

2004 – 2005  
April 2005 Volume 11



**CABINET  
AND  
COUNCIL  
MINUTES**



# CABINET AND COUNCIL MINUTE BOOK

VOLUME 11: APRIL 2005

## CONTENTS

### Meeting

Date 2005

### THE CABINET, ADVISORY PANELS AND CONSULTATIVE FORUMS

<b>CABINET</b>	<b>14 April</b>
Supporting People Advisory Panel	4 April
Education Admissions and Awards Advisory Panel	5 April
Education Admissions and Awards Advisory Panel	19 April
Housing Improvement Options Advisory Panel	5 April
Wealdstone Regeneration Advisory Panel	25 April
Community Consultative Forum	12 April
Employees' Consultative Forum	19 April
Education Consultative Forum	25 April

### COUNCIL AND COUNCIL COMMITTEES

<b>DEVELOPMENT CONTROL COMMITTEE</b>	<b>20 April</b>
<b>COUNCIL</b>	<b>21 April</b>
<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>26 April</b>
Strengthening Communities Scrutiny Sub-Committee	13 April
Environment and Economy Scrutiny Sub-Committee (Special)	19 April
Lifelong Learning Scrutiny Sub-Committee	19 April

[Note: A meeting of Member Development Panel (Standards) was convened for 12 April 2005 but in the event was inquorate. The notes of informal discussions undertaken by the Panel Members on that date are therefore not included in this Volume].



THE CABINET,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS



CABINET



---

**REPORT OF CABINET**


---

**MEETING HELD ON 14 APRIL 2005**


---

Chair: \* Councillor N Shah

Councillors: † D Ashton \* C Mote  
 \* Burchell \* Marie-Louise Nolan  
 \* Margaret Davine \* O'Dell  
 \* Dighé \* Stephenson  
 \* Miss Lyne

\* Denotes Member present  
 † Denotes apologies received

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Corporate Plan 2005/2006**

The Director of Organisational Performance introduced the draft Corporate Plan 2005/2006, which clearly set out the Council's priorities for 2005-06, its performance objectives, the investment for each priority and key initiatives and action. He tabled a mock-up of the Plan and advised that the target audience for the Corporate Plan was key stakeholders and partners. A four-page summary of the Plan would also be produced and circulated to all householders in the borough.

The Director of Organisational Performance reported that the Corporate Plan would be monitored on a quarterly basis and would assist the achievement of the 'golden thread', that is, a clear and demonstrable link between the Council's priorities and all plans across the organisation.

In discussing the Plan and its format, Members made the following comments:-

- more detail as to the services covered by People First was required
- the font size on the mock-up of the Plan was too small
- a number of editorial amendments were required
- the typeface was difficult to read on some of the background colours
- the graphics and timeframe should be discussed with the Portfolio Holder for Communications, Partnership and Human Resources.

The Director of Organisational Performance reported that the draft Corporate Plan met most of the requirements of the Best Value Performance Plan (BVPP), which the Council was required to publish by 30 June 2005. He reported that as there was no Council meeting in June, it was proposed that Council, when they considered the adoption of the Corporate Plan as its BVPP, be requested to authorise Cabinet to approve any necessary modifications and adjustments in June to enable the statutory deadlines to be met.

**Resolved to RECOMMEND:**

- (1) That the draft Corporate Plan 2005/2006 be approved for publication in May 2005;
- (2) that the Corporate Plan be adopted as the Council's Best Value Performance Plan, subject to the necessary adjustments to content, and that Cabinet be authorised to approve these modifications;
- (3) to note that as well as publishing the Corporate Plan, a four page summary of the Corporate Plan would be distributed to all households within the Borough;
- (4) that the Corporate Plan be referred to the Overview and Scrutiny Committee for their comments, which would then be forwarded to Cabinet for their consideration when approving the final Best Value Performance Plan in June 2005.

**Reason for Recommendation:** The draft Corporate Plan outlined what the Council was going to achieve over 2005/2006 in relation to the corporate priorities. The Corporate Plan 2005/6 clearly set out what the Council's priorities, performance objectives and investment would be for 2005/2006. This provided transparency and accountability for the Council's stakeholders, Harrow's workforce and other audiences such as the Audit Commission.

**PART II - MINUTES**

729. **Waste Management Service - Filming of Debate:**  
Cabinet welcomed two students from the University of Westminster, currently studying for their Masters degree in journalism, and agreed that the debate in relation to item 14, Waste Management Service, could be filmed for the students' project on Waste Management. Members noted the students' assurance that the film would not be for public consumption and would only be viewed by their tutor.

730. **Director of Community Care:**  
Cabinet welcomed Penny Furness-Smith, the newly appointed Director of Community Care, to Cabinet.

731. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
13. Key Decision – Determination of Admission Arrangements for the 2006/2007 Academic Year	Councillor Miss Lyne	The Member indicated a personal interest in that she was a governor of Cedars First and Middle School. She would remain in the room whilst the matter was considered and voted upon.
	Councillor Dighé	The Member indicated a personal interest in that his wife was employed in a community school. He would remain in the room whilst the matter was considered and voted upon.
18. Grant of Right of Way for New Pinn Medical Centre	Councillor Dighé	The Member indicated a personal interest in that he knew one of the doctors. He would remain in the room whilst the matter was considered and voted upon.
	Councillor N Shah	The Member indicated a personal interest in that his daughter was a patient at the practice. He would remain in the room whilst the matter was considered and voted upon.

732. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 17 March 2005, having been circulated, be taken as read and signed as a correct record, subject to the correction that Councillor Margaret Davine had not declared an interest in relation to the item on the Financial Settlement with Harrow Primary Care Trust.

733. **Arrangement of Agenda:**

The Chair indicated that he was prepared to consider Item 18, Grant of Right of Way for New Pinn Medical Centre, as urgent for the reasons set out on the supplemental agenda.

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

<u>Item</u>	<u>Reason</u>
18. Grant of Right of Way for New Pinn Medical Centre.	The report contained exempt information under Paragraphs 7 and 9 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to the financial or business affairs of a particular person (other than the Authority), and terms proposed by the Authority in the course of negotiations for a contract for the disposal of property.

734. **Petitions:**  
**RESOLVED:** To note that no petitions had been received.
735. **Public Questions:**  
**RESOLVED:** To note that no public questions had been received.
736. **Forward Plan 1 April - 31 July 2005:**  
**RESOLVED:** To note the contents of the Forward Plan for the period 1 April – 31 July 2005.
737. **Audit and Inspection Plan for 2005-06:**  
The Director of Financial and Business Strategy introduced the Audit and Inspection Plan for 2005/2006. She advised that this was the first year that the Audit Commission and Deloitte and Touche LLP had produced a joint audit and inspection plan for the Council. She added that the Audit Committee had also considered the Plan and had not made any specific comments.  
  
In response to a Member's question in relation to the planned response on Decent Homes, the Director of Financial and Business Strategy indicated that she would request the External Auditor to make the necessary amendment to include the four options for the achieving Decent Homes standard.  
  
**RESOLVED:** That the Audit and Inspection Plan for 2005/06 be endorsed.  
  
**Reason for Decision:** The Plan would provide clarity in relation to audit and inspection activity for 2005/6.
738. **Internal Audit Plan 2005/06:**  
The Director of Financial and Business Strategy introduced the Internal Audit Plan 2005/06, which had recently been approved by the Audit Committee.  
  
The Director of Financial and Business Strategy reported that the Audit Committee would receive six monthly progress reports on the work of Internal Audit and the extent to which recommendations had been accepted/implemented. Where an audit raised particular concerns, the full audit report would now go to the Audit Committee and the relevant manager would be asked to attend and comment on action being taken to address the concerns.  
  
**RESOLVED:** That the Internal Audit Plan for 2005/06 be approved.  
  
**Reason for Decision:** There was a statutory requirement to ensure adequate internal audit coverage.
739. **Corporate Plan 2005/2006:**  
(See Recommendation I).
740. **Reference from the Early Retirement Sub-Committee - 21 February 2005 - Appraisals:**  
Members considered a reference from the Early Retirement Sub-Committee meeting held on 21 February 2005 in relation to the staff appraisal system.  
  
The Executive Director (Organisational Development) updated Members on the Individual Performance Appraisal and Development Scheme for staff, which was currently in the final stages of development. She advised that officers were also in the final stages of consultation and that the scheme would 'go live' in May 2005.  
  
**RESOLVED:** (1) That the reference be noted;  
  
(2) that the Overview and Scrutiny Committee be consulted on the Individual Performance Appraisal and Development Scheme for staff;  
  
(3) that the Executive Director (Organisational Development) convey the details of the scheme to all Members of Council.  
  
**Reason for Decision:** To enable Member consultation on the scheme and to communicate to Members the details of the scheme and the work that was being done.

741. **Planning for Service Integration across Health and Social Care - Community Care Services and Children's Services:**

The Executive Director (People First) introduced the report, which updated Members on the future proposals for joint working between the Primary Care Trust (PCT) and People First. She advised that the report was one of a series of papers that would be submitted to Cabinet for consideration.

Members noted that the Draft Statement of Shared Vision and Values would be considered by the PCT on 19 April 2005.

**RESOLVED:** (1) That the approach to planning for the further service integration of Community Care services for adults and for Children's Services, as outlined in the report of the Executive Director (People First), be approved;

(2) that the Draft Statement of Shared Vision and Values, attached as an annex to the report of the Executive Director (People First), be endorsed;

(3) that a further report on detailed governance arrangements, in order to secure further implementation, be submitted to Cabinet in June 2005.

**Reason for Decision:** The arrangements proposed would allow the Council and its major partners to move towards further service integration in relation to two major service areas in a manageable way which would minimise risks for all the organisations concerned.

742. **Key Decision - Determination of Admission Arrangements for the 2006/2007 Academic Year:**

The Executive Director (People First) introduced the report, which set out the admission arrangements to apply to Harrow community primary and high schools for the 2006/2007 school year. She drew Members' attention to the recommendation from the Harrow Admissions Forum, which set out the feedback from consultations on community school and voluntary aided school admission arrangements for 2006.

**RESOLVED:** (1) That the admission arrangements to apply to Harrow community primary and high schools for the school year 2006/2007, as set out in the Appendix to the report of the Director of Strategy (People First), be approved;

(2) that the recommendations and comments from the Harrow Admissions Forum be noted.

**Reason for Decision:** There was a statutory requirement under the School Standards and Framework Act 1988 for admission authorities to determine admission arrangements by 15 April in the determination year (i.e. by 15 April 2005).

(See also Minute 731).

743. **Key Decision - Waste Management Service and Reference from the Environment and Economy Scrutiny Sub-Committee:**

The Area Director (Urban Living) introduced the report, which set out proposals for moving forward in relation to the Waste Management Service. He also drew Members' attention to the report and recommendations of the Scrutiny Review of Household Waste Management, which had been circulated alongside his report.

An officer highlighted a number of recommendations set out in section 3 of the report, and advised that Appendix E detailed the main recommendations and how the recommendations of the scrutiny review group would be addressed. He added that it was proposed that two recommendations of the scrutiny review group not be pursued at this stage.

Members noted that a fundamental part of achieving the statutory recycling targets was winning the hearts and minds of customers. The Area Director (Urban Living) advised that a specialist company would be used for publicity to convey the recycling message effectively and what the Council was trying to achieve. Members noted that schools were addressing the issue of recycling and that it was necessary to make residents aware of the cost implications and impact on the environment of not recycling.

The Portfolio Holder for Environment and Transport congratulated officers on the production of the comprehensive report and paid tribute to the scrutiny review group for their work. He acknowledged the teams of staff who had worked on the pilot scheme but expressed his concern at the abuse some members of staff had had to endure from customers. Cabinet indicated that abuse of staff was not acceptable and that those individuals responsible could face prosecution.

**RESOLVED:** (1) That the recommendations and timetable set out in section 3 of the report of the Area Director (Urban Living) be approved;

(2) that the recommendations of the Scrutiny Review of Household Waste Management be noted;

(3) that the response from the Service Area to the Review Group's recommendations, contained in the report of the Area Director (Urban Living), be noted;

(4) that officers advise the appropriate bodies of the Review Group's views.

**Reason for Decisions:** The Council would increase its recycling rate, achieve its statutory target for 2005/6 and reduce its future liabilities under the Landfill Allowance Trading Scheme.

744. **Key Decision - Supporting People Strategy:**

The Director of Strategy (Urban Living) introduced the report, and advised that the Council had worked steadily and successfully to meet all the major goals of the Supporting People programme and that this had been reflected in the feedback from Audit Commission's recent inspection. She drew Members' attention to the recommendation of the Supporting People Advisory Panel attached as an appendix to her report.

The Portfolio Holder for Social Care and Health advised Members that the shadow strategy document had been rated as 'excellent' by the ODPM for inclusivity, and Members expressed their congratulations to the team.

**RESOLVED:** That, in line with the recommendation made by the Supporting People Advisory Panel, the Harrow Supporting People Strategy and the West London Supporting People Strategy, including the financial plan, be endorsed.

745. **Land at Honeypot Lane - Development Brief:**

The Chief Executive introduced the report, which set out the recommendation of the Strategic Planning Advisory Panel.

Members noted that adoption of the Brief would assist the Council in considering future proposals for the Honeypot Lane site, and ensure that a comprehensive approach was taken to the implementation of a major proposal site in the Unitary Development Plan. Cabinet approval would enable the brief to be used for development control purposes.

**RESOLVED:** (1) That the draft Development Brief for land at Honeypot Lane, Stanmore be approved as "Supplemental Planning Guidance" to be used for Development Control purposes; and

(2) that the Development Control Committee be advised of Cabinet's decision.

**Reason for Decision:** Cabinet approval of the Development Brief for land at Honeypot Lane was required if it was to be adopted as supplementary planning guidance and used for development control purposes. Approval of the brief would improve service delivery by establishing a planning Framework to guide the future use and development of the site that took account of the views of relevant stakeholders, would assist the Council in considering future proposals, and help to facilitate the implementation of a key proposal site in the UDP.

746. **Grant of Right of Way for New Pinn Medical Centre:**

Members considered an urgent confidential report of the Director of Strategy (Urban Living) in relation to the grant of a right of way for the new Pinn Medical Centre.

The Chair indicated that, although he had declared a personal interest in this item, the Director of Corporate Governance had advised him that he could remain as Chair. He advised that he would not, however, take part in the debate or vote.

In response to comments made by the Portfolio Holder for Planning, Development and Housing, Members requested that a report be submitted to a future meeting of Cabinet on the possible use of capital receipts over and above the loss of car parking spaces for works on West House and Pinner Memorial Park.

**RESOLVED:** (1) That, in principle, option 2 be agreed and that a right of way over Love Lane Car Park be granted to the partners of the new Pinn Medical Centre at less than best consideration on terms as detailed in the report of the Director of Strategy (Urban Living);

(2) that, further to (1) above, should any difficulties arise in relation to the restrictive covenant, they be dealt with by the Portfolio Holder for Planning, Development and Housing in consultation with the Group Leaders of the Minority Groups.

**Reason for Decision:** To grant a right of way over the Love Lane Car Park to provide access to a proposed new Primary Care Centre which would provide enhance benefits to the local community by providing a one-stop shop.

(See also Minute 731).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.51 pm).

(Signed) COUNCILLOR NAVIN SHAH  
Chair



CABINET  
ADVISORY  
PANELS



**SUPPORTING PEOPLE ADVISORY PANEL****4 APRIL 2005**

Chair: \* Councillor Margaret Davine

Councillors: \* Ann Groves  
\* Lavingia

Myra Michael  
Silver

\* Denotes Member present

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Supporting People Strategy**

The Panel received a report of the Director of Strategy (Urban Living), which detailed the Harrow Supporting People Strategy and the West London Supporting People Strategy.

An officer advised that, as an Administering Authority for Supporting People, the Council was required to devise a Supporting People Strategy for the next five years. The strategy had been developed from the existing Shadow Strategy, which had been rated 'good' by the Office of the Deputy Prime Minister (ODPM).

It was explained that consultation had taken place with service users to identify their needs, and that this had helped to direct the strategy. Clients had been clustered into three groups: older people; homelessness and prevention services; and adults with longer term needs. Within these titles, client groups had a common strategic thread.

Members were referred to Harrow's annual plan, which set out priorities to be focused on during 2005/06. It was outlined that the areas of work agreed by the Commissioning Body were services for offenders, those with substance misuse and mental health issues, and those living in the owner-occupier sector who required Housing related support.

In response to a Member's question about how the Supporting People Strategy would link with the Older People's Housing Review, an officer informed the Panel that negotiation with sheltered housing providers was taking place.

A Member commented that the agreed focus on the need for services to those living in the owner-occupier sector was welcomed and that the support would save on unnecessary health expenditure.

The needs of youth offenders were discussed. An officer informed the Panel that discussions with the Youth Offending Team had taken place to aid the provision of services for youth offenders.

The Panel welcomed the strategy and stated that its flexibility would be a massive advantage. The Panel agreed that the document was useful and informative and recognised the good work of the Supporting People team.

The Panel endorsed both the Harrow Supporting People Strategy and the West London Supporting People Strategy, including the Financial plan.

**Resolved to RECOMMEND:** (To Cabinet)

That the Harrow Supporting People Strategy and the West London Supporting People Strategy, including the Financial plan, be agreed.

**REASON:** The Strategy will guide the work of the Supporting People Team in the coming five years and support the Council's corporate objectives.

**PART II - MINUTES****60. Attendance by Reserve Members:**

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

61. **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.

62. **Arrangement of Agenda:**

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

63. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 7 December 2004, having been circulated, be taken as read and signed as a correct record.

64. **Public Questions:**

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

65. **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).

66. **Deputations:**

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

67. **Supporting People Strategy:**

Recommendation 1 above refers.

68. **Any Other Business:**

(i) **Supporting People Inspection**

The Panel received a verbal report on the Supporting People Inspection. Members paid tribute to the work undertaken by the Supporting People Service, which had resulted in a positive inspection report.

(Note: The meeting having commenced at 2.03 pm, closed at 3.08 pm)

(Signed) COUNCILLOR MARGARET DAVINE  
Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****5 APRIL 2005**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 5 April 2005 there was 1 child 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 this pupil 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>
H92	10	Harrow High

**PART II - MINUTES**370. **Attendance by Reserve Members:**

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

371. **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.

372. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
9. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part I of 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.

373. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 1 February 2005 and 22 February 2005, having been circulated, be taken as read and signed as correct records; and

(2) the signing of the minutes of the meeting held on 8 March 2005 be deferred until printed in the next Council Bound Minute Volume.

374. **Public Questions:**

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

375. **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).

376. **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).

377. **Dates of Future Meetings:**

**RESOLVED:** That meetings of the Panel be scheduled for 5.00pm on the following days:

Tuesday 19 April  
Tuesday 3 May  
Tuesday 17 May  
Tuesday 31 May  
Tuesday 14 June  
Tuesday 28 June  
Tuesday 12 July  
Tuesday 19 July  
Tuesday 23 August

378. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.00 pm, closed at 5.20 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL**
**19 APRIL 2005**

Chair: \* Councillor Toms

Councillors: \* Choudhury \* Janet Cowan

Advisers: Mr D A Jones  
(Vacancy)

\* Denotes Member present

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

On 19 April 2005 there were 2 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>
H93	10	Rooks Heath
H94	10	Hatch End

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

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

**380. 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.

**381. Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 4 of Part 1 of 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.

**382. Minutes:**

**RESOLVED:** That the minutes of the meetings held on 8 March 2005 and 5 April 2005, be deferred until printed in the next Council Bound Minute Volume.

**383. Public Questions:**

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

384. **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).

385. **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).

386. **Admissions to County Schools:**

See Recommendation 1.

(Note: The meeting having commenced at 5.25 pm, closed at 5.30 pm)

(Signed) COUNCILLOR KEITH TOMS  
Chair

**HOUSING IMPROVEMENT OPTIONS ADVISORY  
PANEL****5 APRIL 2005**

Chair:	* Councillor Burchell	
Councillors:	* Bluston * Currie Knowles	* Miss Lyne Vina Mithani
Advisers:	† Mrs Joy Anandappa * Mr Lee Choules * Mr John Pollard † Mr Hamish Rait * Ms Debbie Prasad	– Harrow Federation of Tenants' and Residents' Associations – Shadow ALMO Board – Shadow ALMO Board – Harrow Federation of Tenants' and Residents' Associations – UNISON

\* Denotes Member present

† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**12. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.13. **Declarations of Interest:****RESOLVED:** To note that the following interest was declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Declared a personal interest by virtue of his role as Ward Councillor, in that Eastcote Lane, Alexandra Avenue and Brookside Close were located in his ward.

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8. Position Statement on Housing Stock Options Appraisal	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report in order to chart the progress of the Housing Stock Options Appraisal Working Group since the last Panel meeting.
9. Position Statement on Meeting the Decent Homes Standard and Delivering the Response Maintenance Service	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report as a matter of urgency.

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

15. **Minutes:****RESOLVED:** That the minutes of the meeting held on 19 January 2005, having been circulated, be taken as read and signed as a correct record.

16. **Apologies for Absence:**

**RESOLVED:** To note that apologies for absence had been received from Joy Anandappa and Hamish Rait of the Harrow Federation of Tenants' and Residents' Associations.

17. **Public Questions:**

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

18. **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).

19. **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).

20. **Position Statement on Housing Stock Options Appraisal:**

The Panel received a report of the Director of Strategy (Urban Living), which provided an update on the work on the housing options appraisal, including the progress of the Housing Options Appraisal Working Group. Having initially struggled for membership, the Working Group had generated a high level of interest from tenant and resident representatives.

Members discussed the level of detail in which the Working Group would examine each of the available options. A number of Working Group Members expressed a desire to examine the detail of the options thoroughly before making recommendations to Cabinet. In the discussion that followed, the Panel considered various issues including Harrow's expenditure on kitchen units in comparison to other local authorities and housing trusts.

It was suggested that officers could highlight the issue of black and minority ethnic communities being under-represented on the Working Group at the Community Consultative Forum. The Panel also considered the methods of communication that would be used to keep key stakeholders informed of progress. Members were advised that the draft Communications and Consultation Strategy set out a number of the intended methods, including use of community notice boards.

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

21. **Position Statement on Meeting the Decent Homes Standard and Delivering the Response Maintenance Service:**

The Panel received a report of the Acting Head of Housing Services, which provided Members with details of the housing capital programme for 2005/06 and part of 2006/07. Following a query it was explained that the programme and its associated works were monitored through regular visits from Clerks of Works who were employed by Design and Building Services.

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

(Note: The meeting having commenced at 7.32 pm, closed at 8.35 pm)

(Signed) COUNCILLOR KEITH BURCHELL  
Chair

WEALDSTONE REGENERATION ADVISORY  
PANEL

25 APRIL 2005

Chair:	* Councillor Marie-Louise Nolan	
Councillors:	* Harrison * Harriss * Lavingia	* Vina Mithani * John Nickolay (2)
Co-opted Member:	Councillor Miss Lyne	
Advisers:	Mr S Addy Dr O Amele * Mr T Arens Mr M Garratt * Mrs S Hall Mrs B Harvey Mr R Page * Mrs J Skidmore † Mr A Wood	– Harrow Association of Disabled People – Wealdstone Traders' Association – Heriot Catering – Kodak – Wealdstone Traders' Association – Wealdstone Active Community – North West London Chamber of Commerce – Wealdstone Active Community – Harrow Public Transport Users' Association

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**212. **Attendance by Reserve Members:**

**RESOLVED:** To note (1) the attendance at this meeting of the following duly appointed Reserve Member:

Ordinary Member

Councillor Marilyn Ashton

Reserve Member

Councillor John Nickolay

(2) apologies received from Mr A Wood, a representative of Harrow Public Transport Users' Association and an Adviser to the Panel.

213. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of personal or prejudicial interest made by Members present arising from the business to be transacted at this meeting.

214. **Arrangement of Agenda:**

**RESOLVED:** That (1) under the provisions of the Local Government (Access to Information) Act 1985, the following late items be admitted to the agenda by reason of the special circumstances and grounds for urgency stated:

Agenda ItemSpecial Circumstances/Grounds for Urgency

12. Wealdstone Town Centre

The Panel was asked to consider this item, as a matter of urgency, as the report was not available at the time the main agenda was printed and circulated.

13. Wealdstone Key Worker Housing Update

The Panel was asked to consider this item, as a matter of urgency, as the report was not available at the time the main agenda was printed and circulated.

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

215. **Minutes:**  
**RESOLVED:** That the minutes of the meeting held on 24 January 2005, having been circulated, be taken as read and signed as a correct record.
216. **Public Questions:**  
**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
217. **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).
218. **Petitions:**  
**RESOLVED:** To note that no petitions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).
219. **References from Council and Other Committees/Panels:**  
**RESOLVED:** To note that there were no references from Council or other Committees or Panels to be received at this meeting.
220. **Appointment of a New Advisor to the Panel:**  
At its meeting on 24 January 2005, the Panel had agreed to invite the Metropolitan Police to nominate a representative to act as an Adviser to the Panel. Two nominations had been received from the Police, to enable one Adviser to attend in the absence of the other.  
**RESOLVED:** That Sergeant Andrew Jackson and Sergeant Colin Walker, representing the Metropolitan Police, be appointed as non-voting Advisers to the Panel for the remainder of the Municipal Year 2004/05.
221. **Policing in Wealdstone:**  
The Panel noted that the Council's Crime Reduction Manager, who had been invited to attend the meeting for this item, had sent his apologies.  
Sergeant Andrew Jackson of the Wealdstone Safer Neighbourhoods Team gave a presentation on policing in the area, based on a report that had been compiled following three crime reduction surveys that were carried out in High Street, Wealdstone between December 2004 and March 2005.  
The report described how retailers and passers-by had complained to Police about the behaviour of young people congregating near to the Holy Trinity Church, and on the footpath in Peel Road, which led to the Youth Club based in the Wealdstone Centre. These areas were seen as convenient places to meet, being close to shops, buses and fast food outlets, and, being within the pedestrian zone, were not disturbed by regular traffic flow.  
There was also evidence that the area outside the Youth Centre was being used as a gathering point, as graffiti, discarded drinks cans, cigarette butts and a strong smell of urine had been noticed in the area. Although the High Street was generally well lit and had CCTV, the lighting and camera over the doorway to the Youth Centre did not cover the subway entrance, where graffiti was particularly bad.  
Sergeant Jackson advised that the congregation of young people in Wealdstone High Street could be perceived as intimidating, which could affect how other users of the area carried out their day-to-day lives. The report contained a number of recommendations to make the High Street feel safer. These included:
- Ensuring that pedestrian, cycle and vehicle routes ran alongside one another, particularly outside the Holy Trinity Church.
  - Reinstating the roadway to increase traffic in the area and reduce the opportunity for people to gather, or, alternatively, changing the existing footway

to direct pedestrians through the walkway, thus reducing the opportunity to congregate for long periods of time.

- Reducing the width of the main footway and laying large cobblestones to the sides, thus providing a surface that was not comfortable to stand on for long periods.
- Replacing the metal benches with perching stools, which would discourage sitting for long periods of time.
- Replacing the wall topping with bricks laid in a tooth peg style, which would prevent it from being used as a seating area.
- Redirecting people using the Youth Centre out of the front entrance or securing the side entrance to reduce the opportunity for people to congregate.
- Installing well-placed signage to promote a sense of ownership and draw attention to the fact that consideration should be given to local retailers and residents.

The Panel noted that the problems with the area outside Peel Road were already being addressed, and that the new dispersal legislation would give the Police greater power to break up groups of people congregating in the area. In response to a question from a Member, Sergeant Jackson confirmed that the young people gathering in Wealdstone were a mixture of local residents and people coming from outside the area.

**RESOLVED:** That (1) the Director of Strategy (Urban Living) take into consideration the issues raised in the Police report when developments for the area were proposed; and

(2) the Council's Crime Reduction Manager be invited to attend the next meeting of the Panel.

222. **Byron Park Regeneration:**

The Director of Strategy (Urban Living) gave an oral report on progress that had been made with the proposed re-development of Byron Park.

Members of and Advisers to the Committee had been invited to attend a special meeting on 20 April 2005 where draft plans for the development had been on display. These outline plans, which were subject to change, had been sent to community and sporting groups in the Byron Park area for their views on what should be included in the park. The responses to the consultation would be considered by a steering group which would be set up to oversee the development of the park. The Director of Strategy (Urban Living) confirmed that consultation with local people would be essential to ensure that the chosen scheme was appropriate to local needs. A sustainability analysis would be carried out.

The re-development of the community park would be funded by income from a new housing development. It was not anticipated that a large income would be raised from the housing development, which meant that the improvements to the park would not be extensive.

A Member stated that there was already a lot of social housing either in place or planned for Wealdstone. In response to a question from the Member regarding whether the Council could consider increasing the amount of private housing on the new development to generate more income, the Director of Strategy (Urban Living) advised that the ratio of affordable to social housing would be decided by Cabinet, but was likely to be 50:50, in accordance with the guidance given in the Lord Mayor's Plan.

The Director of Strategy (Urban Living) explained that affordable housing did not always mean social housing, and offered to discuss in greater detail the ways in which housing could be made 'affordable' at a future meeting, if the Panel felt it would be helpful.

In response to a question from a Member, the Director of Strategy (Urban Living) advised that the housing development would be on the driving centre site and the outdoor swimming pool site. The number of units per site would depend on the agreed split between houses/flats and affordable/private housing, but was likely to be approximately 100-120 units. Of these, the private housing would probably be mostly flats.

The Panel discussed the proposed housing redevelopment and the following comments were made:

- Developments should include more houses to encourage families to settle in Wealdstone in the longer term, as flats tended to attract transient short term investment.
- The Council should invest in improved infrastructure to support the new housing development in Wealdstone.
- Some GP surgeries were already full and may not be able to support the increase in patients that was likely to occur as a result of the new housing development.

The Director of Strategy (Urban Living) advised that the Council was in the process of appointing a manager to supervise the project. One of the first tasks for the newly appointed person would be to produce a project plan setting out timescales for the development.

**RESOLVED:** That (1) the above comments be noted;

(2) the Director of Strategy (Urban Living) be requested to provide the Panel with an update on the appointment of a manager for the development and, once the project plan had been agreed, the proposed timescales.

223. **Wealdstone Town Centre:**

The Panel received a report of the Director of Strategy (Urban Living), which provided an update on Wealdstone Town Centre regeneration projects.

The Director of Strategy (Urban Living) advised that, following the recommendation made by the Panel at its last meeting, the Portfolio Holder for Planning, Development and Housing had agreed that a consultant be appointed to carry out a vitality study of Wealdstone High Street. A brief for the study had been produced and a number of consultants had been invited to make costed proposals. Shortlisted consultants would be interviewed by the agreed selection panel of Councillors Marie-Louise Nolan and Harriss, Mrs Harvey, Miss Hall and Mr Wood in May, with a view to starting the vitality study immediately an appointment was made. The study, which would take about four weeks to complete, would be likely to commence in mid-May.

The Director of Strategy (Urban Living) advised that she had reviewed the minutes of all the Panel's meetings and compiled a list of issues relating to transport and traffic that had been raised by Members of and Advisers to the Panel. It was clear from views expressed at the Panel's meetings that there was frustration at the lack of an integrated solution to dealing with Wealdstone issues, and a more holistic approach was needed. The way forward would be to appoint a transport consultant who would take an overview of all issues and ensure that changes in one part of Wealdstone did not impact negatively on changes taking place in another part of the town.

An Adviser to the Panel expressed concern that appointing an external consultant may incur unnecessary expenditure, and queried why Council staff could not manage the traffic issues internally. The Director of Strategy (Urban Living) explained that it would not be cost effective for the Council to employ specialist staff on a permanent basis.

The Director of Strategy (Urban Living) advised that a number of transport consultants had already been approached with a view to starting within the next few weeks. The transport consultant and the consultant carrying out the vitality study would work together to ensure an integrated approach to the regeneration of the town centre.

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

(2) the Director of Strategy (Urban Living) be requested to investigate and confirm whether the appointment of a transport consultant required approval by the Portfolio Holder or could be accommodated within the existing budget of the traffic management team;

(3) the Director of Strategy (Urban Living) be requested to provide the Panel with an update on the appointment of a transport consultant and progress made with both the transport and vitality studies.

224. **Wealdstone Key Worker Housing Update:**  
The Panel received an officer report, which provided an update on key worker housing in Wealdstone.

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

(2) raise any questions relating to the report at the next meeting when the author would be present.

225. **Wealdstone Active Community:**  
A representative of the Wealdstone Active Community (WAC) updated the Panel on recent activities as follows:

- To date, £1205.64 had been raised for Children in Need, and the collection had been closed for this year.
- A Community Safety Day held on 23 April had been combined with St George's Day celebrations. Lloyd's Pharmacy had had diabetes and blood-testing sessions, which had been very popular with visitors. Officers from the Safer Neighbourhoods Team and a CCTV van had also been featured.
- WAC was looking forward to 'Blooming Wealdstone' in July.

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

226. **Wealdstone Centre:**  
The Chair advised that the Healthy Living Café within the Wealdstone Centre had finally opened.

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

227. **Date of Next Meeting:**

**RESOLVED:** That the next meeting of the Panel be held at 6.30pm on Wednesday 8 June 2005.

(Note: The meeting having commenced at 6.30 pm, closed at 7.52 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN  
Chair



CONSULTATIVE  
FORUMS



## COMMUNITY CONSULTATIVE FORUM

12 APRIL 2005

Chair: \* Councillor Nana Asante

Councillors: \* Arnold \* Lavingia  
\* Janet Cowan \* Omar  
\* Currie \* Anjana Patel

\* Denotes Member present

**[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**135. **Attendance by Reserve Members:**

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

136. **Arrangement of Agenda:**

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

137. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 26 January 2005, having been circulated, be taken as read and signed as a correct record, subject to the following amendments:

- (i) Appointment of Vice-Chair (Minute 122)  
To amend the minute to read:

“The Chair expressed concern that this item was on the agenda again given that Councillor Currie had been appointed as Vice Chair at the previous meeting of the Forum. After being informed that a further appointment to the office would be required, one nomination was received and seconded.

**RESOLVED:** To appoint Councillor Janet Cowan as Vice-Chair of the Community Consultative Forum for the remainder of the 2004/2005 Municipal Year.”

- (ii) Representatives of Community Organisations who Attended (Appendix 1)  
To correct the record of the representatives and organisations, as follows:

M Rizvi	Pakistan Society of Harrow
K Omar	Harrow Islamic Society

138. **Public Questions:**

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

139. **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).

140. **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).

141. **Presentations by Community Groups:**

The Forum received presentations from two voluntary organisations operating within the Borough. The first was delivered by a representative from Harrow Women's Centre, who familiarised the Forum with the structure of the organisation and the services that it provided to women in Harrow.

The Forum was informed that the Women's Centre offered advice and advocacy, counselling, advice on domestic violence issues and free pregnancy testing to women, as well as offering additional services such as alternative therapies and social events. The representative advised that the counsellors at the Centre represented a wide range of ages, ethnicities and cultural and social backgrounds, allowing a counsellor to be specially selected to meet the needs of an individual.

In the discussion that followed, the representative identified young women as a group that the Centre would like to increase engagement with, and it was suggested that more young volunteers might attract younger women to the Centre. The Forum was informed that the majority of counselling provided was for relationship issues, although a wider range of issues were covered, and that the demand for the services provided by the Centre varied depending on the nature of the cases that they were dealing with.

The second presentation was delivered by a representative from the Somali Family Support Group, a national organisation funded by the Association of London Government, who were looking to expand their agenda within Harrow. The Forum was informed of the extensive partnerships formed by the organisation with groups within the private, statutory and voluntary sectors, as well as the services that the Group provided to individuals within the community. The representative informed the Forum that the Group's work had been recognised with awards, including the Queen's Award for Voluntary Service in 2004, and added that the Somali Family Support Group was the first Somali organisation to receive this award.

The representative emphasised that a dedicated team of volunteers formed the backbone of the organisation, and that it would not be able to reach such high levels without them. The representative agreed to consider an invitation to join with a Somali umbrella organisation, and accepted an offer from a Member of the Forum to arrange a visit to the Group from the Community Safety Team.

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

142. **Next Steps in the Community Engagement Strategy:**

The Forum received a verbal report from the Service Manager (Policy and Partnership) that provided an update on the progress of the Community Engagement Strategy, which had been presented in its draft format to the Forum at its last meeting.

The Forum was informed that the officers had received a large number of comments on the Strategy from associations in the Harrow Strategic Partnership (HSP), which had been incorporated into the draft report. The Officer added that there had been a slight delay in producing the final Strategy, which had resulted from a desire to incorporate the results from a Council review of engagement into the final Strategy. The officer hoped that this would ensure that the views of both the Council and the community would be represented in the final Strategy.

The officer encouraged the organisations present to attend the public consultations on engagement, to help the authority to understand what methods of engagement worked and how engagement could be improved.

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

143. **Update on the Community Strategy:**

An officer introduced a report of the Director of Organisational Performance, that provided an update on the progress made with the implementation of the Community Strategy, launched by the HSP in May 2004. The officer focused on how the Strategy would be monitored to ensure that it was fulfilling the priorities of the local community. The Forum was informed that monitoring would take place over the first three years of the Strategy, and that the results of the monitoring exercise for 2004 would be presented to the Forum as soon as they became available, to involve community and voluntary organisations in the development of the Strategy.

**RESOLVED:** That officers present the results of the monitoring exercise on the Community Strategy for 2004 to the Forum when they become available.

144. **Report from the Work Programme Group:**

The Chair introduced the verbal report from the Work Programme Group, which was given by a community representative who served on the Group. The Group had been established at the last meeting of the Forum on 26 January 2005 to propose a work programme for the Forum, and to address concerns regarding mutual communication between the community and voluntary sectors and the Council.

The community representative presented the key issues and priorities identified by the Work Programme Group to the Forum.

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

145. **Discussion on the Work Programme:**

Following on from the presentation given under the previous agenda item (Minute 144 above refers), the Chair invited the Forum to comment on and expand upon the priorities and issues raised in the presentation. Members of the Forum agreed that the discussion that had arisen from the presentation had been energetic, and expressed their disappointment that more time could not have been devoted to it.

Members of the Forum raised the following points, which supported the feedback from the Work Programme Group, as outlined below:

(i) **Understanding and Engaging with the Council**Meetings of the Community Consultative Forum

- Provision of pre-meetings for community groups before the main meeting of the Forum would allow the groups to consolidate their opinions and make the meetings more constructive;
- seating arrangements in the meeting could be amended to facilitate discussion between groups;
- is the timing and location of the meetings convenient for community groups? Issue debatable, no 'right answer';
- inviting members of the wider community, ie not just black and minority ethnic (BME) groups, could make the Forum more inclusive and improve race relations;
- improving the advertisement of the meetings;
- officer support for groups wishing to present – more guidance from officers on what is expected of a group presenting would be helpful;
- making the meetings more interesting by addressing issues relevant to the community groups;
- co-ordinating the work of the different committees addressing community concerns to avoid duplication.

Understanding the structure of the Council and how to work effectively with it

- Understanding how the decision making process works, and how organisations can engage effectively with the Council; for example, by presenting public questions to a meeting;
- understanding the political and officer structure within the Council, and learning how best to work with it.

Partnership

- Issue of whether partnership with the Council is rhetoric or a reality;
- a need for meaningful engagement and effective partnership on a day-to-day basis with the Council, and for the Council to listen more actively to the needs of the community;
- community awareness of the services available to them, through timely engagement.

Council databases

- Provision of a central database of community and voluntary organisations that is accessible to all.

(ii) **Funding**

- Organisations requested greater transparency in the breakdown of Council funding, especially in relation to BME organisations;
- the development a more accessible application process without too much jargon;

- organisations wished to be provided with a list of the groups currently with Service Level Agreements (SLA), and a breakdown of BME groups within this bracket and the services that they provide.

(iii) **Voluntary sector issues/needs**

Premises for community groups

- A need to increase the amount of premises for community groups in Harrow, and increase funding support to groups who vacate the Community Premises;
- it was suggested that the Council could subsidise rental space for the community groups.

Understanding of other community groups

- Developing greater awareness of community groups and the services that they provide;
- a suggestion was made that a self-registration website like the Harrow Business Portal would improve networking between organisations;
- greater understanding of how to work with bigger organisations such as the Harrow Association of Voluntary Services (HAVS), and how to access the HAVS directory;
- avoiding duplication amongst organisations, and increased understanding of the function of umbrella organisations.

(iii) **Services provided by the Council**

Service Provision

- Access to Council services should be made easier, avoiding the “run-around syndrome”;
- statistics provided on waiting lists for services such as Meals on Wheels and Day Care need to be provided, and a breakdown of who accesses these services.

Black History Month (BHM)

- To provide a separate meeting of the Forum devoted to BHM.

In response to a Member’s query about BME Lunch Clubs, the Forum was informed that the Harrow African-Caribbean Association, based at the Community Premises, provided a luncheon club on Fridays between 11.00 am and 4.00 pm.

A Member of the Forum stated that he hoped the issues raised by the organisations would result in positive changes to the Council’s engagement through the Forum. The Chair responded that the energy surrounding the ideas generated would carry them forward, and that the Councillors on the Forum were committed to representing the community.

**RESOLVED:** That the above be noted and incorporated into the future work programme of the Community Consultative Forum.

146. **Community Concerns:**

(i) Community Premises

The Chair received a list of concerns from different ethnic minority organisations working in the Community Premises at 27 Northolt Road, South Harrow. The Chair informed the Forum that a review was currently underway to assess how the Community Premises served the community groups that occupied them and how to improve the current arrangements. The Chair added that those currently occupying the premises would be contacted shortly so that the review group could meet the individuals to hear their concerns. She emphasised that rumours being circulated that the Council wanted to move organisations out of the premises without just cause were unfounded.

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

147. **Any Other Business:**

(i) Connaught Opera

Connaught Opera, an organisation that had received funding from Harrow Council and the Association of London Government, wished to perform

concerts for older people during Black History Month (BHM), and asked the Forum to suggest Luncheon Clubs and other events frequented by older people where they could go during BHM and perform suitable musicals.

- (ii) Black History Month (BHM) Questionnaire  
The Chair encouraged Members of the Forum to complete the questionnaire on BHM provided at the meeting, asking Members to pay particular attention to question 7, which relating to organisations' preferences for a theme for next year's events.
- (iii) Harrow Leisure Centre  
The standard of the facilities and services provided by the Harrow Leisure Centre were identified as an ongoing issue for the Forum that would be addressed at a future meeting.
- (iv) Report on Faith Communities within Harrow  
A Community Development Officer told the Forum of an analysis she was performing of the needs and aspirations of the faith communities in Harrow, and expressed a wish to contact the organisations present to hear about their faith. The work was based at the Harrow Association of Voluntary Service, and funded by Harrow Council.
- (v) Community Event  
A representative from Kala Anjali Arts Circle wished to advertise an Indian Music Festival to be held at the Kadwa Patidar Centre on 20 April at 7.30pm, and informed the Forum that tickets costing £5.00 were available from the Teachers' Centre.

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

(Note: The meeting having commenced at 7.40 pm, closed at 9.35 pm)

(Signed) COUNCILLOR NANA ASANTE  
Chair

## APPENDIX 1

**COMMUNITY CONSULTATIVE FORUM – 12 APRIL 2005****(1) Representatives of Community Organisations who Attended**

Faiza Mohamed	Somali Family Support Group
Qarshel	“ “
Fahad Mohamed	“ “
Kanti Nagda	Sangat Centre
Ms. Serwah	BTWSC
Sonoo Malkani	HPCCG
Mohamed Ali	Harrow Association of Somali Voluntary Organisations
Deven Pillay	Harrow Mencap
Jenny Wilson	HPCCG
Pravina Patel	Harrow Victim Support
Dawn Sewell	The Salvation Army
Captain Kingsley	“ “
Captain Paula Layton	“ “
Pat Turner	HACAS
B Sharma	Harrow Anti-Racist Alliance
Punitha Perinparaja	Kala Anjali Arts Circle
Mohammad Rizvi	Pakistan Society of Harrow
Lauretta Johnnie	HAVS
Mary Kanu	Development Support Agency
Michelle McKenzie	Harrow Council for Racial Equality
Alex da Costa	Angolan Civic Community Alliance
	Harrow Refugee Forum
Jesse Mashate	SAHARA
Amina Mohamed	Drug and Alcohol Services Turning Point, Ealing
Sonia Mohamed	“ “
L Gorasia	Hindu Council (Harrow)
	Kutch Madhapar Karyalay (UK)
M Yak	N'Kanda African Women Family Academy and Support
Moji Sorunke	IJAPA
Dr. Rahim	Harrow Bengalee Association

**(2) Officers who Attended**

Bindu Arjoon	Service Manager, Policy and Partnership
Vijay Malik	Equal Opportunities Development Manager
John Kennedy	Area Manager, School and Community Services
Samia Malik	Area Manager, Children's Service
Betty Lynch	ACPC Policy and Performance Coordinator

**(3) Councillors who Attended (not members of the Community Consultative Forum)**

Councillor Mark Ingram

**(4) Apologies received (Community Representatives and Officers)**

Paul Clark	Director of Children's Services
Puspinder Chowdhry	Tongues on Fire
Pete White	Yeldall Homeless Projects
Trevor Chisolm	HACAS
Satya Samaj	Vinod Lodhai
Eileen Martle	Harrow Family Learning Network
Heather Johnson	Paddington Law Centre
Representative	Special Connection

**EMPLOYEES' CONSULTATIVE FORUM**

**19 APRIL 2005**

- Chair: \* S Sivashankar
- Councillors: \* Mrs Bath \* Marie-Louise Nolan  
 \* Janet Cowan \* N Shah  
 \* Currie \* Toms  
 \* Mrs Joyce Nickolay
- Representatives of HTCC: (Currently no appointees)
- Representatives of UNISON: \* Ms M Cawley \* Mr K McDonald  
 \* Ms A Jackson \* Ms D Prasad  
 Mr G Martin

\* Denotes Member/Employee Representative present

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

127. **Attendance by Reserve Members:**

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

128. **Declarations of Interest:**

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

<u>Member</u>	<u>Nature of Interest</u>
Councillor Currie	Declared a personal interest in that he was a lifelong Member of UNISON.
Councillor Toms	Declared a personal interest in that he was a lifelong Member of the NUT.

129. **Arrangement of Agenda:**

**RESOLVED:** That (1) agenda item 11 be considered in two parts, under the headings Middle Management Review and Recruitment and Selection;

(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>
11. Middle Management Review – Recruitment and Selection	) The reports relating to these items were not available at the time the agenda was printed and circulated. Members were requested to receive the reports in order to discuss issues raised by UNISON.
12. Freedom of Information	
13. Stress Audit	
14. Occupational Health	
15. Attacks on the Integrity of the Branch and its Officers	

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
11. Middle Management Review – Recruitment and Selection	The tabled documents relating to the Recruitment and Selection part of the item contained exempt information under Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that they referred to a particular employee and former employee.

130. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 2 February 2005, having been circulated, be taken as read and signed as a correct record.

131. **Matters Arising from the Last Meeting:**

Joint Consultation/Negotiating Machinery: Minute 126: The Forum was advised that regular meetings were held between UNISON and the Portfolio Holder.

**RESOLVED:** That the matters arising from the last meeting be noted.

132. **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).

133. **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).

134. **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).

135. **Individual Performance Appraisal and Development Process:**

The Forum received a report of the Director of Human Resources and Organisational Effectiveness, which informed Members of the work undertaken in the implementation of the corporate performance appraisal and development scheme. In addition to the information provided in the published report, an officer explained that extending the consultation period could accommodate further discussions with the Black Workers Group. It was hoped that the successful implementation of the scheme would help contribute to the ongoing development of the Council's staff.

The Forum was advised that in order to publicise the implementation of the scheme, posters had been displayed throughout the Council's buildings and Managers had also been asked to publicise the scheme.

**RESOLVED:** That the progress against actions in relation to the Individual Performance Appraisal and Development (IPAD) process be noted.

136. **Staff Survey and Strategy for People Progress Report:**

The Forum received a report of the Director of Human Resources and Organisational Effectiveness, detailing progress against actions in relation to the Strategy for People and the development of the 2005 Staff Survey. Having been advised that planning for the second staff survey was underway, UNISON expressed a wish to assist in writing the survey.

The Forum proceeded to discuss a range of subjects, including the possibility of introducing a set of guidelines to govern the relationship between officers and Members. Discussion also centred on the verbal and physical abuse of frontline staff by members of the public. The Forum heard of several examples of such abuse, including abuse suffered by parking attendants and refuse collection workers. UNISON expressed grave concern that the Council had appeared not to pursue a number of

assaults on staff. Whilst not being in a position to comment on individual cases, an officer confirmed support for a policy whereby staff subjected to verbal or physical assault would receive support from the Council and the assurance that any such cases would be pursued by the authority in the appropriate way. A UNISON representative noted that the incidence of assaults had reached such levels in the Waste Management Service that industrial action had been threatened. UNISON felt that information and reports of assaults were not being taken forward in the appropriate manner. It was added that staff were often encouraged not to report all incidents of abuse and were told that it was 'part of the job.' The Forum agreed that if there were confidence in the Council's procedures for dealing with such matters, staff would feel more inclined to report similar incidents. It was therefore suggested that all staff should be sent a clear message that any incidents of assault would result in action being taken against the offending individual.

The Forum was referred to page 26 of the agenda, which detailed the Strategy for Managing and Developing People Action Plan. In response to a query, it was noted that partner organisations were required to adhere to the Council's standards in terms of equal opportunities. Members were referred to page 35 of the agenda, which outlined the Council's plans to develop more flexible HR policies and procedures. Following a discussion on this area, a Member wished to be recorded in noting his desire that the Forum refrain from raising ongoing individual cases.

**RESOLVED:** That (1) the progress towards actions outlined in the Strategy for People and the associated Staff Survey actions and performance measures be noted; and

(2) the Forum issue a joint statement endorsing the comments relating to the abuse of staff by members of the public.

137. **Middle Management Review:**

The Forum heard that UNISON would not be discussing the item at this meeting following the recent receipt of information on the Middle Management Review. It was noted that the item would be put on the agenda for the next meeting of the Forum.

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

138. **Freedom of Information:**

The Forum was advised that the document submitted by UNISON contained several references to an individual case that was subject to an ongoing investigation by the authority. It was therefore felt to be inappropriate for the document to be considered in the form that it was submitted. UNISON requested a written explanation of the reasons why the document was being withdrawn.

**RESOLVED:** That (1) the document submitted by UNISON be withdrawn; and

(2) a written response be provided to UNISON explaining the reasons for the withdrawal of the document.

139. **Stress Audit:**

A UNISON representative introduced a report and provided details of a recent case where an employee was contacted to establish when they would be returning to work, whilst undergoing treatment for a serious illness. UNISON felt that there was little scope within the sickness absence procedure for discretion to be applied where appropriate. An officer clarified that 'trigger points' were built into the procedure at certain stages in the process, although the procedure did accord flexibility in its application. A UNISON representative requested that some clear action be taken on the issue of ensuring that appropriate consideration and discretion was given to staff absence. It was noted that a report would be submitted to the Forum meeting in July 2005 outlining the work undertaken by the Health and Safety division. It was further agreed that discussions between UNISON and the Portfolio Holder would take place outside of the meeting.

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

140. **Occupational Health:**

The Forum received a verbal statement from a UNISON representative. UNISON were not in a position to make a full report on issues surrounding the Occupational Health Service (OHS), although it was expected that a report would be submitted to the next Forum meeting. UNISON also urged the formal launch of the OHS and stressed that it should be regarded as separate from the sickness absence procedure.

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

141. **Attacks on the Integrity of the Branch and its Officers:**

A UNISON representative explained that the branch had been under considerable strain to participate and contribute to the many projects being undertaken by the Council. UNISON officers had invested considerable resources to ensure that they fulfilled their role. However as a result of this burden, the branch had received a number of resignations. It was also reported that UNISON had received criticism for being unable to send a representative to meetings. A number of UNISON members had also had to work outside of normal working hours.

In response to these concerns it was suggested that the facilities agreement could be reviewed given that the challenges and workload had changed since the original agreement was made.

**RESOLVED:** That the facilities agreement be reviewed in light of concerns surrounding UNISON's resources.

142. **Recruitment and Selection:**

The Forum considered a tabled confidential submission from the Employers' and Employees' side. Further to Members' requests, officers were directed to start an investigation immediately and were asked to advise the Forum of the findings. Following discussion of the issues raised in the documents, it was

**RESOLVED:** That the Forum receive a report at its next meeting on the Council's general recruitment and selection practices.

(Note: The meeting having commenced at 7.32 pm, closed at 9.55 pm)

(Signed) SHANKAR SIVASHANKAR  
Chair

## EDUCATION CONSULTATIVE FORUM

25 APRIL 2005

Chair:	* Councillor Stephenson	
Councillors:	* Mrs Bath * Miss Bednell Gate	* Ismail * Janet Mote * Thammaiah (1)
Teachers' Constituency:	* Mr R Borman † Ms C Gembala * Ms J Lang	* Ms L Money * Ms L Snowdon
Governors' Constituency:	* 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:	(Vacancy)	(Vacancy)

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - School Term Dates 2006/07**

The Forum received a report of the Director of Strategy (People First), which set out the suggested school term dates for 2006/07. The proposal reflected the Association of London Government's (ALG) proposed term dates as well as the principles agreed in Harrow.

Officers reported that the suggested school term dates for 2006/07 were a slight variation of the ALG's model and that Enfield had opted for the same modification. It was noted that other London Boroughs had not yet set their term dates but a few had indicated that were likely to adopt the ALG dates.

The Forum considered the way forward in determining future school term dates and agreed that the working group, in September, consider the pattern of take-up of London Boroughs for the ALG proposed dates. If the take-up indicated that the majority of London Boroughs were adopting the ALG dates, then there would be a report back to the Forum and the Forum would be asked to agree that the ALG dates would be the basis for the setting of Harrow school term dates in the future without further consultation.

During further discussion, the Chair indicated that the Forum would continue to be consulted on the term dates annually to ensure that the ALG proposed dates met Harrow's needs and to recommend minor modifications as needed, whilst working within the ALG guidelines.

Members of the Forum suggested that a letter setting out Harrow's term dates for 2006/07 and the agreed principles be sent out to all Boroughs to encourage an early setting of term dates across London.

The Chair asked that the ALG be informed of the teachers' view that terms should not start or end in the middle of a week.

**Resolved to RECOMMEND: (to the Portfolio Holder)**

That it be agreed that the Harrow School Term dates for 2006/07 be set in accordance with appendix 1 to the officer report.

**[REASON:** To agree the term dates for Harrow schools for the academic year 2006/07].

**PART II - MINUTES**166. **Attendance by Reserve Members:**

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

Ordinary Member

Reserve Member

Councillor Ray

Councillor Thammaiah

167. **Apologies for Absence:**

It was noted that apologies had been received from the following Members of the Forum:

Mrs J Rammelt	- Denominational Representative
Mr R Sutcliffe	- Elected Parent Governor
Mr H Epie	- Elected Parent Governor
Ms C Gembala	- Teachers' Constituency

168. **Declarations of Interest:**

In relation to this item, Council Members re-stated the governorships which they each held, as set out in the minutes of the meeting of the Education Consultative Forum on 15 July 2004 (Minute 110).

**RESOLVED:** That the Declarations of Interest now made by Council Members be noted.

169. **Arrangement of Agenda:**

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

170. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 1 February 2005, having been circulated, be taken as read and signed as a correct record.

171. **Matters Arising from the Minutes:**Contingency Provision within Schools

The Forum asked that an update report on the contingency provision within the 2005/06 budget be made to the Forum's Special meeting on the Schools Budget in December.

Operation of the Fines System for Non-Attenders

It was agreed that an update on the monitoring of the use of fines be made to the September meeting.

Corporate Policy on Translation

The Forum considered the information item regarding the Council's translation policy which had been requested at the previous meeting. Members noted the two alternative wordings for the explanations on the translation box and agreed that the second alternative would be preferable.

**RESOLVED:** That the matters arising from the minutes of the last meeting be noted.

172. **Public Questions:**

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

173. **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).

174. **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).

175. **School Term Dates 2006/07:**

See Recommendation 1 above.

176. **Update on Drugs Testing for Pupils:**

The Forum considered a report of the Director of Learning and Community Development, which updated the meeting on the drug education policy in Harrow.

Officers explained that amendments to Harrow's policy referred to the national guidance, which had been published in March 2004, and which also gave advice regarding the use of drug testing in schools. It was reported that the consultation with schools and drug education co-ordinators on Harrow's revised policy had been delayed and would begin in the summer term.

A number of recent initiatives on drug education in schools were outlined and officers advised that the Harrow Drug Education Teacher Observation Programme had achieved national recognition and would be reported in National Case Studies as an example of good practice in Personal Social and Health Education (PSHE).

In response to a query from a Forum member regarding the outcome of the Harrow Youth Conference, officers replied that it had been evident that drug use was an important issue for young people and that most pupils preferred interactive teaching of PSHE issues in schools.

A Forum member raised concern regarding governors' responsibilities in implementing the policy. Officers stressed that Harrow's policy would be to resort to drug testing only in special circumstances, and that governors had the powers not only to agree to drug testing but to decide against it as well.

The Forum was reminded that any policy on drugs would have to be continuously revised due to changes in drug use and the introduction of new substances.

The Chair asked that Harrow's revised policy on drug education be submitted to the Forum for comments as part of the consultation.

The Forum suggested that a recommendation to invite PSHE co-ordinators to governor meetings be included in Harrow's policy on drug education in schools.

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

177. **Date of Next Meeting:**

The Chair advised that at the next meeting of the Forum he proposed to review the Forum's terms of reference with a view to changing the acronym ECF to EdCF to avoid confusion with other committees, and to discuss the membership of Arts Culture Harrow on the Forum.

The current terms of reference of the Forum would be circulated to members for consideration and comment prior to the meeting.

It was noted that the next meeting of the Forum was due to be held on 14 July 2005.

(Note: The meeting having commenced at 7.30 pm, closed at 8.17 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chair



COUNCIL  
AND  
COUNCIL  
COMMITTEES



DEVELOPMENT  
CONTROL  
COMMITTEE



---

**REPORT OF DEVELOPMENT CONTROL COMMITTEE**


---

**MEETING HELD ON 20 APRIL 2005**


---

Chair: \* Councillor Anne Whitehead

Councillors: \* Marilyn Ashton \* Ismail (1)  
 \* Mrs Bath \* Kara (1)  
 \* Choudhury \* Miles  
 \* Janet Cowan \* Mrs Joyce Nickolay  
 \* Idaikkadar \* Thornton

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

[Note: Councillor Stephenson also attended this meeting to speak on the item indicated at Minute 878 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**877. 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 Billson Councillor Bluston	Councillor Kara Councillor Ismail

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

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

Councillor Stephenson - Planning Application 1/01

**879. Declarations of Interest:**

**RESOLVED:** To note the following Declarations of Interest made by Members present relating to the business to be transacted at this meeting: -

- (i) Planning Application 2/06 and 2/07 – North London Collegiate School, 90 Canons Drive, Edgware  
Councillor Janet Cowan declared a prejudicial interest in the above items arising from the fact that she was a governor at the school. Accordingly, she left the room and took no part in the discussion or decision-making on these items.
- (ii) Planning Application 2/25 – 8 Village Way, Pinner  
Councillor Marilyn Ashton declared that all Members of the Conservative Group had a prejudicial interest in the above application. Accordingly Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay left the room and took no part in the discussion or decision-making on this item.
- (iii) Planning Application 2/27 – Little Heathfield, 23 Heathbourne Road, Stanmore  
Councillor Marilyn Ashton declared that Councillor Mrs Bath had a personal interest, and Councillors Marilyn Ashton, Mrs Bath and Janet Cowan had a prejudicial interest in the above application, on the basis that they knew the applicant. Accordingly, Councillors Marilyn Ashton, Mrs Bath and Janet Cowan left the room and took no part in the discussion or decision-making on this item.

880. **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>
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.
17. Bluepoint Court and Harrow International Christian Centre	The report was not printed in time to be circulated with the main agenda

and;

(2) all items be considered with the press and public present, with the exception of the following item, which would be considered with the press and public excluded for the reason indicated:

<u>Agenda Item</u>	<u>Special Circumstances/Reasons for Urgency</u>
17. Bluepoint Court and Harrow International Christian Centre	The report relating to this item contains exempt information under paragraph 12 of Part I of Schedule 12A of the Local Government Act 1972 in that the report contains legal advice.

881. **Minutes:**

**RESOLVED:** That the Chair be given the authority to sign the minutes of the meeting held on 15 March 2005, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume.

882. **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).

883. **Petitions:**

**RESOLVED:** To note that there were no petitions to be received at this meeting under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

884. **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).

885. **Matters Raised by Cottesmore Tenants' and Residents' Association: Reference from Tenants' and Leaseholders' Consultative Forum meeting held on 3 March 2005:**

The Committee received a reference from the Tenants' and Leaseholders' Consultative Forum meeting held on 3 March 2005 which requested that the Committee consider a revision to the management of trees on estates and in particular a review of the appropriateness of some Tree Preservation Orders on estates. A work programme on communal areas on the estate had been started.

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

886. **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 items 1/01, 2/03, 2/04 and 2/25 on the list of planning applications.

887. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Group Manager (Planning and Development) to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

888. **Planning Appeals Update:**

The Committee received a report of the Group Manager (Planning and Development) which listed those appeals being dealt with and those awaiting decision.

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

889. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Group Manager (Planning and Development) which listed those enforcement notices awaiting compliance.

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

890. **Tree Preservation Orders:**

The Committee received a report of the Group Manager (Planning and Development) regarding new detailed Tree Preservation Orders (TPOs) proposed for a number of sites.

**RESOLVED:** That the Director of Legal Services be authorised to (1) make new TPOs, to be known as follows:

TPO 839 Oak Tree Close (No. 2), Belmont  
TPO 840 Roxborough Park (No. 8), Greenhill  
TPO 841 Dennis Lane (No. 8), Stanmore Park  
TPO 842 The Avenue (No. 5), Hatch End  
TPO 843 The Avenue (No. 6), Hatch End  
TPO 844 South Hill Avenue (No. 6), Harrow on the Hill  
TPO 845 Wood End Road (No. 1), Harrow on the Hill  
TPO 846 Sudbury Hill (No. 8), Harrow on the Hill  
TPO 847 Nugents Park (No. 7), Hatch End  
TPO 848 Nugents Park (No. 8), Hatch End  
TPO 851 Canons Drive (No. 7) Canons

to be made pursuant to sections 198 and 201 of the Town and Country Planning Act 1990 to protect those trees identified on the maps and schedules attached to the officer report; and

(2) revoke the following TPOs on confirmation of the above:

TPO 45 Canons Drive (No. 7) Canons  
TPO 114 South Hill Avenue (No. 3), Harrow  
TPO 144 Roxborough Park (No. 4), Harrow  
TPO 154 Roxborough Park (No. 5), Harrow  
TPO 234 Sudbury Hill (No. 3), Harrow  
TPO 467 Greenford Nursery, Sudbury Hill (No. 5), Harrow

[**REASON:** To accord with current policy].

891. **Best Practice for Provision of Information in Reports:**

**RESOLVED:** That the Group Manager (Planning and Development) be requested to ensure that planning application reports routinely contain all pertinent information necessary to enable the Committee to make decisions, including details of any trees protected by Tree Preservation Orders which would be removed if planning permission were granted.

892. **Any Other Business:**(i) **Integration of Enforcement Services**

**RESOLVED:** To note that (1) the Nominated Members had written to the Chief Executive to request that a detailed report on the plans to integrate the enforcement services be presented to a Special meeting of the Committee, to which all Members of Council would be invited;

(2) the Chief Executive had noted the request;

(3) Nominated Members would liaise with the Group Manager (Planning and Development) to progress the matter.

(ii) Arrangements for Member Site Visits

Following discussion, it was agreed that Member site visits to 613 Kenton Lane, Harrow, Collapit Close, Harrow and 2 Julian Hill, Harrow would be held on Wednesday 11 May 2005 at 7.00pm, 7.30pm and 8.00pm respectively. A mini bus for Members requiring transportation would leave the Civic Centre at 6.45pm.

893. **Bluepoint Court and Harrow International Christian Centre:**

The Committee received a confidential report of the Director of Strategic Planning in this matter.

**RESOLVED:** To (1) note the independent review of the development of Bluepoint Court and the International Christian Centre;

(2) agree to the release of the report to the owners and occupiers of the buildings concerned;

(3) ask for a further report on the issues arising including the comments of the owners/occupiers of the buildings concerned.

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

In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

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

(2) at 10.30 pm to continue until 10.45 pm;

(3) at 10.45 pm to continue until 11.15 pm;

(4) at 11.15 pm to continue until 11.30 pm;

(5) at 11.30 pm to continue until 11.45 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 11.42 pm).

(Signed) COUNCILLOR ANNE WHITEHEAD  
Chair









---

**LIST NO:** 2/08                      **APPLICATION NO:** P/312/05/CVA  
**LOCATION:** Unit 3 Chantry Place, Headstone Lane  
**APPLICANT:** James Waterhouse – RPS PLC for Shurgard UK Properties Ltd  
**PROPOSAL:** Variation of Condition 4 of P/971/03/CFU: Use of premises 07:00 to 20:00 hours Monday-Saturday and 09:00-18:00 hours Sundays and Bank Holidays  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.

---

**LIST NO:** 2/09                      **APPLICATION NO:** P/2536/04/COU  
**LOCATION:** 224 High Road, Harrow Weald  
**APPLICANT:** Kenneth W Reed & Associates for David Lockwood c/o Angela Hoy  
**PROPOSAL:** Outline redevelopment: Detached 2 storey building to provide 6 flats with access and parking  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the reason and informative reported.

---

**LIST NO:** 2/10                      **APPLICATION NO:** P/553/05/CLA  
**LOCATION:** Grange First and Middle School, Welbeck Road  
**APPLICANT:** Building & Design Services for Education Department  
**PROPOSAL:** Removal of 3 mobile classroom buildings, side extension for 6 classrooms, nursery, ancillary accommodation and covered walkway  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

---

**LIST NO:** 2/11                      **APPLICATION NO:** P/1981/04/CFU  
**LOCATION:** The Bell House, 2 Julian Hill, Harrow  
**APPLICANT:** Mr A Terroni for Mrs Judge  
**PROPOSAL:** Renovation and conversion of derelict outbuilding, including single storey side extension, to create an additional dwellinghouse  
**DECISION:** DEFERRED at the request of the Committee to enable a Member site visit to take place before the application is considered.  
  
(See also Minute 892(ii)).

---

**LIST NO:** 2/12                      **APPLICATION NO:** P/3175/04/CFU  
**LOCATION:** Harrow School Sports Track, 20 Football Lane, Harrow  
**APPLICANT:** Kenneth W Reed & Assocs. For Keepers/Governors Harrow School  
**PROPOSAL:** Scorers hut for athletics track  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

---

**LIST NO:** 2/13                      **APPLICATION NO:** P/167/05/CRE  
**LOCATION:** Woolmer House, 3 Priory Close, Stanmore  
**APPLICANT:** DLA Town & Planning Ltd  
**PROPOSAL:** Renewal of permission EAST/354/00/FUL: Detached garage block with accommodation at first floor roof level  
**DECISION:** WITHDRAWN by the applicant.

**LIST NO:** 2/14                      **APPLICATION NO:** P/3222/04/DFU  
**LOCATION:** 16 Barrow Point Avenue, Pinner  
**APPLICANT:** E Hannigan for Mr and Mrs McKenna  
**PROPOSAL:** Single and first floor rear extension/rear dormer  
**DECISION:** (1) GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(2) That officers be instructed to write to the owners of No. 18 Barrow Point Avenue to advise that a re-submission of the previously refused application would be likely to be favourably considered.  
[Note: (1) Upon being put to a vote, the substantive motion to grant the above application was carried;  
(2) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having abstained from the vote to grant the application].

**LIST NO:** 2/15                      **APPLICATION NO:** P/1823/04/DFU  
**LOCATION:** 26 Clamp Hill, Stanmore, Honeysuckle House (Wynden)  
**APPLICANT:** Paul Lambert for R J and S M Whelan  
**PROPOSAL:** Two story front and single storey side extensions  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/16                      **APPLICATION NO:** P/206/05/CFU  
**LOCATION:** Grimsdyke Hotel, 24 Old Redding, Harrow Weald  
**APPLICANT:** Farrell & Co for Grimsdyke Hotel  
**PROPOSAL:** Installation of freestanding gas tank and timber enclosure  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/17                      **APPLICATION NO:** P/3018/04/DVA  
**LOCATION:** Macdonald's Restaurant, 22-24 High Street, Wealdstone  
**APPLICANT:** Planware Ltd  
**PROPOSAL:** Amended variation of Conditions 6 and 7 of LBH/27229 to allow opening between 06:00 and 24:00, 7 days a week

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

---

**LIST NO:** 2/18                      **APPLICATION NO:** P/1734/03/DFU

**LOCATION:** Land R/O 613 Kenton Lane, Harrow

**APPLICANT:** David Barnard for C Moriarty

**PROPOSAL:** Retention of storage building

**DECISION:** DEFERRED at the request of the Committee to enable a Member site visit to take place before the application is considered.

(See also Minute 892(ii)).

---

**LIST NO:** 2/19                      **APPLICATION NO:** P/258/05/CFU

**LOCATION:** Weatheroak, 43 The Common, Stanmore

**APPLICANT:** Kenneth W Reed & Assocs. for Mr & Mrs A Jaye

**PROPOSAL:** Single storey side extension, front porch, replace summer house with detached pool building

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

---

**LIST NO:** 2/20                      **APPLICATION NO:** P/536/05/CFU

**LOCATION:** Brouings, 23 Warren Lane, Stanmore

**APPLICANT:** Tony Welch Associates for Mr and Mrs Welch

**PROPOSAL:** First floor rear extension

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

---

**LIST NO:** 2/21                      **APPLICATION NO:** P/719/04/DFU

**LOCATION:** 8 Kenton Road, Kenton

**APPLICANT:** RKA for Mr V Palasuntheram

**PROPOSAL:** Change of use from guest house to five self-contained flats

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

---

**LIST NO:** 2/22                      **APPLICATION NO:** P/3303/04/CFU

**LOCATION:** 8 Spring Lake, Stanmore

**APPLICANT:** Melville Seth-Ward & Partners for Mr and Mrs A Merchant

**PROPOSAL:** Detached building in rear garden

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

---

**LIST NO:** 2/23                      **APPLICATION NO:** P/1833/04/CFU  
**LOCATION:** 107 The Common, Stanmore  
**APPLICANT:** E Hannigan for Mr Graham  
**PROPOSAL:** Part single/part two storey side to rear extension  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

**LIST NO:** 2/24                      **APPLICATION NO:** P/571/05/CFU  
**LOCATION:** Children & Adolescent Unit, Royal National Orthopaedic Hospital, Brockley Hill, Stanmore  
**APPLICANT:** AHP Architects & Surveyors Ltd for RNOH NHS Trust  
**PROPOSAL:** Single storey extension to adolescent unit  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, and the following additional informative:  
Informative 3: The applicant is requested to ensure that, in implementing this permission, the works do not disturb or destroy bats or their habitats.

**LIST NO:** 2/25                      **APPLICATION NO:** P/389/05/CFU  
**LOCATION:** 8 Village Way, Pinner  
**APPLICANT:** M P Associates for 3 Continents Ltd  
**PROPOSAL:** Detached part single, part two and three storey building to provide 15 business units (Class B1) (revised)  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Note: Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted. Following receipt of the representation, the Committee asked a number of questions of the objector and the applicant's representative].  
(See also Minute 879).

**LIST NO:** 2/26                      **APPLICATION NO:** P/3259/04/DFU  
**LOCATION:** 198 and 200 Whitchurch Lane, Edgware  
**APPLICANT:** ADA Architecture for Mr Laurence Seeff  
**PROPOSAL:** Single and two storey side and rear extension and rear dormer to both houses; conversion into four self-contained flats  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.  
  
[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reasons:  
(i) The proposal represents an overdevelopment of the site by reason of size and scale, to the detriment of the residential amenities of the neighbouring properties.

- (ii) The increased activity that would result from such an intensive use of the properties would be detrimental to the amenities of the surrounding properties, particularly in respect of the garden being divided into four areas, increasing the level of disturbance to the neighbouring residents.

Upon being put to a vote, this was not carried;

(2) the substantive motion to grant the above application was carried upon the Chair having exercised her second and casting vote;

(3) Councillors Marilyn Ashton, Mrs Bath, Janet Cowan, Kara and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application].

---

**LIST NO:** 2/27                      **APPLICATION NO:** P/1819/04/CFU  
**LOCATION:** Little Heathfield, 23 Heathbourne Road, Stanmore  
**APPLICANT:** Howard Fairbrian & Partners for Mrs S Waldorf  
**PROPOSAL:** Demolition of existing storage building and replacement with a single building for storage use with parking and turning space  
**DECISION:** GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.  
(See also Minute 879).

---

**LIST NO:** 2/28                      **APPLICATION NO:** P/140/05/DFU  
**LOCATION:** 87 Kenton Lane, Harrow  
**APPLICANT:** Mr P Sarkari  
**PROPOSAL:** Two storey side to rear and single storey rear extensions, rear dormer, conversion of house to two flats  
**DECISION:** REFUSED permission for the development described in the application and submitted plans for the following reasons:  
(i) The proposal is situated outside a bus stop and offers only one parking space on the forecourt. This parking space is intended to service two dwellings with an additional 4 bedrooms overall. This will give rise to overspill parking to the detriment of highway safety and free flow of traffic.  
(ii) The proposal represents an overintensification of the property to the detriment of the neighbouring residents and will give rise to increased activity generated by the size and scale of the development.  
[Notes: (1) During discussion on the above item, it was moved and seconded that the application be refused. Upon being put to a vote, this was carried;  
(2) the Group Manager (Planning and Development) had recommended that the above application be granted].

---

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/581/05/CVA  
**LOCATION:** Anmer Lodge, 2 Coverdale Close, Stanmore  
**APPLICANT:** Novas-Ouvertures Group Ltd  
**PROPOSAL:** Removal of Condition 2 of Permission P/2598/03/CVA which requires 8 replacement trees to be planted  
**DECISION:** REFUSED permission for the variation described in the application and submitted plans, for the reason and informative reported.

**LIST NO:** 3/02                      **APPLICATION NO:** P/318/05/DFU  
**LOCATION:** 468 Honeypot Lane, Stanmore  
**APPLICANT:** Mr and Mrs J Vara and Mr P Vara  
**PROPOSAL:** Single storey side extension  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the reason and informative reported.

**LIST NO:** 3/03                      **APPLICATION NO:** P/423/05/DVA  
**LOCATION:** Car Deals, 201/203 Headstone Lane, Harrow Weald  
**APPLICANT:** Geoffrey Searle for Mr R Thakrar c/o Car Deals  
**PROPOSAL:** Removal of Condition 7 and variation of Condition 17 – Planning Permission WEST/138/97/CON  
**DECISION:** REFUSED permission for the variation described in the application and submitted plans, for the reason and informative reported.

**SECTION 4 – CONSULTATIONS FROM NEIGHBOURING AUTHORITIES**

**LIST NO:** 4/01                      **APPLICATION NO:** P/381/05/CNA  
**LOCATION:** Budgens Stores Ltd, Stonefield Way, Ruislip  
**APPLICANT:** London Borough of Hillingdon  
**PROPOSAL:** Consultation: Construction of 6 units for B1 (Light Industry), B2 (General Industry) and/or B8 (Storage) uses. 1 unit for car sales/servicing, 1 unit for builders merchants, 7 units for B1, B2, B8 and ancillary showroom  
**DECISION:** RAISED NO OBJECTIONS to the development set out in the application and submitted plans, as amended in the Addendum, subject to regard being had to the informative reported.

COUNCIL





**MINUTES  
of the  
ORDINARY MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 21 APRIL 2005**

**Present:**           **The Worshipful the Mayor (Councillor Lurline Champagne)  
The Deputy Mayor (Councillor Asad Omar)**

**Councillors:**

R. Arnold  
Nana Asante-Twumasi  
David Ashton  
Mrs Marilyn Ashton  
Mrs Camilla Bath  
Miss C A Bednell  
F. Billson  
Alan Blann  
K. Burchell  
M. Choudhury  
Mrs Janet Cowan  
John Cowan  
Bob Currie  
Margaret Davine  
M. Dharmarajah  
Sanjay Dighé  
A.T. Foulds  
Brian Gate  
Mitzi Green  
Ann Groves

C. Harrison  
C. Harriss  
T. Idaikkadar  
Mark Ingram  
N. Ismail  
Mary John  
M. Kara  
Mrs E.M. Kinnear  
M. Kinsey  
A.C. Knowles  
Jean Lammiman  
D. Lavingia  
A. Lent  
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  
P. Osborn  
Anjana Patel  
A. Pinkus  
R. Ray  
R.D. Romain  
Anthony Seymour  
Navin Shah  
Mrs Rajeshri Shah  
E. Silver  
Bill Stephenson  
Keekira Thammaiah  
S. Thornton  
Keith Toms  
M. Versallion  
A.E. Whitehead  
G.G.V. Williams

**PRAYERS**

In the absence of the Mayor's Chaplain, Reverend Clive Pearce,  
the meeting opened with Prayers offered by Councillor G.G.V. Williams

**A**      **PROCEDURAL MATTERS****301.**    **COUNCIL MINUTES:****RESOLVED:**

**THAT THE MINUTES OF THE COUNCIL TAX MEETING HELD ON 24 FEBRUARY 2005, HAVING BEEN CIRCULATED, BE TAKEN AS READ AND SIGNED AS A CORRECT RECORD.**

**302.**    **DECLARATIONS OF INTEREST:**

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.

[Note: Under this item Councillor Mrs Bath notified Council of an additional interest she held as an appointed Board Member of the Harrow Churches Housing Association].

**303.**    **MAYOR'S ANNOUNCEMENTS:****RESOLVED:**

**THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THOSE OCCASIONS ON WHICH SHE WAS REPRESENTED BY THE DEPUTY MAYOR AND A PAST MAYOR, SINCE THE COUNCIL MEETING ON 24 FEBRUARY 2005.**

**B**      **PUBLIC REPRESENTATIONS****304.**    **PETITIONS:**

The following petitions were submitted by Members of Council:

- (1)      Submitted by Councillor Harriss, containing some 54 signatures of residents of Rayners Lane and neighbouring streets situated close to the Rayners Lane Estate Development, seeking answers from the Council to a variety of questions relating to (i) the lack of notification and consultation after planning applications were submitted to alter the originally approved scheme, (ii) the damage to property and the roads caused by the size and frequency of London Buses along Rayners Lane and (iii) drawing attention to road safety issues as Rayners Lane is the subject of weight restriction for heavy vehicles.

[Part (i) of the petition stood referred to the Development Control Committee and parts (ii) and (iii) to the Traffic Advisory Panel].

- (2)      Submitted by Councillor Mrs Kinnear, containing some 26 signatures of residents of "Georgian Way, Harrow Hill", referring to the ongoing problems of St. Dominic's School students parking in their road and recommending a number of traffic options to be considered by the Council at the earliest opportunity.

[The petition stood referred to the Traffic Advisory Panel].

- (3)      Submitted by Councillor Anjana Patel, containing some 1,000 signatures of local residents, urging the Council to improve the safety of the crossing at the intersection of The Ridgeway and Imperial Drive between North Harrow and Rayners Lane and proposing various initiatives to address the perceived problems for the consideration of the Council.

[The petition stood referred to the Traffic Advisory Panel].

**305.**    **PUBLIC QUESTIONS:**

Further to Item 6 on the Summons, the following question 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 P Seedher	The Leader of the Council (Councillor N. Shah)	“Could Councillor Shah give details of the £568,000 that Harrow Council is writing off as bad debt because it is unable to recharge it to the Primary Care Trust – specifically what was the arrangement in terms of the agreed or contractual process for recovery of money spent by Harrow Council on behalf of the PCT? Were senior Council Officers aware of these arrangements and what steps did they take through the year to monitor compliance and recovery of Council money? At which point in the year did they notice that money was not being or could not be recovered?”

[Note: (i) The Leader of the Council advised that he would provide a written response to the questioner;

(ii) the questioner was permitted to pose a supplemental question notwithstanding but this was considered to have been expressed in the form of a statement, to which there was not a response;

(iii) upon request, the Council agreed that the Leader’s written reply referred to at (i) above would be copied to all Members].

[Note: The answer to the question has been published on the Council’s website].

## **C OTHER REPORTS FROM THE EXECUTIVE**

### **306. CORPORATE PLAN 2005/2006:**

Further to Item 7 on the Summons, the Council received Recommendation I of the Cabinet meeting of 14 April 2005 in this matter.

The Leader of the Council formally moved Recommendation I and commended the Corporate Plan to the Council.

The Recommendation was adopted as printed.

#### **RESOLVED:**

**(1) THAT THE DRAFT CORPORATE PLAN 2005/06 BE APPROVED FOR PUBLICATION IN MAY 2005;**

**(2) THAT THE CORPORATE PLAN BE ADOPTED AS THE COUNCIL’S BEST VALUE PERFORMANCE PLAN, SUBJECT TO THE NECESSARY ADJUSTMENTS TO CONTENT, AND THAT CABINET BE AUTHORISED TO APPROVE THESE MODIFICATIONS;**

**(3) TO NOTE THAT AS WELL AS PUBLISHING THE CORPORATE PLAN, A FOUR PAGE SUMMARY OF THE CORPORATE PLAN WOULD BE DISTRIBUTED TO ALL HOUSEHOLDS WITHIN THE BOROUGH;**

**(4) THAT THE CORPORATE PLAN BE REFERRED TO THE OVERVIEW AND SCRUTINY COMMITTEE FOR THEIR COMMENTS WHICH WOULD THEN BE FORWARDED TO CABINET FOR THEIR CONSIDERATION WHEN APPROVING THE FINAL BEST VALUE PERFORMANCE PLAN IN JUNE 2005.**

### **307. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE AND THE USE OF THE SPECIAL URGENCY PROCEDURE:**

In accordance with the relevant Overview and Scrutiny Procedure Rules and Rule 17.3 of the Access to Information Rules, as set out in Part 4 of the Constitution, the Director of Corporate Governance reported at Item 8 of the Summons respectively those urgent decisions and special urgency decisions taken on behalf of the Executive, as individually authorised by Portfolio Holders since the previous Council Meeting.

**RESOLVED:**

**THAT THE URGENT DECISIONS TAKEN BY INDIVIDUAL PORTFOLIO HOLDERS ON BEHALF OF THE EXECUTIVE SINCE THE PREVIOUS COUNCIL MEETING, AS NOW REPORTED, BE NOTED.**

**D ISSUES RAISED BY COUNCIL MEMBERS****308. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

Further to Item 9 on the Summons, the following question had been submitted by a Member of Council, notice of which had duly been given under the provisions of Council Procedure Rule 13.2.

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
Councillor Mrs Joyce Nickolay	Environment and Transport Portfolio Holder (Councillor O'Dell)	"Please would the Portfolio Holder tell me the annual cost of maintaining the water features at the front of the Civic Centre? Would it be more cost effective and attractive to have a planted area of mainly low slow growing shrubs (bearing in mind that the cost of annual maintenance would reduce in subsequent years after the initial implementation cost)?"

[Note: The original question and a supplemental question under the provisions of Council Procedure Rule 13.5 were both answered orally by the Portfolio Holder].

**309. MOTION AT ITEM 10(1) - PROPERTY REVALUATION AND THE COUNCIL TAX:**

(i) Councillor C. Mote moved and Councillor John Nickolay seconded the Motion appearing at Item 10(1) of the Summons.

(ii) Councillor Dighé moved and Councillor Foulds seconded the following amendment:-

"Under the section "This Council believes that: ..." to add a paragraph 4, to read as follows:-

"4. a property based tax requires revaluations to smooth out anomalies".

Under the section "This Council resolves: ..." to add paragraphs 4 and 5, to read as follows:-

"4. To campaign for the savings and income disregards to also be set regionally to reflect disparities in the cost of living.

5. To campaign for a fairer system that better reflects ability to pay." "

Upon a vote the amendment was carried.

(iii) Upon a further vote the substantive Motion, as amended, was carried in the following terms:-

"That this Council notes that options for change to the financing of local government are under consideration through the Lyons Inquiry, expected to report to Government in December 2005. These options, combined with the effect of Council Tax revaluation, could drastically increase the bills of Harrow residents. As a result of the recent revaluation in Wales, one in three households have been moved up one or more bands whilst less than one in ten have moved down a band. In some parts of Cardiff and Wrexham, nine out of every ten homes have moved up one or more bands. With the revaluation just starting in England, there is genuine concern that this process will lead to substantial rises. This concern is particularly acute in London, and especially in Harrow, where property values are a poor proxy for ability to pay.

This Council believes that:

1. Harrow residents should not be penalised in any revaluation process or changes in the system of local government finance;
2. the impact should not be disproportionate for Harrow taxpayers;
3. every effort should be taken to achieve a tax neutral outcome from the revaluation in recognition of the disparity between disposable income and property values for lower income households, be they pensioners, low income families or young people;
4. a property based tax requires revaluations to smooth out anomalies.

This Council resolves:

1. to campaign for Harrow taxpayers to be treated fairly by the revaluation and any proposed changes to local government financing;
2. to write to the ODPM expressing concern at the impending revaluation and its possible effects on Harrow and to ask that it be tax neutral in outcome for Harrow residents;
3. to campaign for London to be treated as a distinct region in revaluation through regional Council Tax banding so as to better reflect London's higher house prices compared to house prices in other parts of the country;
4. to campaign for the savings and income disregards to also be set regionally to reflect disparities in the cost of living;
5. to campaign for a fairer system that better reflects ability to pay."

**RESOLVED:**

**THAT THE MOTION SET OUT AT (iii) ABOVE BE ADOPTED.**

**310. MOTION AT ITEM 10(2) - POSTAL VOTING:**

- (i) Councillor Anjana Patel moved and Councillor C. Mote seconded the Motion appearing at Item 10(2) of the Summons.
- (ii) An amendment in the names of Councillor Burchell and Councillor Idaikkadar had been tabled.
- (iii) The mover and seconder of the original Motion indicated their willingness to accept the amendment.
- (iv) With the assent of the Council the amendment was formally moved by Councillor Burchell and seconded by Councillor C. Mote in the following terms:-
 

"In line one, to delete the words "the postal vote rigging" and to substitute the wording:-  
"any form of fraud or malpractice"

After the word "elections", to delete all remaining words and to substitute the following:-

"in other parts of the country and resolves to request the Electoral Commission to bring forward recommendations to government to improve the integrity of the electoral system"."
- (v) By the general assent of the Council the substantive Motion, as amended, was adopted in the following terms:-
 

"This Council deplores any form of fraud or malpractice that has occurred in elections in other parts of the country and resolves to request the Electoral Commission to bring forward recommendations to government to improve the integrity of the electoral system".

**RESOLVED:**

**THAT THE MOTION SET OUT AT (v) ABOVE BE ADOPTED.**

**311. MOTION AT ITEM 10(3) - PCT CONTRACTS:**

- (i) Councillor Silver moved and Councillor Myra Michael seconded the Motion at Item 10(3) of the Summons, in the following terms:-

“This Council, due to the financial losses incurred on joint PCT contracts, asks that the Health and Social Care Sub-Committee of the Overview and Scrutiny Committee investigate past contracts with a view to make recommendations on how this can be avoided in future.”

- (ii) Councillor Margaret Davine moved and Councillor Ann Groves seconded the following amendment:-

“After the opening words “This Council” to delete the remaining wording in the original Motion and to substitute the following:-

“would welcome scrutiny of the Council’s present and future NHS continuing care arrangements, which have been agreed with the PCT.

This Council believes:

1. That as a result of the settlement of past invoices, which was welcomed and agreed by the Cabinet with all party support on Thursday 17 March 2005, a line is drawn under the former unsatisfactory and complicated arrangements.
2. That the new commissioning arrangements, which reflect the agreed continuing care criteria, create a fundamentally different relationship between the Council and the PCT.
3. It would not be good use of the Health and Social Care sub committee’s time and resources to review again the detail of the contract going back to 2000/2001.

This Council resolves:

1. That the Health and Social Care Sub Committee of the Overview and Scrutiny Committee be asked to review future contracts and arrangements with the PCT for the delivery of NHS continuing care with a view to making recommendations on improvements for the future.
2. That the Health and Social Care Sub Committee be asked to monitor the implementation of contracts by receiving updates on a three monthly basis.”

- (iii) In the course of debate on the amendment, the mover and seconder of the amendment indicated their wish to delete paragraph “3” under the section “This Council believes”, with a view to achieving a consensus.

- (iv) The mover of the original Motion advised that the wording of paragraph “1” in the same section remained unacceptable.

[Note: Under the provisions of Procedure Rule 17.10(d) it was twice moved “that the question be now put”;

- (a) By Councillor Toms at 8.42 pm, which was not then accepted by the Mayor as she then had notice of further speakers; and

- (b) by Councillor Romain at 8.46 pm, which was accepted by the Mayor].

- (v) The Mayor then put to the Council for a vote the amendment then under debate, as altered by the deletion of paragraph “3” under the section

“This Council believes”.

Upon a vote the amendment, as so altered, was carried.

- (vi) Upon a further vote the substantive Motion, as amended, was carried in the following full terms:-

“This Council would welcome scrutiny of the Council’s present and future NHS continuing care arrangements, which have been agreed with the PCT.

This Council believes:

1. That as a result of the settlement of past invoices, which was welcomed and agreed by the Cabinet with all party support on Thursday 17 March 2005, a line is drawn under the former unsatisfactory and complicated arrangements.
2. That the new commissioning arrangements, which reflect the agreed continuing care criteria, create a fundamentally different relationship between the Council and the PCT.

This Council resolves:

1. That the Health and Social Care Sub Committee of the Overview and Scrutiny Committee be asked to review future contracts and arrangements with the PCT for the delivery of NHS continuing care with a view to making recommendations on improvements for the future.
2. That the Health and Social Care Sub Committee be asked to monitor the implementation of contracts by receiving updates on a three monthly basis.”

**RESOLVED:**

**THAT THE MOTION SET OUT AT (vi) ABOVE BE ADOPTED.**

**E**      **MISCELLANEOUS**

**312.      COUNCILLOR HOWARD BLUSTON:**

The Worshipful the Mayor notified Council that she had been advised after the commencement of the meeting that Councillor Bluston’s absence from the proceedings was due to him having been admitted recently to hospital.

The Council recorded its best wishes for Councillor Bluston’s speedy recovery from illness.

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 8.50 pm).



OVERVIEW AND  
SCRUTINY  
COMMITTEE



---

**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


---

**MEETING HELD ON 26 APRIL 2005**


---

Chair: \* Councillor Jean Lammiman

Councillors: \* Blann \* Lavingia (4)  
 \* Gate \* Janet Mote (5)  
 \* Mitzi Green \* Pinkus  
 Mark Ingram \* Thammaiah  
 \* Mary John (3) \* Versallion

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

[Note: The following Members also attended this meeting to speak on the items indicated: Councillor Dighé (Minutes 279 and 280), Councillor Mrs Kinnear (Minute 282) and Councillor N Shah (Minute 277)].

**PART I - RECOMMENDATIONS**
**RECOMMENDATION I - Annual Report of the Overview and Scrutiny Committee 2004/05**

Your Committee, having been reminded of the requirement in the Constitution to report annually to Council, considered its draft annual report for 2004/05. The annual report provided an overview of the work of the scrutiny bodies over the past year, together with a flavour of the work which would be undertaken over the coming year.

Members requested a number of amendments to the draft report. In particular, it was requested that the report be updated to reflect that Cabinet had now considered and agreed the majority of the recommendations arising from the Environment and Economy Scrutiny Sub-Committee's review of household waste management, and also to reflect the current position with regard to the implementation of Phase 3 delegated funding for pupils with special educational needs. The matrix of statistics showing the amount of work undertaken by the scrutiny bodies over the past year was noted, and it was suggested that it would be useful to break this down further into the number of hours. It was also requested that the report thank those Members who had served on scrutiny committees earlier in the year.

The Chair thanked Members and officers for their work on the annual report.

The Committee, having approved the report as now amended,

**Resolved to RECOMMEND:**

That the Committee's annual report for 2004/05, as now amended, be noted.

(See also Minute 274).

**PART II - MINUTES**
**265. Chair's Opening Remarks:**

The Chair welcomed Members to the meeting, and thanked Members and officers for their support during the difficult past few months.

**266. Councillor Bluston:**

It was noted that Councillor Bluston had recently come out of hospital. All Members of the Committee joined in wishing him a speedy recovery.

**267. Attendance by Reserve Members:**

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

Ordinary Member

Councillor Mary John  
 Councillor Lavingia  
 Councillor Janet Mote

Reserve Member

Councillor Osborn  
 Councillor Bluston  
 Councillor Seymour

268. **Arrangement of Agenda:**

The Chair advised that Councillors Shah and Dighe would be attending later in the meeting for agenda items 9, "Annual Work Programme" and 11, "Scrutiny Review of Budget Processes" respectively, and that she would therefore be re-arranging the order of the agenda.

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
9. Annual Work Programme	The report sets out the 2005/06 work programmes agreed by the Scrutiny Sub-Committees at their recent meetings, the last of which meetings (Lifelong Learning Scrutiny Sub-Committee) only took place on 19 April 2005.  The scrutiny work programme needs to be agreed at this meeting in order that the work agreed can be commenced from the start of the 2005/06 Municipal Year.
10. Annual Report of the Overview and Scrutiny Committee 2004/05	The report incorporates contributions agreed by the Scrutiny Sub-Committees at their recent meetings, the last of which meetings (Lifelong Learning Scrutiny Sub-Committee) only took place on 19 April.  The annual report needs to be considered at this meeting as per the agreed work programme for 2004/05.
11(b). Report of the Pilot Community Budget Group	Consultation on the report has only just been completed.  Members need to consider the report of the pilot Community Budget Group as soon as possible, and the next ordinary meeting of the Committee is not until 19 July 2005.
14. Corporate Plan 2005/2006 - Appendix 1 to the Report	Appendix 1 to the report, the Corporate Plan, was being considered by the Council meeting on 21 April 2005.  The plan as agreed by Council is now submitted to the Committee for consideration, in line with the requirements of the Council's Constitution (Budget and Policy Framework Procedure Rule 3).

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
19. Any Other Business - Information Item on Financial Irregularities	The report contains exempt information under paragraphs 12 and 14 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contains information relating to advice received, information obtained or action to be taken in connection with any legal proceedings by or against the authority, and action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

269. **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.

270. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 31 January 2005, having been circulated, be taken as read and signed as a correct record.

271. **Public Questions:**

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

272. **Petitions:**

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

273. **Deputations:**

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

274. **Annual Report of the Overview and Scrutiny Committee 2004/05:**

Further to Recommendation I above, it was

**RESOLVED:** That the Committee's annual report for 2004/05, as now amended, be approved.

275. **Corporate Plan 2005/2006:**

The Committee received a report of the Director of Organisational Performance, which set out the Corporate Plan 2005/2006 for Members' consideration.

It was noted that the Corporate Plan met most of the statutory requirements for a Best Value Performance Plan, and that the remaining mandatory content would be published in a separate Best Value Performance Plan in June. It was also noted that a summary of the Plan would be distributed to all households.

Members asked a number of detailed questions on issues arising from the Corporate Plan, in response to which further information was provided. With regard to the summary to be distributed to all households, it was suggested that this be referred to the Publications Advisory Panel and the Communications, Partnership and Human Resources Portfolio Holder for consideration. It was also suggested that it would be useful to refer the Plan to some of the Scrutiny Sub-Committees. It was advised, however, that if key issues were extracted from the Plan for referral to the Sub-Committees, the thread to the corporate priorities would be lost. It was agreed that the Chairs and Vice Chairs of the Scrutiny Sub-Committees discuss this proposal further.

**RESOLVED:** To (1) note that the Corporate Plan met most of the requirements for the Best Value Performance Plan, and that additional information on out-turn Best Value Performance Indicators and three year targets would be included in the Best Value Performance Plan;

(2) note that Council, at its meeting on 21 April 2005, had adopted the Corporate Plan as its Best Value Performance Plan subject to the necessary adjustments to content, and had authorised Cabinet to approve these modifications;

(3) note the draft quarter one strategic performance report;

(4) note that, as well as publishing the Corporate Plan, a summary of the Corporate Plan would be distributed to all households within the Borough.

276. **Strategic Performance Report - Quarter 3 2004/05:**

Members considered a report of the Director of Organisational Performance, which set out the Strategic Performance Report for the third quarter of 2004/05.

At the meeting, officers outlined the issues affecting performance and the actions being taken to improve performance in the areas of equalities and diversity, the capital programme and budget monitoring. Additionally, in response to Members' concerns, further information was provided on performance in a number of other areas, including the Local Public Service Agreement, customer satisfaction ratings and the implementation of single status. Members were also concerned to note that improvement in capacity was not translating into service improvement, but were advised that this would be addressed with the embedding of new systems for strategic and performance management, and the roll out of the new individual performance appraisal and development system (IPAD).

Members made a number of other comments on issues arising from the report. In particular, it was requested that relevant extracts from the Strategic Performance Report, with up-to-date figures, be referred to the Scrutiny Sub-Committees in order that Members could look at them in more detail. Officers advised that the report only covered key issues so may not include all the issues that the Sub-Committees were interested in, but undertook to do this.

The Chair thanked the Director of Organisation Performance for the Strategic Performance Report, which, she felt, enabled the Committee to get a much better overview of the performance of the Council than it had before.

**RESOLVED:** That the performance report and the actions being taken be noted.

277. **Annual Work Programme for 2005/06:**

Members received a report of the Director of Organisational Performance, which advised of the work programmes agreed by the Scrutiny Sub-Committees for the coming year, and set out potential areas for inclusion in the Overview and Scrutiny Committee's own work programme for 2005/06.

The report identified a number of areas for in-depth review by the Committee in 2005/06, including community engagement, the Middle Management Review, and improving service delivery. It was proposed that the latter review would encompass service accessibility, equalities in service delivery and the development of area-based working. It was also suggested that the Committee consider different ways of working, such as individual challenge panels.

The Leader of the Council, who was in attendance, endorsed the approach taken to the formulation of the work programme and, in particular, the requirements for scrutiny work to add value to the Council's corporate priorities and to engage the public. He suggested various areas which, in his view, would merit examination by the scrutiny function, such as work on crime-related issues and the fear of crime, and the Council's Constitution. It was confirmed that issues around the Constitution would be picked up in the regular reports to the Committee on corporate governance, and that crime-related issues would be part of the work programme of the Strengthening Communities Scrutiny Sub-Committee. Members also highlighted the need for the Executive to advise scrutiny bodies as early as possible of key issues arising within their areas, and for scrutiny bodies to be informed if the Executive decided to undertake a piece of work in an area which was to be the subject of a scrutiny review, in order to avoid the duplication of work. The Leader agreed to take this on board.

It was agreed that single status and the individual performance appraisal and development system (IPAD) should be included in the work programme for 2005/06, and that the Committee should continue to receive regular reports on IT, the Business Transformation Project and performance. It was also agreed that, following the conclusion of the review on improving service delivery/access, the Committee undertake a review of the effectiveness of the New Harrow Project, as the findings of the first review could feed into the second. In response to Members' concern, the meeting was informed that it was anticipated that there would be sufficient officer support for the Committee's reviews, and an update on the staffing situation in the Scrutiny Unit was provided.

**RESOLVED:** That the work programme, as amended to incorporate the issues outlined above, be agreed.

278. **Corporate Governance:**

The Committee received a report of the Director of Corporate Governance, which provided an update on the development of the Council's corporate governance arrangements and outlined proposals for further work in this area.

Members noted that towards the end of 2004, the Independent Commission on Good Governance in Public Services had published "The Good Governance Standard for Public Services". The report of the Director of Corporate set out the Council's current governance framework using the six core principles identified in the new standard, and the recommended questions for Members to consider when assessing their own Council against the new standard.

At the request of Members, the Director of Corporate Governance undertook to ensure that the corporate governance framework made reference to scrutiny, or to work undertaken by scrutiny, where appropriate. Members also had concerns about some of the recommended questions for assessing the Council against the new standard, and officers undertook to review them. It was noted that a further update would be submitted to the Committee in due course.

**RESOLVED:** That the current position on corporate governance and the proposals for further work be noted.

279. **Scrutiny Review of Budget Processes - Comparison of Employee and Councillor Survey Findings 2004:**

The Committee considered a report of the Director of Organisational Performance, which set out the findings of a survey of Members and staff conducted as part of the scrutiny review of budget processes. The survey had sought to investigate the perceptions and understanding of budget processes and budget management in the Council, and had found that there was a disparity between the views of Members and staff, and the views of senior management.

The Portfolio Holder for Business Connections and Performance Management, who was in attendance, outlined work being undertaken which would address the issues arising from the survey, specifically, the work on integrating service and financial planning. He also acknowledged the need to engage staff at all levels. It was noted that the Council had already carried out a programme of financial management training, in which around 500 members of staff had taken part, and that there had also been some Member training sessions, more of which were planned.

On behalf of the Committee, the Chair thanked the Scrutiny Review Group and, in particular, Councillor Mark Ingram and co-opted member Jane Walker, for their work on the survey report.

**RESOLVED:** That (1) the report on the comparison of employee and Councillor survey findings be noted; and

(2) the report be referred to Cabinet as additional information from the scrutiny review of budget processes.

280. **Report of the Pilot Community Budget Group:**

Members considered a joint report of the Director of Organisational Performance and the Director of Financial and Business Strategy, which set out the report of the pilot Community Budget Group (CBG). The pilot CBG had been established as part of the Scrutiny Review of Budget Processes, and had considered how the presentation of the Council's budget material could be improved in order to make it more accessible to the public.

At the meeting, three members of the pilot CBG, Ruth Boff, Cliff Lichfield and David Page, outlined some of the issues relating to the Council's budget material which they had identified, and introduced the group's recommendations. These included the development of budget summary sheets, the format of which had been devised by the pilot CBG, and the grouping of budgets into approximately 40 service areas. It was recommended that the budget material should focus on those areas of the budget that the public could influence, and that the public should not be consulted on areas of the budget over which the Council had no control. It was also recommended that the budget material should use more meaningful ratios for the costs of services, such as the cost per dwelling or the cost per service user.

The Portfolio Holder for Business Connections and Performance Management welcomed the work of the pilot CBG. He endorsed recommendations 5, 6 and 7 of the group's report and added that he would extend recommendation 5 so that the information was available to everyone, not just the CBG. With regard to the other recommendations relating to the development of the budget summary sheets, there was a need to look at what could be done in the short term and what would need to be done to improve management information systems in the longer term; the Portfolio Holder considered that the CBG's work would be helpful in drawing up the specifications for new systems.

The Portfolio Holder also responded to some of the other issues raised by the CBG. In particular, he agreed that the cost per dwelling would be a more useful and meaningful ratio for the cost of services, but suggested that cost per service user would be more difficult to define, although it was worth exploring.

There was some discussion of how the work of the group would be taken forward and their involvement in the budget for 2006/07. It was noted that the pilot group had recommended that future CBGs be involved in monitoring the current year's actuals before being required to start work on the following year's budget.

The pilot Community Budget Group were thanked for all their hard work.

**RESOLVED:** That (1) the findings of the pilot Community Budget Group be noted; and

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

281. **Extensions of the Meeting:**

At 9.59 pm, during discussion of the above item, and subsequently at 10.30 pm, following discussion of agenda item 17, "Audit and Inspection Letter for 2004", 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 10.30 pm and 10.35 pm respectively.

282. **Scrutiny Review of Middle Management Review:**

The Committee received a report of the Director of Human Resources and Organisational Effectiveness, which advised of the findings of the scrutiny review of the Middle Management Review (MMR).

Councillor Gate, the Lead Member for the review, introduced the review group's recommendations. These included setting an end date for the MMR, and revisiting the support arrangements for unsuccessful internal candidates, about whom the review group had been particularly concerned. There had also been disappointment that the Overview and Scrutiny Committee had not been informed of the external consultant's review at an early stage, and the review group had therefore requested that all similar planned activities be flagged up in future. The Chief Executive's response to the review group's findings had been positive, and the Lead Member was now receiving monthly monitoring information. It was proposed to undertake a further review of the second phase of the MMR later in the year.

Another Member of the Review Group, who was present, suggested that there were a number of issues arising from the MMR which still needed to be looked at. In particular, she expressed concern that some unsuccessful candidates from Phase 1 of the MMR were still in limbo, and suggested that the review group should be scrutinising the action being taken to bring Phase 1 of the MMR to a close. Other issues which could be examined included: the cost of the process, both financial and in terms of stress; whether the process had been too ambitious and the risks greater than perceived; and whether the MMR had been successful in increasing capacity of middle management. It was suggested that there should be a rolling review of the MMR rather than a discrete review later in the year.

It was agreed that the Review Group Member, the Lead Member and the Director of Human Resources and Organisational Effectiveness discuss the issues raised outside of the meeting, and that the Committee be advised of the outcome.

**RESOLVED:** That the scope of the scrutiny review of the Middle Management Review be endorsed, and the findings of the first phase of the review be noted.

283. **Progress Reports on Reviews - Members' Verbal Updates:**(a) **Scrutiny Review of Community Engagement**

The meeting received a verbal update on the progress of this review.

It was reported that the review group had been established, and that it was being co-chaired by Julia Smith, Chief Executive of Harrow Association of Voluntary Services. The review group had already had a briefing from the Policy and Partnership Service on the development of the Community Engagement Strategy and would be looking at best practice both nationally and internationally; further meetings of the review group had been arranged.

It was proposed that the Committee's approval of the scope of the review would be sought in July, and the final report of the review would be presented to the Committee in January 2006.

**RESOLVED:** That the verbal update be noted.

284. **Audit and Inspection Letter for 2004:**

Members considered a joint report of the Executive Director (Organisational Development) and the Executive Director (Business Connections), which set out the annual audit and inspection letter for 2004. Officers considered that, overall, the letter was very positive and the improvement of the Council had been recognised.

It was noted that the Council had been issued with an unqualified opinion on its Best Value Performance Plan but would be receiving suggestions for further improving the Plan under separate cover. At Members' request, officers undertook to circulate the suggestions to all Members of the Committee, once they were received.

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

285. **External Audit Review of Scrutiny:**

The Committee received a verbal update on the External Audit review of scrutiny.

It was reported that the additional work suggested for this review had now been completed and an updated draft report was expected in early May. A meeting between the auditors and the Chair and Vice Chair of the Committee had been arranged for 24 May.

**RESOLVED:** That the verbal update be noted.

286. **Scrutiny Training:**

Further to this having been raised as an item of any other business, the meeting was advised that it was intended to organise some Member training on scrutiny, which would cover community engagement, standards of Overview and Scrutiny and the 'pinpoint' facilitation technique.

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

287. **Scrutiny Away-Days:**

Further to this having been raised under any other business, the Committee was informed of a proposal to arrange joint "away-days" for scrutiny Members and staff in the Scrutiny Unit. It was anticipated that the first away-day would be held in autumn 2005. A Member requested that the away-days be held at the weekend, in order to enable Members in full-time employment to attend.

**RESOLVED:** That the proposal for Scrutiny Away-Days in autumn 2005 be noted.

288. **Information Item on Financial Irregularities:**

A Member, having raised this as an item of any other business, requested a written response to a query about the confidential report on the Information Circular, and that the response be copied to all Members of the Committee. The Director of Financial and Business Strategy undertook to provide this.

(Note: The meeting, having commenced at 7.31 pm, closed at 10.35 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chair



SCRUTINY  
SUB-COMMITTEES



**STRENGTHENING COMMUNITIES SCRUTINY  
SUB-COMMITTEE****13 APRIL 2005**

Chair: \* Councillor Thammaiah

Councillors: \* Janet Cowan \* Lavingia (1)  
\* Dharmarajah \* Vina Mithani  
\* Gate \* Seymour\* Denotes Member present  
(1) Denotes category of Reserve Member

[Note: Councillor Marie-Louise Nolan also attended this meeting in a speaking role].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**144. **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 Omar	Councillor Lavingia

145. **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.146. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.147. **Minutes:****RESOLVED:** That the minutes of the meeting held on 25 January 2005, having been circulated, be taken as read and signed as a correct record.148. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.149. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.150. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.151. **Annual Work Programme for 2005/2006:**

The meeting considered a report of the Director of Organisational Performance which outlined areas for the Sub-Committee to monitor or review in depth.

The following areas of the proposed work programme were discussed in detail:-

- (i) **Effectiveness of the Council in Supporting the Capacity of the Voluntary Sector to Attract Funding:** The Portfolio Holder for Communications, Partnership and Human Resources, who was in attendance, suggested that in-depth reviews be undertaken in the areas of 'Reducing Fear of Crime' and 'Effectiveness of the Council in Supporting the Capacity of the Voluntary Sector to Attract Funding'. She stated that the Grants Advisory Panel had already formed a working group to review the community premises on Northolt Road and that these Members could be asked to contribute to the latter review.

A discussion about the accommodation problems at the community premises, and the tensions this had caused between community groups, followed.

Officers confirmed that a general review of funding opportunities and available premises for community groups could be included as part of an in-depth review into the 'Effectiveness of the Council in Supporting the Capacity of the Voluntary Sector to Attract Funding', as part of the Sub-Committee's policy development remit for this area. The Council had budget provision for two funding officers and it was suggested that the review group could work with these officers once the posts had been filled. Given that the Grants Advisory Panel working group and the Sub-Committee could potentially be examining similar issues, in order to facilitate the sharing of information and best practice the Sub-Committee was reminded of the potential for co-opting non-Executive Members onto scrutiny reviews.

- (ii) **Post Offices:** Members reiterated their concerns regarding the closure of post offices in Harrow and it was agreed that the Sub-Committee monitor the impact of the closure of post offices on communities and the effects on the level of service provided to the public. It was further suggested that an additional meeting be held on this issue and that members of the public, Post Office Ltd, Postwatch and the POP Panel be invited to attend.
- (iii) **Other items:** The Chair suggested that a meeting be held exclusively to discuss forced marriages later in the year.

It was agreed that the Scrutiny Unit meet with the Chair and Vice Chair to discuss the approved work programme in detail.

**RESOLVED:** That (1) the Sub-Committee undertake in-depth reviews in the areas of 'Reducing Fear of Crime' and 'Effectiveness of the Council in Supporting the Capacity of the Voluntary Sector to Attract Funding';

(2) the Sub-Committee be provided with updates on all the other areas outlined in the draft work programme; and

(3) the draft work programme, as amended to incorporate the items outlined above, be agreed.

152. **Update on Crime Statistics:**

The Crime Reduction Manager conveyed Detective Chief Inspector Allan Aubeelack's apologies as he had been required to attend an urgent incident and could not therefore attend the meeting to make his presentation. However, an abridged version of his presentation would be circulated to the Sub-Committee for information. Members were invited to comment on the presentation, as regular reports on crime statistics would thereafter be circulated to meetings and Members' feedback would assist the police in providing information that the Sub-Committee would find useful.

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

153. **Annual Report of the Overview and Scrutiny Committee 2004/05:**

Members considered a report of the Director of Organisational Performance setting out the Chair's draft report on the Sub-Committee's activities during 2004/05, Members' comments on which were invited.

A Member asked that the enormous public interest in the campaign against the closure of post offices be stressed.

It was suggested that the Sub-Committee's work relating to the crime and drugs strategy be emphasised more in the report.

**RESOLVED:** That the draft Chair's report on the Sub-Committee's work over the past year, as amended to incorporate the above comments, be agreed for inclusion in the 2004/05 Scrutiny Annual Report.

154. **Update on the Community Strategy:**

The Sub-Committee received a report of the Director of Organisational Performance on the development and achievements of the Harrow Strategic Partnership (HSP) Management and Reference Groups.

Officers informed the meeting that all groups had now met at least once. It was further explained that all groups had been asked to produce monitoring reports outlining the progress made since the launch of the Council's Community Strategy in 2004, and that these reports would form the basis of the HSP Annual Report. The groups had also been asked to submit action plans setting out how they would work towards achieving the overall vision of the Community Strategy over the next 1 to 3 years. These action plans would form the basis of the Community Strategy for 2005.

Officers reported that the HSP Board, at its April meeting, had agreed that an expression of interest be submitted to Central Government by 20 May outlining Harrow's interest in signing a second phase Local Area Agreement. It was stressed that the Council's partnership work would form a central part of the expression of interest and that if Harrow was granted a second phase Local Area Agreement, the role of the HSP would become even more important.

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

155. **Current Work Programme for Strengthening Communities Sub-Committee 2004/05:**

**RESOLVED:** That the work programme be noted.

(Note: The meeting having commenced at 7.31 pm, closed at 8.45 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH  
Chair



**ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE (SPECIAL)****19 APRIL 2005**

Chair: \* Councillor Blann

Councillors:	* Arnold	Miles
	* Knowles	* Vina Mithani (3)
	* Lavingia	* Anne Whitehead

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**148. **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 Seymour	Councillor Vina Mithani

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

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8. Comments on Draft Traffic Local Implementation Plan	The report was not available at the time of the despatch of the agenda as comments needed to be incorporated into the report prior to its circulation.

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

151. **Minutes:****RESOLVED:** That the signing of the minutes of the meeting held on 10 March 2005 be deferred until the next Ordinary meeting of the Sub-Committee.152. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.153. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.154. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.155. **Comments on Draft Traffic Local Implementation Plan:**

The Sub-Committee received a tabled report of the Director of Organisational Performance, which set out the background to the consultation on the Transport Local Implementation Plan (LIP).

The meeting proceeded to consider the Harrow draft Local Implementation Plan and the comments of Sub-Committee Members on different chapters of the document. The following issues were discussed in detail.

#### Borough Policy Statement (Chapter 3)

**Sharing Road Space Policies:** The Chair welcomed the reallocation of road space to promote public transport, but recognised that motorists might oppose the initiative. A Member suggested that a policy to let cars use empty bus lanes be implemented to alleviate the problems.

**Policies and financial measures:** The Chair voiced concern that charges on road users and parking levy schemes in inner London could have an effect on the outer Boroughs, and was pleased to see that the draft LIP made provision to minimise the impact of these costs locally.

**Policies regarding phasing:** The Sub-Committee endorsed the draft Plan's 'carrot' over 'stick' policy in terms of phasing schemes in.

**Equalities Impact Assessment, The New Harrow Project and The West London Transport Strategy:** The Sub-Committee endorsed these chapters of the Plan. The Chair noted, particularly with regard to the West London Transport Strategy, the importance of Harrow working jointly with other authorities.

#### LIP Programmes for Mayoral Transport Strategy Priorities (Chapter 7)

**Public Transport:** The Sub-Committee endorsed the bus priority initiative and welcomed the plans to improve bus stop accessibility. It was also agreed that improvements to bus shelters be encouraged and that the Council should look into the possibility of providing countdown information at bus stops.

**Safety:** In response to a question from the Chair about increasing the number of zones with a 20mph limit, officers replied that although zones such as town centres had been considered, there was only a limited budget available and difficulties around enforcing the speed limits would also have to be taken into consideration.

**Local Traffic Management Schemes:** Officers advised that these schemes were used to address issues of local concern which required a prompt response. Members noted that the budgets included were not guaranteed across years and asked that funding be included in the medium term budget strategy as long as this was balanced with the needs of other initiatives.

**Town Centres:** The Sub-Committee supported the bid to Transport for London for town centre improvements in Harrow, although it was recommended that local Councillors be asked to consider the matter in more detail.

**Travel Awareness:** The Sub-Committee recognised the importance of a Travel Awareness Officer to encourage the use of public transport and alternative means of travel, and it was felt that the allocated budget for this initiative might not be sufficient.

The Chair noted that the Council's own Travel Plan had been planned for some years with no noticeable steps being taken to implement it.

**Walking:** The Sub-Committee suggested that all guard railings be removed and that only those railings which had been set up for safety reasons should be maintained.

**Cycling:** The meeting agreed that cycle rack facilities, especially at train stations, should be improved. It was further suggested that some of the proposed cycling routes be reallocated to smaller roads and parks. It was felt that mandatory cycle lanes were preferable to advisory lanes, but the Sub-Committee recognised that it may be necessary as a first step for them to be advisory.

**Accessibility:** In response to Members' concern that there were no policy items in this section, officers advised that the local transport policy recommended that separate sections for particular groups be avoided, and that the information on accessibility was evenly spread throughout the whole draft Plan. Nevertheless, officers agreed to amend the document to stress the importance of accessibility. The Sub-Committee pointed out that the Council's accessibility work at station

entrances should be co-ordinated with the train operators' programme of level access to platforms.

Parking and Enforcement Plan (Chapter 10)

It was suggested that a programme for footway parking be implemented, although Members recognised the funding implications linked with such a proposal.

It was agreed that the different parking permits, which were available to particular groups such as carers and priority essential council workers, be better advertised.

School Travel Plan Strategy (Chapter 11)

It was advised that this chapter had been referred to the Lifelong Learning Scrutiny Sub-Committee for comment. However, Members noted the insufficient funding for the Safer Routes to School Programme.

Performance Measures (Chapter 12)

It was suggested that mention be made of the evaluation of the implementation of the Plan.

Core Capacity (Chapter 13)

The Chair noted that there was no mention in this section of whether the staffing levels were sufficient to deliver on the programmes listed in the Plan, and suggested that this needed to be rectified.

It was agreed that the Scrutiny Unit draw up a submission based on these comments which would be submitted as the view of the Sub-Committee on the draft Transport Local Implementation Plan. A copy of the submission would be circulated to all Members of the Sub-Committee for information.

**RESOLVED:** That (1) the submission based on the comments of the Sub-Committee be fed into the consultation on the draft Transportation Local Implementation Plan; and

(2) the report be noted.

(Note: The meeting having commenced at 6.32 pm, closed at 8.35 pm)

(Signed) COUNCILLOR ALAN BLANN  
Chair



**LIFELONG LEARNING SCRUTINY SUB-COMMITTEE****19 APRIL 2005**

Chair: \* Councillor Mitzi Green

Councillors:	* Nana Asante	* Janet Mote
	* Gate	* John Nickolay
	* Mary John	* Omar
	Kinsey	Osborn
	* Jean Lammiman	

Voting Co-opted: (Voluntary Aided) (Parent Governors)

† Mrs J Rammelt	* Mr H Epie
* Reverend P Reece	* Mr R Sutcliffe

\* Denotes Member present  
 † Denotes apologies received

[Note: Councillor Stephenson also attended this meeting at the invitation of the Sub-Committee].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**198. **Attendance by Reserve Members:**

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

199. **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.

200. **Arrangement of Agenda:**

**RESOLVED:** That (1) 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>
12(c). Recommendations of the Sub-Committee's Review of Phase 3 Delegated Funding for Pupils with SEN in Mainstream Schools	Consultation on the report had been completed since the publication of the main agenda. Members were requested to consider this item in line with the Sub-Committee's 2004/2005 Work Programme.
13. Annual Work Programme for 2005/06 – Update from the Education and Lifelong Learning Portfolio Holder	The Portfolio Holder for Education and Lifelong Learning had provided a Work Plan for 2005/06 that was unavailable at the time the main agenda was printed and circulated. Members were requested to consider this item as part of the Annual Work Programme for 2005/06.
13. Annual Work Programme – Appendix C to the report	Appendix C is the minutes of an Exclusions Review Group meeting which only took place on 11 April 2005: the minutes were not therefore available at the time of publishing the main agenda. The minutes needed to be considered in conjunction with the report on the Sub-Committee's Work Programme for 2005/06.

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

201. **Minutes:**
- RESOLVED:** That (1) the minutes of the meeting held on 8 December 2004, having been circulated, be taken as read and signed as a correct record subject to the amendment of the attendance list to reflect that Mrs J. Rammelt had sent apologies for absence;
- (2) the minutes of the meeting held on 12 January 2005, having been circulated, be taken as read and signed as a correct record.
202. **Public Questions:**
- RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.
203. **Petitions:**
- RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.
204. **Deputations:**
- RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.
205. **Reference from the Environment and Economy Scrutiny Sub-Committee Meeting held on 10 March 2005: Transport Local Implementation Plan:**
- Members received a reference from the Environment and Economy Scrutiny Sub-Committee meeting held on 10 March 2005, which requested that the Lifelong Learning Scrutiny Sub-Committee consider and comment on the part of the draft Local Implementation Plan which referred to school travel.
- Members welcomed the sentiment of the School Travel Plan Strategy. Members agreed that although the Council had aspirations for safe transport for all school travel, full implementation of the safe routes to school element of the school travel plan would be very expensive, and its effectiveness would depend on enforcement (in terms of ensuring that schools were able to deliver school travel plans). Members felt that the travel plan should reflect (a) the difficulties and give an indication of the costs of implementation; (b) resources available to deliver on developments to infrastructure; and (c) realistic targets relating to what the Council believed it was able to achieve.
- The Chair advised the meeting that the Chairs and Vice-Chairs of three of the Scrutiny Sub-Committees had received a briefing on the changes being made to the SEN transport policy, which would feed into this document. Officers advised that they had received further information on the policy from the relevant officer and that this would be incorporated.
- RESOLVED:** That the above be noted and submitted as part of the consultation process.
206. **Harrow Teachers' Centre:**
- The Sub-Committee considered an officer report which provided an update on the financial position of the Teachers' Centre.
- An officer outlined some of the difficulties that Harrow Teachers' Centre had faced and explained that the figures would not give a true reflection of the outturn position due to the figures being based on period 11, plus predictions for period 12.
- A Member asked if savings could be made through procurement. An officer explained that gas and electric meters were being shared with Whitefriars School and that the Centre benefited from Council procurement arrangements.
- The Sub-Committee accepted that the centre was still trying to overcome difficulties and that some innovative methods were being adopted to increase usage. However, the final figures could not be reported as figures for period 12 were not yet available and the Sub-Committee agreed to monitor the situation to make sure problems were being addressed.
- RESOLVED:** That (1) the Sub-Committee receive a further update at its meeting in September;

(2) the report be noted.

207. **Recruitment of Qualified Librarians:**

The Sub-Committee considered a report of the Director of Learning and Community Development which provided an update on the development of a strategy to deal with the shortfall of qualified librarians.

An officer reported that there had been a recent improvement in the recruitment of trainees aided by broadening the pool of qualified librarians to include non-graduates. It was explained that time would be needed to see if this recent improvement would be sustained. The Chair enquired at what stage it would be identified if there were a serious problem that would require a strategy to be introduced. An officer explained that in Autumn 2005, it would be possible to judge whether the improvements had been satisfactory.

In response to a Member's question about what qualifications non-graduates were required to possess, an officer reported that A-Levels were not a pre-requisite.

A Member asked the officer for a gender and ethnicity breakdown of those employed in Harrow's libraries. An officer said that approximately 80% of Harrow's librarians were female. The officer did not have the figures for ethnicity but would circulate them to Members.

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

(2) the Sub-Committee receive an update report in Autumn 2005;

(3) Members of the Sub-Committee be provided with information on the ethnicity of librarians in Harrow.

208. **Annual Report of the Overview and Scrutiny Committee 2004/05:**

The Sub-Committee considered a report of the Director of Organisational Performance which summarised the work of the Sub-Committee during 2004/05. It was reported that the full Annual Report of the Overview and Scrutiny Committee would be submitted to that Committee at its next meeting, to be held on 26 April.

**RESOLVED:** That the draft Chair's report on the work of the Lifelong Learning Scrutiny Sub-Committee 2004/05 be included in the Annual Report of the Overview and Scrutiny Committee 2004/05, without amendment.

209. **Phase 3: Action Taken under the Urgent Non-Executive Decision Procedure:**

Members received a report of the Director of Legal Services outlining action taken following consultation with the Chair and Vice Chair, since the last meeting of the Sub-Committee on 12 January 2005, under the Urgent Non-Executive Action Procedure.

**RESOLVED:** To note the following action, taken under the Urgent Non-Executive Action Procedure:

Subject: Scrutiny Review of 'Phase 3' delegated funding for pupils with SEN statements in mainstream schools.

Action Proposed: Approval was given to the report of the Scrutiny Review of 'Phase 3' delegated funding for pupils with SEN statements in mainstream schools, in order that it could be submitted to Cabinet on 17 February 2005.

Reason for urgency: The next meeting of the Lifelong Learning Scrutiny Sub-Committee was not until 19 April 2005.

210. **Lifelong Learning Scrutiny Sub-Committee Review of Phase 3 Delegated Funding for Pupils with SEN Statements in Mainstream Schools Action Plan:**

The Sub-Committee considered a report of the Director of Children's Services which had been circulated on the March Cabinet Information Circular. The report set out an action plan for responding to the Sub-Committee's review of Phase 3 delegated funding for pupils with SEN statements in mainstream schools. The action plan was discussed and the following comments were made:

- The Sub-Committee agreed that the leaflet designed for parents entitled 'Funding for pupils with a statement in Harrow' needed to be simplified. It was also suggested that a glossary be added.

- The issue of monitoring and accountability of SEN activity funding had been highlighted by the review group. Consultation with officers had taken place and it had been recommended that data from schools be used to integrate the inclusion agenda, and that all schools use the provision map. An officer explained that 13 schools were piloting this but due to its high cost the outcomes for the children would need to be carefully considered.
- Regarding formula funding, there would be a move away from deprivation and proxy indicators towards real measures of SEN. Prior attainment would be used as a real measure but due to there being no reliable measure of children's needs when entering into the education system, retrospective data would be used. Key Stage 1 SATs results would then be used as part of the formula for the next stage.

**RESOLVED:** That (1) the 'Funding for pupils with a statement in Harrow' leaflet be submitted to the Publications Panel to be signed off by the Portfolio Holder for Communications, Partnership and Human Resources before being published;

(2) officers be requested to arrange a Phase 3 delegation seminar;

(3) the Sub-Committee revisit developments at its meeting in September.

211. **Recommendations of the Sub-Committee's Review of Phase 3 Delegated Funding for Pupils with SEN in Mainstream Schools:**

The Sub-Committee considered a report of the Director of Children's Services which provided further details of the actions to be taken in response to the recommendations of the Sub-Committee's review of Phase 3 delegated funding for pupils with SEN in mainstream schools completed in January 2005.

The Portfolio Holder for Education and Lifelong Learning, who was in attendance, explained that Cabinet had requested that a Working Group draw up the action plan. He explained that the only outstanding item on the action plan was the formula and a legal document had been drawn up to support this.

The action plan having already been discussed in detail under the previous agenda item (Minute 211 above refers), it was

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

212. **Annual Work Programme for 2005/06:**

Members considered a report of the Director of Organisational Performance which outlined the Sub-Committee's provisional work programme for 2005/06.

Discussion took place on the identification of topics for prioritisation for in-depth review by the Sub-Committee. It was reported that exclusions was no longer a potential area for in-depth review as the consultant's recommendations were comprehensive and likely to be implemented quickly. Members requested that a one-off informal meeting be held to examine the consultant's report in full when it was in the public domain. It was noted that the Action Plan would be monitored by the Sub-Committee.

The Portfolio Holder suggested that the Sub-Committee consider the youth service and/or tourism. The Chair responded that the Strengthening Communities Scrutiny Sub-Committee had a watching brief on youth diversionary activity and the Environment and Economy Scrutiny Sub-Committee had agreed to undertake a review of tourism. However, there was potential for Members of the Sub-Committee to be engaged in either of these topics because of the cross-cutting implications.

Single Status was suggested as a topic for review by a member, in addition to those listed in the officer report. The Sub-Committee agreed to discuss the impact of single status on schools at the next meeting and to refer questions to the 19 July meeting of the Overview and Scrutiny Committee.

Members agreed to undertake a review of Adult and Community Learning. It was reported that a scoping report would need to be presented to the Sub-Committee in June 2005 and that the in-depth review would need to be completed by the end of 2005/06.

It was explained that the Better Education for Children in Care report would rely on a GCSE report that would not be available until October. In light of this it was proposed that the Sub-Committee's September meeting be moved to 19 October 2005.

Members were informed that they would receive the Education Service Review in its traditional form at the September meeting, and it was anticipated that the document would be re-worked next year. Members agreed to invite the Portfolio Holder to attend the same meeting for a Question and Answer session.

The content of the rest of the work programme was debated and officers advised that detailed discussions would take place with the Chair and Vice-Chair outside the meeting and that the full work programme would be reported to the next meeting of the Sub-Committee.

**RESOLVED:** That (1) Adult and Community Learning be selected for an in-depth review and that a scoping report be presented to the Sub-Committee in June 2005;

(2) a pre-scoping report meeting be held and the whole Sub-Committee be invited to contribute;

(3) no decision be taken on a reserve topic until the Cultural Services Action Plan and inspection report had been seen;

(4) the meeting of the Sub-Committee scheduled to take place on 20 September 2005 be arranged for 19 October 2005 and all business to be considered at the meeting on 20 September be considered on 19 October.

213. **Any Other Business:**

- (i) Jill Travers  
The Chair advised that this was the last meeting at which Jill Travers, the legal advisor, would be present, as she had been appointed to the position of Group Manager - Legal Services Manager: Corporate Services. The Portfolio Holder for Education and Lifelong Learning joined the Chair and Members in thanking Jill Travers for all her hard work over the last 3 years.

(Note: The meeting having commenced at 7.30 pm, closed at 9.47 pm)

(Signed) COUNCILLOR MITZI GREEN  
Chair





