requirements for the authority to adopt these changes, they were being implemented by other local authorities and were also encouraged by the Audit Commission. The statementing process was noted as being bureaucratic, time consuming and not responsive to the needs of children with SEN. At the Cabinet meeting on 17 February 2004 it was agreed that the Phase 3 proposals should be deferred until early 2005 in order to allow for greater consultation and additional time to make the case for a change from the statementing system. A Member advised that many parents of children with SEN felt that statements were the only way of gaining value for money. An officer agreed that this was the perception but not necessarily a fair reflection of the

reality. A letter had been written to Head Teachers, which acknowledged that more time was required in order to explain why the change was taking place and to ease the concerns of anxious parents. It was added that those children with high level needs would retain statements.

As the issue of Phase 3 delegated funding for SEN was still in the process of being developed, it was thought to be a particularly important area to examine further, rather than reviewing a decision that had already been made. Therefore this area was identified as an example of where the Sub-Committee could be pro-active rather than reviewing services and decisions retrospectively. It was also an area where the Sub-Committee could apply policy support and development to the authority in practice. It was agreed that at the next meeting of the Sub-Committee on 21 September, Members would be selected to have an in-depth look at this issue.

Harrow Teachers' Centre

A Parent Governor representative raised concern that he had been unable to find annual finances for Harrow Teachers' Centre (HTC) in light of the recent decision by Cabinet to introduce a 'pay as you go' charging system. The representative therefore believed that the finances and the decisions concerning the financing of HTC was an issue worthy of the Sub-Committee's attention. The Portfolio Holder for Education and Lifelong Learning noted that following a recommendation from the Best value Advisory Panel, Cabinet had agreed to a 'pay-as-you-go' charging system, partly in order to avoid serious financial difficulties for HTC and also to maximize the potential of HTC in future. The new system of charging, due to be introduced on 1 September 2004, was felt to be fairer than the SLA (Service Level Agreement) scheme whereby a school's use of HTC facilities was not always proportionate to the amount paid under the SLA. The Director of Learning and Community Development added that it was not usual practice for the accounts to be made publicly available.

The Sub-Committee was made aware that many schools had been concerned at the recent financial changes at HTC. To compound these fears, Members were reminded that HTC had been under threat of closure in previous years and that the staff needed to be told clearly the situation facing HTC. The Director of Learning and Community Development reported that all steps had been taken to reassure staff and that no serious problems had yet arisen. Members were also advised that Cabinet had agreed to a review of the internal room booking system to ensure that HTC faced a level playing field in its competition. The Chair proposed that the Sub-Committee would want regular reports and an action plan on HTC rather than a full review. Members were advised that a report would be submitted to the Sub-Committee at either the meeting on 28 June or 21 September 2004.

Autistic Spectrum Disorder Service

Members queried whether the 2004/05 Work Programme would include work on the apparent low levels of satisfaction with the Autistic Spectrum Disorder (ASD) service. An officer advised that while the satisfaction levels were low, they were lower when compared to the Sensory Services for children with visual and hearing impairments. It was added that the levels were not significantly low and the problems experienced at the time the survey was carried out had since been addressed, primarily staff shortages. A survey was due this summer, after which a further report would be submitted. The Chair requested that the measures taken to address the problems at the ASD service be detailed in the report at the next meeting of the Sub-Committee in June 2004 and that the results of this summer's survey to be reported back to the Sub-Committee on 21 September 2004.

Exclusions

As a result of the previous work undertaken by the Sub-Committee, Members agreed to look at the issues surrounding exclusions. It was further agreed to make exclusions the main focus of the work programme. Members anticipated that a scoping report would be ready for the meeting on 21 September 2004.

Library Position Statement

A further item that the Sub-Committee wished to be advised on was the Library Position Statement. The Director of Learning and Community Development advised Members that the recently released Best Value Performance Indicators had produced pleasing results for the Council. Harrow libraries had moved from fifteenth to eighth position in London and had witnessed a 4.5% increase in library visits.

Standing Advisory Council for Religious Education (SACRE)

A Parent Governor representative felt that within the work programme, the Sub-Committee should assess the effectiveness and importance of the activities of SACRE. It was added that SACRE, which was undergoing a review of its constitution, should be

playing a more active role in advising schools of their obligations and responsibilities, particularly as it was an area that OFSTED inspected and an area that has a significant bearing on the assessment of a school. As resources were limited, it was agreed that Members would receive a report on the work of SACRE on 21 September 2004 rather than undertaking a full review.

Better Education for Children in Care

Members were made aware of a document called *Better Education for Children in Care*, published by the DfES. It was felt that the Sub-Committee would be keen to look at the action plan and recommendations, when they were made available.

The Chair reminded Members that they needed to leave a certain degree of leeway in the 2004/05 Work Programme in order to accommodate important emerging issues, such as the Children's Green Paper, which was due to become legislation in the near future.

RESOLVED: That (1) the Sub-Committee's draft work programme, as amended to include the items outlined above, be agreed; and

(2) the proposed process for the preparation and publication of the annual report for 2003/04, be agreed.

138. **Establishment of a Working Group to examine the Cultural Strategy Action Plan:**
Members were reminded that the Sub-Committee received an update report on the Cultural Strategy at the meeting on 20 January 2004, at which it was decided to form a working group to examine the action plan. It was suggested that a selected group of Members meet with the Interim Cultural Strategy Manager on a regular basis to discuss the areas that had been labeled as requiring further development. A Member enquired as to the timeframe for achieving progress and objectives in the development areas and expressed concern that they were open ended. The timeframe was deliberately open ended so that Members could determine it. It was agreed that the working group would meet quarterly and report back to brief the Sub-Committee and raise any outstanding issues at the meeting on 19 April 2005.

RESOLVED: That a working group be established comprising the following Members of the Sub-Committee:

- (i) Councillor Jean Lammiman
- (ii) Councillor Mary John
- (iii) Councillor Gate
- (iv) Councillor Ismail
- (v) Co-opted Member, Mr R Sutcliffe (Observer)

139. **Update on the Healthy Lifestyles Scheme:**
The Sub-Committee received a report from the Executive Director, People First, which provided Members with an update on Healthy Lifestyles in Schools. Members were referred to page 3 of the supplemental agenda, which detailed progress made on the recommendations made by the Review Group on Healthy Lifestyles in Schools. It was reported that the spring 2004 meeting for primary co-ordinators was well attended and there had been pleasing demand for the PSHE courses and working groups during the 2004 spring term. It was reported that many primary schools offer water for pupils throughout the day. Progress was also being made in order to raise the availability of water for pupils in secondary schools during lesson times.

Members were referred to page 4 of the supplemental agenda, which outlined additional information relating to the healthy lifestyles agenda. Thirty-nine Harrow schools were noted as being involved in the Brent and Harrow Healthy Schools Programme, with more schools expected to become involved in future. Members also heard that there had been 100% take-up of the National School Fruit Scheme by Harrow's first and middle schools. Members were further informed that a successful PSHE Activity Day for Year 9 pupils had been held in March 2004, which aimed to engage pupils on health issues. The two themes that were chosen by the pupils were Relationships and Crime and the Community.

A Member noted that the Council's health partners had been impressed with the 100% take up of the National School Fruit Scheme. The meeting was referred to heading number 7 on page 4 of the supplemental agenda, which updated Members on the progress made on obesity. It was felt that this was closely linked to the work on heart disease being undertaken by Harrow Primary Care Trust (PCT). The PCT were due to hold an event on heart disease on 24 May 2004. The Member was pleased to see that the Council was working with its partners at the PCT and the Northwest London Health

Authority. It was agreed that the LEA bulletins to Headteachers and Governing Bodies should be used to highlight the PCT's on-line Choosing Health survey and encourage schools' participation in the initiative as part of the Healthy Lifestyles agenda. It was also suggested that it be included on a link on the Council's website and on the weekly bulletin.

RESOLVED: That the update on Healthy Lifestyles in Schools be noted.

140.

Any Other Business:

The Chair informed the Sub-Committee that Samantha Johnson, the Committee Administrator who had assisted in the work of the Lifelong Learning Scrutiny Sub-Committee since its inception, had left the Council for a position at another organisation. On behalf of the Sub-Committee, the Chair wished to thank Ms Johnson for all her efforts. It was further proposed that a letter of thanks be written on behalf of the Sub-Committee.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.36 pm, closed at 9.40 pm)

(Signed) COUNCILLOR MITZI GREEN
Chair

COUNCIL



**MINUTES
of the
MEETING
of the
COUNCIL
of the
LONDON BOROUGH OF HARROW
held on
THURSDAY 29 APRIL 2004**

Present: **The Worshipful the Mayor (Councillor Mano Dharmarajah)
The Deputy Mayor (Councillor Lurline Champagne)**

Councillors:

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

Ann Groves
C. Harrison
C. Harriss
T. Idaikkadar
M. Ingram
N. Ismail
M. Kara
M. Kinsey
A.C. Knowles
Jean Lammiman
D. Lavingia
A. Lent
Miss Paddy Lyne
Myra Michael
Jerry J. Miles
Vina Mithani
Chris Mote
Mrs Janet Mote
J.W. Nickolay
Mrs Joyce Nickolay

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

PRAYERS

The meeting opened with Prayers offered by the
Deacon Tony Martin

A **OPENING PROCEEDINGS****184.** **PRAYERS:**

The Mayor's Chaplain, Deacon Tony Martin, addressed the Council and then led the Meeting in formal opening prayers.

B **PROCEDURAL MATTERS****185.** **COUNCIL MINUTES:****RESOLVED:**

THAT THE MINUTES OF THE COUNCIL (COUNCIL TAX) MEETING HELD ON 26 FEBRUARY 2004, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.

186. **DECLARATIONS OF INTEREST BY MEMBERS OF THE COUNCIL:**

It was noted that there were no declarations of interest on behalf of Members with regard to the business to be transacted at this Council Meeting.

187. **MAYOR'S ANNOUNCEMENTS:**

Further to the tabled information regarding the recent Mayoral engagements undertaken by the Mayor, the Mayor also advised that the Borough had hosted a visit by Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on 1 April to mark the 50th Anniversary of the signing of the Charter of Incorporation of Harrow as a Borough. The Mayor thanked officers for their hard work in arranging the visit.

The Mayor further paid tribute to the Borough Solicitor for his efforts in co-ordinating the Council's opposition to the closure of Harrow Magistrates Court which opposition, the Mayor now advised, had been successful.

RESOLVED:

THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF HIS WORSHIP THE MAYOR, AS TABLED, UPON HIS OFFICIAL DUTIES, TOGETHER WITH THOSE OCCASIONS ON WHICH HE WAS REPRESENTED BY THE DEPUTY MAYOR, SINCE THE COUNCIL (COUNCIL TAX) MEETING ON 26 FEBRUARY 2004 AND THE ADDITIONAL INFORMATION PROVIDED ABOVE.

188. **PROCEDURAL MOTIONS:**

No Procedural Motions were moved at this meeting.

C **PUBLIC REPRESENTATIONS****189.** **PETITIONS:**

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

- (1) By Members of the Council on behalf of petitioners:
 - (i) Councillor John Nickolay submitted a petition signed by 65 of residents of Stafford Road which objected to the introduction of a 20mph zone and parking restrictions in that area.

[Note: The petition stood referred to the Traffic Advisory Panel].
 - (ii) Councillor Miss Lyne submitted a petition signed by 98 local residents which called upon the Council to install a right filter light at the junction of Station Road and Pinner Road, North Harrow.

[Note: The petition stood referred to the Traffic Advisory Panel].

[Note: Councillor Stephenson also submitted 31 detailed letters of objection from residents of Southfield Park, Station Road and Hooking Green in relation to the outline planning application in respect of 45-51 Southfield Park. The letters stood referred to the Development Control Committee].

(2) By a member of the public:

- (i) Mr J Lawrence presented a petition signed by approximately 1400 local residents which called upon the Council to erect a new war memorial outside the Civic Centre to replace the current plain stone one.

[Note: The petition stood referred to the Cabinet].

190. PUBLIC QUESTIONS:

Further to Item 6 on the Summons, the following six questions was submitted by a member of the public, in accordance with Council Procedure Rule 12.3:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Mr B MacLeod-Cullinane	Leader of the Council	"Could the Leader of the Council explain to Harrow's hard-pressed taxpayers what are the real costs of the New Harrow Project, specifically could he quantify the rapid growth in middle management costs in the Council under the NHP and explain what proportion of the NHP's total bill that this expansion in highly-paid bureaucrats represents as opposed to actual frontline service delivery expenditure".

[Note: An oral answer was provided to the above question and under the provisions of Council Procedure Rule 12.4, a supplementary question was also asked and additionally answered].

D REPORTS FROM THE EXECUTIVE

191. RECOMMENDATIONS FROM THE CABINET:

The submitted Cabinet Recommendations having been moved by the Leader of the Council, Councillor Foulds, it was

RESOLVED:

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

(1) **CABINET: 16 MARCH 2004**

RECOMMENDATION I: Treasury Management Strategy

The Recommendation was adopted as printed.

RECOMMENDATION II: Medium Term Capital Budget Strategy 2004/05

The Recommendation was adopted as printed.

RECOMMENDATION III: Corporate Plan

The Recommendation was adopted as printed.

[Notes: (i) The detailed wording and format of the Plan associated with the

above Recommendation III were also debated and an amended version of the Plan was tabled. Following a vote on those amendments to the Plan on which there was not a consensus, the Plan was adopted in an amended form. The substantive, amended Plan is attached at Appendix I;

(ii) during the course of the debate on the Plan, Councillors Gate and Miss Bednell moved, on separate occasions, under the provisions of Council Procedure Rule 17.10(d) "that the question now be put". On both occasions, this received the general assent of the Council and the Meeting moved to a vote on the relevant amendment;

(iii) Councillors Arnold, D Ashton, Mrs Ashton, Mrs Bath, Miss Bednell, Billson, Mrs Champagnie, John Cowan, Janet Cowan, Harriss, Kara, Knowles, Jean Lammiman, Myra Michael, Vina Mithani, C Mote, Janet Mote, John Nickolay, Joyce Nickolay, Anjana Patel, Pinkus, Romain, Seymour, Silver and Versallion wished to be recorded as having abstained from voting on the substantive Motion in relation to this item].

(2) CABINET: 20 APRIL 2004

RECOMMENDATION I: Community Strategy for Harrow

The Recommendation was adopted as printed.

[Note: Councillors D Arnold, D Ashton, Mrs Ashton, Mrs Bath, Miss Bednell, Billson, Mrs Champagnie, John Cowan, Janet Cowan, Harriss, Kara, Knowles, Jean Lammiman, Myra Michael, Vina Mithani, C Mote, Janet Mote, John Nickolay, Joyce Nickolay, Anjana Patel, Pinkus, Romain, Seymour, Silver and Versallion wished to be recorded as having abstained from voting on the above Recommendation].

RECOMMENDATION II: Best Value Performance Plan 2004/05

The Recommendation was adopted as printed.

192. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE AND USE OF SPECIAL URGENCY PROCEDURE:

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

RESOLVED:

THAT THE URGENT DECISIONS TAKEN BY PORTFOLIO HOLDERS SINCE THE PREVIOUS COUNCIL MEETING NOW REPORTED BE NOTED.

E QUESTIONS UNDER COUNCIL PROCEDURE RULE 13

193. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13.2):

Further to Item 13 on the Summons, the following question had been submitted by a Member of Council, notice of which had been duly given under the provisions of Council Procedure Rule 13. An oral answer was provided by the relevant Portfolio Holder:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Cllr Branch	Environment and Transport Portfolio Holder (Cllr. O'Dell)	"With about 40 tons of garden waste collected each week and composted, could the Portfolio Holder for Environment and Transport let this Council know when gardeners or allotment holders will be able to buy some of this compost from the Council"

[Note: Under the provisions of Council Procedure Rule 13.5, the Questioner also asked a supplementary question to which an oral answer was additionally provided].

F MOTIONS UNDER COMMITTEE PROCEDURE RULE 15

194. MOTION AT ITEM 14(1) OF THE SUMMONS:

- (i) Councillor Knowles moved and Councillor Navin Shah seconded the following Motion appearing at Item 14(1) of the Summons:

“Following the destruction of the locally listed Railway Hotel, Hatch End, we call on the Council to encourage and support our Planning Department to liaise with other boroughs, some of whom are known to share our concerns, in promoting changes in legislation to strengthen the rules governing Local Listed Buildings.

These should be tightened to the level that currently applies to domestic properties which require consent to demolish”.

- (ii) Following a debate and upon a vote, the Motion was carried unanimously.

RESOLVED:

THAT THE MOTION, AS SET OUT AT (i) ABOVE, BE ADOPTED UNANIMOUSLY.

195. MOTION AT ITEM 14(2) OF THE SUMMONS:

- (i) Councillor D Ashton moved and Councillor C. Mote seconded the following Motion appearing at Item 14(2) of the Summons:

“This Council is pleased that the Government has recognised the need for a Referendum on the new EU Constitution”.

- (ii) Following a debate upon a vote, the Motion was carried.

RESOLVED:

THAT THE MOTION, AS SET OUT AT (i) ABOVE, BE ADOPTED.

[Notes: (1) During the course of the debate on the above Motion, Councillor C. Mote moved under the provisions of Council Procedure Rule 17.10(d) “that the question now be put”. This received the general assent of the Council and the Meeting moved to a vote on the Motion;

(2) Councillors Nana Asante, Blann, Bluston, Burchell, Choudhury, Currie, Margaret Davine, Dighé, Foulds, Gate, Mitzi Green, Ann Groves, Harrison, Idaikkadar, Ismail, Kinsey, Lavingia, Lent, Miles, Marie-Louise Nolan, O’Dell, Omar, Ray, N. Shah, Rekha Shah, Stephenson, Thammaiah, Toms and Anne Whitehead wished to be recorded as having abstained from voting on the above Motion].

G OTHER BUSINESS

196. APPOINTMENT OF STATUTORY OFFICER:

Further to the information provided at Item 15 of the Summons it was

RESOLVED:

(1) THAT THE APPOINTMENT OF MYFANWY BARRETT AS THE COUNCIL’S CHIEF FINANCE OFFICER IN ACCORDANCE WITH THE STATUTORY PROVISIONS OF SECTION 151 OF THE LOCAL GOVERNMENT ACT 1972 AND SECTION 114 OF THE LOCAL GOVERNMENT ACT 1988, BE CONFIRMED WITH IMMEDIATE EFFECT,

(2) THE APPROPRIATE AMENDMENT TO SECTION 3B OF THE COUNCIL’S CONSTITUTION, “DELEGATIONS TO CHIEF OFFICERS” BE AUTHORISED.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 9.21 pm).

APPENDIX ITHE CORPORATE PLAN**HARROW COUNCIL'S VISION, MISSION and CORPORATE STRATEGIC PRIORITIES 2004 – 2006**VISION

We are proud to live in Harrow because of the richness of its cultural legacy, the innate attractiveness of Harrow as a living environment, and the benefits resulting from the cultural mix of its residents. We are ambitious for the future of our children, our borough and our place in London.

For these reasons we want to enhance the life opportunities for all those who live and work in Harrow, by improving the quality of life, freeing everyone to achieve their potential, and removing barriers to personal development and community growth.

In Harrow, we look forward to a community

- where everybody can aspire to a better life for themselves and their families
- where diversity can be celebrated and social cohesion promoted
- where everybody has an equal chance to fulfil their potential
- where the quality of life is enhanced by a safe, secure and clean environment
- which is a true learning community where standards of education are rising and there is wider participation in lifelong learning
- where good health and social care is available to all who need those services
- where there is a vibrant local economy
- where all feel part of a Harrow with a strong sense of civic pride
- where there is a dynamic Council supported by a valued workforce, working in partnership with the community to improve public services
- where all our people have an equal voice, and are listened to

MISSION

The Council will strive to fulfil its vision and become recognised as a good provider through the implementation of the New Harrow Project, sustained by a rolling three year Medium Term Budget Strategy.

The New Harrow Project will seek to raise all Council standards of service so that there is a real improvement for residents and users.

INTRODUCTION

The Plan forms part of a series of documents that show how the Council will ensure that the services provided are the right services to meet the needs of the local people.

The Plan describes the priorities of the Council and the desired outcomes. It is one of a number of linked documents. The Plan seeks to support the **Community Strategy**. The Community Strategy explains how the Council working with its partners will improve the

quality of life of people living and working in Harrow. The strategy also explains how this will be achieved through the improvement of the economic, social and environmental wellbeing of Harrow and its communities.

The Corporate Plan is itself supported by **the Best Value Performance Plan** which sets out the targets to be achieved to meet the priorities identified in the Plan, and the success of the Council in achieving those targets. Service specific priorities and targets are included in the **Directorate Service Delivery Plans**.

Harrow is improving and has been upgraded by the Audit Commission to "Fair". The Council is determined to continue this improvement and to achieve "Good" status as soon as possible within the next 2 years.

To continue this improvement the Council has launched the **New Harrow Project**. The Project has five main parts:-

- The achievement of financial stability to aid the planning and delivery of services
- A rebuild of the organisation. Four new directorates have been created and new Chief Officers appointed. A review of the middle management is now underway.
- The area assessment and delivery of services. Through an Area Director in each directorate, all services that can be more effectively delivered on an area basis will be.
- The creation of a new IT Strategy and partnership arrangements to update the IT support infrastructure to enable substantial improvements in service delivery.
- The establishment of a performance management system throughout the Council to help drive through the changes necessary to achieve radical improvements in the performance of the Council.

Two pilots have been established to help develop area assessment and delivery of services.

The **South Harrow Pilot** brought together the Public Realm services to improve the street scene. Action was taken to clean the streets, remove litter, improve derelict shop front properties, bring together regulatory and enforcement services, and involve the local community in setting and achieving standards. This pilot has been evaluated both by the Audit Commission and the Council's Overview and Scrutiny Committee. Lessons learnt are being incorporated into an expansion of the programme into other areas of the Borough.

The **Community Schools Project** based on two High School cluster groups has objectives which include:

- identifying and working with children, young people and their families who are at risk or are vulnerable but who are not currently being supported by statutory agencies
- Ensuring that the multi-agency approach is a strong and sustainable feature of area community services to children, young people and their families

- to develop and support communities to take ownership for area based community and public realm services

This pilot is being launched early in 2004 and will be evaluated later.

The Continuous Performance Assessment carried out by the Audit Commission identified a number of areas where the Council should improve. To address these areas the Council has agreed a **CPA Action Plan**. The Action Plan is being reviewed in the light of the recent revised CPA assessment and the priorities identified in this Corporate Plan. The Plan will later be appended to the Corporate Plan.

To achieve this Action Plan and the improvements necessary to raise the CPA grading of the Council, it is also necessary to achieve financial stability that allows for the proper planning of the development of services. This is being achieved through the **Medium Term Budget Strategy**. The MTBS takes into account the many factors needed to be considered when setting priorities including demographic growth, legislative changes, and savings and efficiencies identified. It provides the basis for prioritisation and the future delivery of all the Council's services. A copy of this Strategy is appended.

STRATEGIC CORPORATE PRIORITIES AND OUTCOMES

To achieve our vision we will focus on the following corporate priorities that will make a real difference to living and working in Harrow.

1. ENVIRONMENTAL PRIORITIES

We will establish an enhanced and sustainable environment in Harrow by focussing on

	PRIORITY	OUTCOME
A	Visibly improving the street scene, in particular, in major shopping areas	<ul style="list-style-type: none"> <input type="checkbox"/> Upgrading the hard and soft landscaping in all the Shopping Centres <input type="checkbox"/> Improved sweeping and litter collection <input type="checkbox"/> Removal of all graffiti and fly tipping within 48 hours of being reported <input type="checkbox"/> Improvements to the state of repair of highways and pavements <input type="checkbox"/> Improvements to road safety
B	Promoting sustainable and ecologically friendly policies	<ul style="list-style-type: none"> <input type="checkbox"/> Improvements to the quality of the air <input type="checkbox"/> Improved levels of collected recyclable waste <input type="checkbox"/> Increasing the number of Council vehicles using greener fuels <input type="checkbox"/> Using more renewable energy resources and more effective heating systems in the housing corporate stock.

C	Improving parks and open spaces	<ul style="list-style-type: none"> ❑ Improvements to grounds maintenance ❑ The restoration of Canons Park and the Headstone Manor House ❑ Rapid response to acts of vandalism and graffiti ❑ Improvements to park safety ❑ Improvements to the standards of playground equipment ❑ The creation of teenage friendly zones ❑ Increased public access to the Green Belt
D	Promoting sustainable travel	<ul style="list-style-type: none"> ❑ Less reliance on car use in the Borough with resulting less congestion ❑ Better public transport facilities ❑ Encouragement of business-based car sharing schemes ❑ Improved traffic flows
E	Improving the housing stock	<ul style="list-style-type: none"> ❑ Improvement of the management of the Council's housing stock ❑ Implementation of the Private Sector Housing Renewal Strategy and the Renewal Grants Policy ❑ Implementation of the Best Value recommendations on maintenance ❑ Improvement in the enforcement of the rules for private sector housing ❑ The regeneration of the Rayners Lane Estate
F	Improving the planning process	<ul style="list-style-type: none"> ❑ Reducing the time taken to process planning applications ❑ Focussing on substantial use of IT to make the planning process more efficient and cost effective

2. PRIORITIES FOR STRENGTHENING COMMUNITIES

We will strengthen communities in Harrow by focussing on

	PRIORITIES	OUTCOMES
A	Promoting good community relations	<ul style="list-style-type: none"> ❑ A peaceful community with racial harmony ❑ The elimination of discrimination and racially motivated incidents ❑ Support by the Council for local community events ❑ The promotion of arts and cultural activities that celebrates cultural diversity ❑ Achieving a Council workforce that that is representative of the local community and recognizes the high levels of talent in our diverse borough
B	Reducing anti-social behaviour and making Harrow safer	<ul style="list-style-type: none"> ❑ An effective Council, police and voluntary organisation partnership ❑ A reduction in the level of crime and disorder and in the level of fear of crime
C	Developing stronger partnerships with other service providers	<ul style="list-style-type: none"> ❑ Completion, publication and implementation of the Community Strategy ❑ The establishment and development of the Harrow Strategic Partnership ❑ Improved community cohesion through closer working with voluntary and statutory agencies ❑ Achievement of the Local Public Service Agreement Targets
D	Developing support for local communities	<ul style="list-style-type: none"> ❑ Establishing effective links with the health and voluntary sector to support local communities ❑ Ensure School cluster groups become the focus for community activities, and also become the focus for inter-agency working to identify and assist those in need of services
E	Promoting housing provision to meet the needs of the community	<ul style="list-style-type: none"> ❑ The increased provision of affordable housing ❑ More housing for key workers ❑ Improving information availability regarding affordable private-sector accommodation

3. LIFELONG LEARNING PRIORITIES

We will promote Harrow as a centre of lifelong learning by focusing on

	PRIORITIES	OUTCOMES
A	Improving the standard of education, skills, training and learning for all age groups	<ul style="list-style-type: none"> ❑ An improvement to the quality of foundation stage education ❑ Raising the level of achievement of Key Stages 1,2 and 3 ❑ Development and diversification of learning opportunities to raise achievements under key stage 4 ❑ Increase in the level of inclusion and learning to under-achieving groups ❑ No schools should be identified as under-achieving, with serious weaknesses or requiring special attention ❑ Implementation of the adult learning plan and the education services review including LPSA targets
B	The targeting of education services for individual children and families	<ul style="list-style-type: none"> ❑ Improved behaviour and attendance through the implementation of the Behaviour Support Plan ❑ Implementation of the SEN Strategy and reducing the time taken to complete statements ❑ A reduction in the number of young people post 16 who are not in education, employment or training ❑ An increase in the provision of childcare, with particular emphasis on more disadvantaged individuals in the Borough
C	Promotion of the reorganisation of schools	<ul style="list-style-type: none"> ❑ Consultation on post 16 re-organisation and publication of a Plan for change ❑ Submission a further PFI bid in connection with 11+ school reorganisation and, if successful, to devise a plan by September 2004 ❑ The development of new Special School facilities

D	Improving the Borough's sports, leisure and arts facilities	<ul style="list-style-type: none"> ❑ Implementation of the Cultural Strategy in particular the promotion of sports and arts academics ❑ Completion of the agreement with Leisure Connection ❑ Implementation and promotion of the new "Leisurecard" ❑ Development of the Prince Edward Playing Fields ❑ An assessment of the possibility of a new performing arts space ❑ Improvements in the range and quality of sports, arts and leisure facilities
E	Improving the Borough's library provision	<ul style="list-style-type: none"> ❑ The implementation of the Library Position Statement including a phased programme to increase library opening hours ❑ Plan for a new central library in Harrow town centre as part of a town centre development plan
F	The provision of better Youth and Community facilities	<ul style="list-style-type: none"> ❑ To make a major investment in this service ❑ To introduce new approaches to the Youth Service provision and ensuring this is co-ordinated with the Connexions Service

4. HEALTH AND SOCIAL CARE PRIORITIES

We will improve the quality of health and social care in Harrow by focussing on

	PRIORITIES	OUTCOMES
A	Safeguarding children	<ul style="list-style-type: none"> ❑ Responding positively to the Green Paper "Every Child Matters" ❑ An increased Member involvement in corporate parenting activities with looked after children ❑ Excellent monitoring and review procedures ❑ Improved performance of the Area Children Protection Committee ❑ A wider range of services for disabled children and their carers ❑ A workforce retention strategy for social workers

		<ul style="list-style-type: none"> ❑ Improvements in the life chances for looked after children
B	Improving the health of residents	<ul style="list-style-type: none"> ❑ The implementation of the National Service Frameworks for Older People Mental Health and People with disabilities ❑ The provision of improved community health facilities ❑ Targeted health provision for members of the black and ethnic minorities
C	Promoting and increasing independent living for vulnerable people	<ul style="list-style-type: none"> ❑ An increase in the provision of supported Housing to those in need ❑ Development of services for those with Austistic Spectrum disorders ❑ Increased provision of intensive home care ❑ Low admissions to residential care ❑ Better support for carers
D	Working with Partners	<ul style="list-style-type: none"> ❑ Closer working with the voluntary sector ❑ Further developments of initiatives for victims of domestic violence
E	Supporting older people, particularly the disadvantaged	<ul style="list-style-type: none"> ❑ An integration of the service delivery for older People and adults with the PCT ❑ Better targeted support
F	Tackling homelessness	<ul style="list-style-type: none"> ❑ No use of bed and breakfast accommodation
G	Promotion of benefit take-up	<ul style="list-style-type: none"> ❑ Alleviation of poverty ❑ Improved take-up of benefits ❑ Increased effectiveness in the administration of granting benefits, eg housing benefits

5. PRIORITIES FOR A PROSPEROUS SUSTAINABLE AND DIVERSE ECONOMY IN HARROW

We will promote Harrow as a vibrant local economy by focussing on

	PRIORITIES	OUTCOMES
A	Promotion of the development of shopping areas	<ul style="list-style-type: none"> ❑ The finalisation of the Town Centre Plan ❑ The commencement of development projects in the Town Centre ❑ The completion of development projects in Wealdstone including the Wealdstone Centre
B	The promotion of investment in transport infrastructure	<ul style="list-style-type: none"> ❑ An increased use of public transport
C	Working in partnership with employers	<ul style="list-style-type: none"> ❑ Local policies and actions to help employers develop their operations and increase local employment
D	Promotion of small businesses and entrepreneurship	<ul style="list-style-type: none"> ❑ Meet the LPSA target of increasing the number of SME's (Small to Medium Enterprises) with significant commerce and e-procurement capabilities ❑ Establishment of an Asian Prime Movers Group, and link it to the wider Harrow business community ❑ Establish the Vitality Profile as a means of attracting new businesses ❑ Meet LPSA target for increasing the number of new business start-ups

6. PRIORITIES IN DEVELOPING A CUSTOMER FOCUSSED COUNCIL

We will improve the quality of the services provided to the people and businesses of Harrow by focussing on

	PRIORITIES	OUTCOMES
A	Improving the First Contact service to the public	<ul style="list-style-type: none"> ❑ An improved rating of service by the public

B	The improvement of the management of services and the development of the area based service delivery model	<ul style="list-style-type: none"> ❑ The creation of new directorates in a more cost efficient structure and the establishment of area based services
C	Maintaining effective administration with clear strategy and effective scrutiny	<ul style="list-style-type: none"> ❑ A further improvement in the CPA rating
D	Investment in e-government	<ul style="list-style-type: none"> ❑ An ICT Strategy to support the improvement in the efficiency of services ❑ Partnership arrangements with an external ICT provider ❑ Meeting Central Government targets
E	Working as an employer to recruit, retain and develop a responsive and skilled workforce	<ul style="list-style-type: none"> ❑ Implementation of a new Human Relations and Human Resource Development Strategies ❑ The development of a learning and developmental culture ❑ Reduction in vacancy rates and improved retention rates ❑ Reduction in sickness absence
F	Improving management information and financial planning	<ul style="list-style-type: none"> ❑ A three year Medium Term Budget Strategy

Medium Term Budget Strategy (MTBS)

The Council has long and medium term strategies for the provision of its services ranging from all areas of education, social services and housing through to libraries and the environment. The needs and requirements of the Authority drive forward the way we work. However it is important that the financial implications of such strategies are consistent with the financial resources of the Council.

This can only be achieved if our financial planning is in line with the strategies. To this end we produce medium term financial planning statements for both capital and revenue as part of the MTBS.

It is essential to combine both capital and revenue as they are both closely linked to service provision and performance and the Council is moving forward on both fronts.

The process being adopted is to produce a three year capital budget for approval by the Council in November in order that this can feed into the three year revenue budget (MTBS).

The MTBS shows the Council's plans in financial terms and is expressed not only by the amount to be spent but also the impact that it will have on future levels of Council Tax. It also shows in summary form the effect of changes in government grants and support, to pay and prices (inflation), changes to the legal requirements of the Council in the provision of services, demographic and other changes and reprioritisation of Council services in accordance with approved policies.

The MTBS is calculated by taking the first year as its base and adjusting it for the above changes. In this way the overall effect of changes in the year can be seen in financial terms. Expenditure and income for each service is reviewed for efficiency and effectiveness in arriving and the required budgets for the year. This process is continued for each year of the MTBS. A rolling exercise of zero based budgeting will also be accomplished.

The MTBS is not fixed for the initial three years but is a rolling programme so that next year becomes the first year of the next three year MTBS.

**LONDON BOROUGH OF HARROW
BUDGET REVIEW 2003-2004 TO 2004-2005**

APPENDIX

	2003-2004 Original Budget	2003-2004 Forecast Budget	2004-2005 Original Budget
	£	£	Base Position £
Local Demand - Borough Services			
Corporate	0	0	3,123,700
Business Connections	15,799,480	15,951,330	8,991,200
Organisational Development	1,172,000	1,561,000	1,968,170
Chief Executive's Office	1,091,000	1,033,000	1,045,630
People First	189,673,920	189,413,000	202,828,510
Urban Living	43,799,930	43,666,000	46,759,720
Corporate Savings	0	-1,621,000	0
Total Directorate Budgets	251,536,330	250,003,330	264,716,930
Capital Financing adjustments	-16,534,370	-16,534,370	-17,498,790
Interest on Balances	-3,788,000	-3,901,000	-4,038,000
Contributions to Earmarked reserves	0	500,000	630,000
Total - Baseline	231,213,960	230,067,960	243,810,140
Capitalisation	-1,338,000	-1,338,000	-856,000
Adjustment to Balances	-105,000	1,041,000	
Total Net Expenditure	229,770,960	229,770,960	242,954,140
Contribution re Collection Fund Deficit b/f	321,000	321,000	17,424
National Non-Domestic Rate (NNDR)	-60,892,560	-60,892,560	-59,119,000
Revenue Support Grant (RSG)	-86,161,181	-86,161,181	-96,944,000
Other Grants			
Local Demand on Collection Fund	83,038,219	83,038,219	86,908,564
<u>Funds / Balances</u>		0	
Balances Brought Forward	4,651,560	5,273,000	6,314,000
Adjustment to Balances	-105,000	1,041,000	
Balances Carried Forward	4,546,560	6,314,000	6,314,000
<u>Council Tax for Band D Equivalent</u>			
Harrow (£)	1001.16	1001.16	1038.93
<u>Increase Harrow (%)</u>			3.77%
Taxbase	82,942	82,942	83,652

