

2005 – 2006
March 2006 Volume 10



**CABINET
AND
COUNCIL
MINUTES**

CABINET AND COUNCIL MINUTE BOOK

VOLUME 10: MARCH 2006

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COUNCIL
AND
COUNCIL
COMMITTEES

LICENSING
AND GENERAL
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REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE

MEETING HELD ON 6 MARCH 2006

Chair: Councillor Idaikkadar

Councillors: * Arnold * Ann Groves (Vice-Chair in the Chair)
 * Mrs Bath * Knowles
 * Billson * Vina Mithani
 * Blann * John Nickolay
 * Branch * O'Dell
 * Choudhury * Ray
 * Janet Cowan
 Dharmarajah

* Denotes Member present

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

RESOLVED: To note that no Reserve Members were included in the Committee's Membership.

82. Declarations of Interest:

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

83. Arrangement of Agenda:

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following appendix to agenda item 10 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>
10. Outline Report on The Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 – the Appendix.	The appendix to the report had not been made available by the Police at the time the agenda was printed. Members were requested to consider the appendix as the information provided supported the report.

(2) all items be considered with the press and public present with the exception of the following item:

<u>Agenda item</u>	<u>Reason</u>
10. Outline Report on The Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 – the Appendix.	The appendix to the report contained exempt information by virtue of Paragraph 7 of Part 1 of Schedule 12A (as amended) in that it contained information relating to any action taken in connection with the prevention, investigation or prosecution of crime.

84. Minutes:

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

85. Public Questions, Petitions or Deputations:

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

86. **Summary of Concluded Licensing Appeals:**

Members received a report of the Director of Legal Services containing a summary of nine concluded licensing appeals since the introduction of the Licensing Act 2003.

The officer advised that some of the cases would be resubmitted to the Authority for a rehearing in due course. A Member informed the Committee that a Justice of the Peace had invited Licensing Panel Members to visit the Magistrates' Court whilst an appeal was in session and suggested that it would be beneficial. Another Member indicated that nine appeals out of the many cases heard was a significant achievement and attributed this to the extensive training and the Panels themselves. The Committee endorsed both these comments. Members were, however, reminded of the significant costs incurred by the appeals and that if there were lessons to be learnt, it would limit future appeals and costs. In response to a query regarding the breakdown of income generated and other expenses related to the Licensing Panel meetings, the officer confirmed he would provide the statistics to all Members of the Committee.

RESOLVED: That (1) officers provide a detailed breakdown of income generated and other related costs to all Members of the Committee; and

(2) the report be noted.

87. **Compromise of Licensing Appeals in the Magistrates' Court:**

The Committee received a report of the Director of Legal Services requesting that Members consider the delegation to him of authority to compromise licensing appeals under exceptional circumstances.

The officer explained that there was currently no mechanism to negotiate when an application was at appeal stage in an expedient manner. Currently, the only way to obtain instructions was by either reporting to the Licensing and General Purposes Committee or by the use of an Urgent Non-Executive Action. Both of these methods were insufficient to adequately protect the Council's best interests. He explained that if the negotiation was delegated to the officer he could use his discretion, in exceptional circumstances, to seek to compromise by either amending the licence, certificate or notice or to remit the matter to the Licensing Panel for a rehearing, thereby reducing unnecessary costs.

Some Members felt that this approach not only removed the decision-making process from elected Members, but also undermined the decision originally made. It was felt that the current methods, that is, reporting to the Licensing and General Purposes Committee and Urgent Non-Executive Action were sufficient, and that spontaneous negotiations were not acceptable without consulting Members first. A Member suggested that with modern technology available it would still be possible to deal with urgent matters even on the "court steps" by contacting Nominated Members by email or on their mobile phone. Upon being put to a vote it was

RESOLVED: That the request for delegation of the power to compromise licensing appeals to a Magistrates Court under the Licensing Act 2003, to the Director of Legal Services, be refused.

[Notes: (1) Councillors Blann, Choudhury, Ann Groves, O'Dell and Ray wished to be recorded as having voted in favour of the officer recommendation;

(2) Councillors Arnold, Mrs Bath, Branch, Janet Cowan, Knowles, Vina Mithani, John Nickolay wished to be recorded as having voted against the officer recommendation].

88. **Outline Report on The Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001:**

The Committee received a report of the Head of Community Safety Services requesting approval of a proposal to establish an alcohol exclusion zone in Harrow Town Centre.

The report, which had been prepared in response to a reference from a meeting of Council held on 20 October 2005, set out the procedure to be followed by the Authority in designating an alcohol exclusion zone, and sought Members' initial approval to the implementation.

An officer tabled a confidential document, which had been provided by the police, providing information on alcohol related incidents in the Borough. The information was drawn from police and ambulance data, which had been pooled and categorised using Wards and area maps as comparisons. The maps highlighted the number of alcohol related incidents throughout the Borough, and identified the trouble hotspots. The evidence provided identified Harrow Town Centre as an area with a predominantly high

level of disturbance and disorder associated with the consumption of alcohol. The officer explained that this kind of evidence would be essential in order to establish an alcohol exclusion zone, without fear of challenge.

In response to a question regarding consultation, the officer explained that regulations required the Authority to consult with the police before making a designation order. In addition, an advertisement would be placed in the newspapers, consultation would include shop owners and owners of properties and mailshots would be distributed throughout the affected area.

Responding to a question on street signs, the officer advised that this would be necessary and would not be too dissimilar to the controlled parking zone signs.

A Member expressed concern in relation to the proposal as it was felt that an alcohol exclusion zone would create displacement to other areas. The officer informed the Committee that enforcement would have a positive impact on the environment, reduce fear of crime and support the Licensing Act 2003 subject to review. The officer added that these corporate priorities were in line with Crime Reduction Strategy. The Chair, on behalf of the Committee, thanked the officers for their detailed report.

RESOLVED: That (1) the proposed action in accordance with the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 to draw up detailed proposals to designate an alcohol exclusion zone in Harrow Town Centre be approved; and

(2) a detailed report on establishing an alcohol exclusion zone in Harrow Town Centre be submitted to the next Licensing and General Purposes Committee.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.10 pm).

(Signed) COUNCILLOR ANN GROVES
Vice-Chair in the Chair

LICENSING AND
GENERAL PURPOSES
PANELS

PENSION FUND INVESTMENTS PANEL**20 MARCH 2006**

Chair: * Councillor Bluston

Councillors: * Idaikkadar
* Pinkus (1)

Romain

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

[Notes: (i) Mr Alistair McKissack of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser;

(ii) Martin Nolan from UNISON had sent his apologies].

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**82. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-Ordinary MemberReserve Member

Councillor D Ashton

Councillor Pinkus

83. **Declarations of Interest:****RESOLVED:** To note that the following interests were declared:MemberNature of Interest

Councillor Bluston

Personal interest by virtue of having had occasional dealings with the Fund Managers and therefore knew and had known some of the individuals.

Personal interest by virtue of being Chair of the Early Retirement Sub-Committee.

Councillor Idaikkadar

Personal interest by virtue of being Chair of the Licensing and General Purposes Committee.

Personal interest by virtue of being a Member of the Budget Review Working Group.

Councillor Pinkus

Personal interest by virtue of having previously been employed by a division of Merrill Lynch.

Personal interest by virtue of having had occasional dealings with the Fund Managers and therefore knew and had known some of the individuals.

84. **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:ItemReason

11. Performance of Fund Managers - Quarter ending 31 December 2005

12. Fund Manager's Presentation

) These items were considered to contain confidential information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

85. **Minutes:**
RESOLVED: That the minutes of the meeting held on 14 November 2006, having been circulated, be taken as read and signed as a correct record.
86. **Public Questions:**
RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.
87. **Petitions:**
RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.
88. **Deputations:**
RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 16.
89. **Private Equity and Currency:**
The Panel received a report of the Director of Finance and Business Strategy which asked Members to consider the use of Active Currency Management and Private Equity in the management of the Pension Fund.

An officer explained that if the Panel decided to use Active Currency Management and Private Equity, there would be a tendering process, which would be a long-term process which may involve new Panel Members following the Borough Elections.

RESOLVED: That (1) Active Currency Management and Private Equity be available for use in the management of the Pension fund within the parameters set out in the officer report;

(2) the tendering process be initiated;

(3) officers be requested to provide the Panel with a progress update at the meeting in July 2006.
90. **Publication of Communications Policy Statement and Governance Policy Statement:**
The Panel received a report of the Executive Director (Business Development) which informed Members of the statutory requirement to publish a communications policy and a governance policy.

An officer informed the Panel that the governance policy was a draft document and invited Members to make comments by 31 March. The final documents would be revised annually and any changes made would be reported to the Panel.

The Chair thanked officers for the help given to Members regarding pensions and asked that communication between officers and Members continue. An officer informed the Panel that the programme of Question and Answer sessions for elected Members and employees would definitely be continued after the Borough Elections.

RESOLVED: That (1) the report be noted;

(2) Members provide officers with any comments on the governance policy by 31 March 2006;

(3) Member training on pensions be combined with other financial training.
91. **Performance of Fund Managers - Quarter Ending 31 December 2005:**
The Panel considered a confidential report of the Director of Financial and Business Strategy relating to the above matter. Discussion ensued between Members and Officers.

RESOLVED: That (1) performance of the Pension Fund Managers in the quarter ending 31 December 2005 be noted;

(2) officers request additional copies of UBS's annual report as well as an updated report following the March 2006 report to circulate to Members;

(3) UBS be informed that Members had for the second time voiced concern at their performance.

92. **Fund Manager's Presentation:**

Representatives from Baillie Gifford made a formal presentation to the Panel in the private session of the meeting, detailing their strategy and performance since the last Fund Manager report. Members of the Panel asked questions of the Fund Managers.

Upon conclusion of the presentation the Fund Managers were thanked for their attendance.

RESOLVED: That the presentation be received and noted.

93. **Any Other Urgent Business:**

The Panel wished Councillor Romain well in his recovery.

The Chair thanked officers for their assistance to the Panel and wished the new Panel every success for the future.

(Note: The meeting having commenced at 6.30 pm, closed at 8.53 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

LICENSING PANEL

27 MARCH 2006

Chair: * Councillor Knowles

Councillors: * Dharmarajah * John Nickolay

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**409. **Appointment of Chair:**

RESOLVED: That Councillor Knowles be appointed Chair of the Panel for the purposes of this meeting.

410. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

- (i) Agenda item 11 – Club Mehfil – Re-Appeal
Councillor Knowles declared a personal interest in that he had sat on the former Public Entertainments Licensing and Safety Panel which had considered an Public Entertainments License Application from Club Mehfil.

411. **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>
7(a) Application to vary a Premises License for Sudbury Hill Club (London Post Office Sports and Social Club Association)	These pages were inadvertently omitted from the main agenda. Members were requested to consider this item as a matter of urgency.
8. Club Mehfil – Re-Appeal	Members were requested to consider this item as a matter of urgency. The report was being consulted on at the time of the dispatch of the agenda and was not received in time to be included on the main agenda.

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

412. **Minutes:**
(See Note at conclusion of these minutes).413. **Public Questions, Petitions and Deputations:**

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

414. **Licensing Procedures:**

The Chair introduced the Panel and the officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

415. **Application to vary a Premises Licence for Sudbury Hill Club (London Post Office Sports and Social Club Association):**

The Chief Environmental Health Officer's representative at the meeting informed the Panel that the unresolved representation relating to the application for the variation in respect of Sudbury Hill Club (London Post Office Sports and Social Club Association) had been withdrawn that afternoon, and that as a result, the application would not now require determination by the Panel.

It was noted that the application for the conversion would therefore be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

416. **Club Mehfil - Re-Appeal:**

The Panel received a report of the Chief Environmental Health Officer detailing an application to vary a Premises License for Club Mehfil, 32 Railway Approach, Harrow, HA3 5AA.

The Chair announced that pages 65 to 84 of the agenda were to be disregarded as they related to a former application, and to the appeal. This Panel hearing was to be treated as a new application. Louise Roberts from the Environmental Health Authority (Pollution and Environment Enforcement) who had made the representation was also in attendance.

Ms Dawn Robson, the licensee, had made the application and was in attendance at the meeting. The application had been referred to the Panel owing to an unresolved representation from the Environmental Health Authority (Pollution and Environment Enforcement).

Ms Robson introduced her case by explaining that the variation to the premises license was required to enable Club Mehfil to remain competitive, and to better cater for its clientele, some of who worked irregular hours. Ms Robson added that she wished to remove the last entry condition in the existing license, as it restricted her patrons from entering the premises after work. Ms Robson added that she had been the licensee since 2004, and had ensured that she had responded to any concerns of Responsible Authorities.

Ms Roberts stated that the application had not provided detailed information on the prevention of noise pollution and public nuisance. The Authority had also received complaints in 2003/2004 from residents upstairs at the nearby social club relating to noise and groups of patrons congregating outside the premises.

In the course of the discussion, Ms Roberts proposed that a last entry time be retained, and invited Ms Robson to suggest a last entry time. Ms Robson suggested a time of one hour before closing, which was then clarified as one hour plus half an hour drinking up time, to which Ms Roberts agreed. In answer to questions from Ms Roberts, Ms Robson stated that she would be prepared to accept the following: signs asking patrons to leave quietly; a condition that doors be kept closed during regulated entertainment, other than for access and egress; and a condition that no noise emanate from the premises to as to cause nuisance at nearby premises.

The Panel heard that door staff were on hand to disperse groups who lingered outside the premises or who caused unreasonable noise. In addition, Ms Robson felt that extended hours would not affect residents, as the immediate buildings in the vicinity consisted of an office block, and a sports and social club which was also open late, but which contained residential accommodation. A noise-limiter had also been installed. It was added that there had been no recent complaints from residents. The Panel also heard that clients of Club Mehfil used car-parking facilities available at the Civic Centre, as well as to the rear of the premises.

Ms Robson felt that a proposed condition relating to clients exiting via the rear of the premises when late was unreasonable, as it would cause disruption whilst performances of dance were being conducted, as the rear door was to the side of the stage. Ms Robson considered that it would be a reasonable compromise to require egress from the rear once licensable activities had ceased.

In response to questions from Members, it was explained that Club Mehfil operated a database membership system, but that a membership register was also retained and available for inspection by Responsible Authorities.

Following the Panel's withdrawal from the meeting for the consideration of the application and representation received, it was

RESOLVED: That the application be granted with the following amendments to the application and additional conditions:

NON-STANDARD TIMINGS

Christmas Eve – licensable activities to cease by 5.30am, closed to public at 6am.

Sunday opening by an additional hour on bank holidays – Refused.

CONDITIONS: (numbering refers to conditions on existing license):

2. There shall be no admission of persons after 1.30am Sunday to Thursday, and 2am Fridays and Saturdays.

REASON: Prevention of public nuisance.

8. Doors and windows shall be kept shut during the provision of licensable activities, except for purposes of access and egress.

REASON: Prevention of public nuisance.

9. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

REASON: Prevention of public nuisance.

10. Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

REASON: Prevention of public nuisance.

11. Amplified sound equipment shall be governed by a sound limiting device set at a level approved by the Licensing Authority.

REASON: Prevention of public nuisance.

12. Except in an emergency, no egress shall be permitted from the front door after the end of licensable activities.

REASON: Public safety and the prevention of public nuisance.

(Note: The meeting having commenced at 1.30 pm, closed at 4.02 pm)

(Signed) COUNCILLOR ADRIAN KNOWLES
Chair

[Note: Licensing Panel minutes are:-

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

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

LICENSING PANEL

29 MARCH 2006

Chair: * Councillor Idaikkadar

Councillors: * Choudhury * Ray

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**417. **Appointment of Chair:**

RESOLVED: That Councillor Idaikkadar be appointed Chair of the Panel for the purposes of this meeting.

418. **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.

419. **Arrangement of Agenda:**

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

420. **Minutes:**

(See Note at conclusion of these minutes).

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

RESOLVED: To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

422. **Licensing Procedures:**

The Chair introduced the Panel and the officers present and outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

423. **Application for a Premises licence for Wealdstone Food & Wine, 120 High Street, Harrow, Middlesex:**

The Chief Environmental Health Officer's representative informed the Panel that the unresolved representation relating to the application for a Premises Licence for Wealdstone Food and Wine, 120 High Street, Harrow, had been withdrawn, and that, as a result, the application would not now require determination by the Panel.

It was noted that the application for the Premises Licence would therefore be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

424. **Application for a Premises licence for Rusi Foods, 141 Burnt Oak Broadway, Edgware, Middlesex:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application for a Premises Licence for Rusi Foods, 141 Burnt Oak Broadway, Edgware. The application had been made by Kalaichelvie Poobalarathnam for the supply of alcohol between 12.00am and 11.59pm on Mondays to Saturdays, with the premises to remain open between 12.00am and 11.59pm, and for the supply of alcohol between 12.00am and 10.00pm on Sundays, with the premises to remain open to the public between 12.00am and 10.00pm.

The application had been referred to the Panel, as there was an unresolved representation from a Responsible Authority. PC Philip Hicus attended the meeting on behalf of the Metropolitan Police Authority.

The Representative of the Chief Environmental Health Officer informed the Panel that the premises were situated in a semi-commercial area, and that since the applicant had named herself as the Designated Premises Supervisor (DPS), it would be unlawful to sell alcohol on the premises until she had obtained a Personal Licence. He also advised that if the Panel were minded to grant the Premises Licence, it would also have to determine the hours the premises could remain open to the public.

The applicant stated that around £110,000 had been spent on refurbishing the shop since the owner had bought it in June 2004, and that it was hoped that the sale of alcohol would provide extra revenue. In response to questions from the Panel, the applicant confirmed that there was residential accommodation above the premises, and that, at the time of the meeting, the shop remained open to the public until 10pm. It was noted that until 20 December 2005, the shop had opened twenty-four hours a day, but following an incident on 19 December 2005, the Police had recommended that the shop be closed at 10pm. The applicant informed the Panel that much of the shop's business came from hospital workers and staff working night shifts. The applicant stated that the incident on 19 December 2005 had not involved regular customers, and that if necessary, CCTV would be installed in the premises.

PC Philip Hicus informed the Panel that there had been neither complaints nor problems reported to the Police regarding the premises since 19 December 2005. It was noted, however, that there were concerns that granting a twenty-four hour licence to the premises would put pressure on Police resources, since there were several public houses in the vicinity of the premises. The distance of the premises from South Harrow Police Station meant that it could also be difficult for the Police to meet their response time targets. To minimise the potential strain on resources, PC Hicus recommended that, if the Panel were minded to grant a Premises Licence, the premises should only be allowed to supply alcohol between 7.00am and 12.00am on Fridays and Saturdays, and between 7.00am and 11.00pm on Sundays to Thursdays.

RESOLVED: That the application for a Premises Licence for Rusi Foods, 141 Burnt Oak Broadway, Edgware, be granted with the following amendments and additional conditions:

AMENDMENTS TO THE APPLICATION:

Supply of Alcohol:

Mondays to Saturdays: 7.00am until 1.00am
Sundays: 7.00am until 11.00pm

Hours Open to the Public:

Mondays to Saturdays: 7.00am until 2.00am
Sundays: 7.00am until 11.00pm

ADDITIONAL CONDITIONS:

- 1) At least one Personal Licence holder must be on the premises during the time of Licensable Activities.
REASON: Prevention of Crime and Disorder
- 2) "Challenge Under-21" policy to be implemented. This policy should be displayed prominently in the premises.
REASON: Promotion of Public Safety and the Protection of Children from Harm.
- 3) CCTV shall be installed and properly maintained, with notices displayed that CCTV is in operation.
REASON: Prevention of Crime and Disorder and the promotion of Public Safety.
- 4) A monitored station alarm is required and must be installed by either a NACOSS or SSAIB affiliated installer and must achieve the following:
 - The monitored security system must be equipped with a signal terminating at a recognised Alarm Receiving Centre (ARC) and must comply with the current version of the EN 50131-1 standard and be eligible for a police response as defined by the ACPO Policy on Police Response to Security Systems, Level 1 status;
 - This should incorporate fixed personal panic attack buttons for the use of staff when they are away from the counter area.REASON: Prevention of Crime and Disorder
- 5) A safe controlled by a time delay method is required and must achieve the following:
 - Restrict access for at least three minutes, to deter criminals from accessing the surplus or reserve value during any robbery;
 - Have a drop facility with anti-fish mechanism;
 - Include the safe being bolted to a solid wall and/or solid floor or buried in a solid wall and/or solid floor;REASON: Prevention of Crime and Disorder

- 6) Tills must be regularly skimmed off, to reduce the impact should a robbery occur.
REASON: Prevention of Crime and Disorder
- 7) Signage must be displayed in the customer area, highlighting that access to cash and valuable items is controlled by time delay. Alternatively, where staff do not have access to the safe, a sign must state this fact. It is recommended that a time delay, visual countdown display is used, so that a robber/burglar can see that a time delay is in operation.
REASON: Prevention of Crime and Disorder
- 8) Robbery awareness training is required for staff and must achieve the following:
 - The Crime Prevention Officers will provide a leaflet about crime reduction for retailers, which incorporates robbery awareness. This must be shown to all members of staff on an annual basis and a record be kept that this has been done, as part of your training procedure.REASON: Prevention of Crime and Disorder
- 9) A till guard is required to prevent easy access to cash in the till.
REASON: Prevention of Crime and Disorder
- 10) A 180-degree door viewer fitted to this door will enable you to see who is at the back door without having to open it first.
REASON: Prevention of Crime and Disorder

425. **Application for a Premises licence Junction PH, Gayton Road, Harrow:**

The Chief Environmental Health Officer's representative informed the Panel that the unresolved representation relating to the application for a Premises Licence for the Junction Public House, Gayton Road, Harrow, had been withdrawn, and that as a result, the application would not now require determination by the Panel.

It was noted that the application for the Premises Licence would therefore be granted by the Chief Environmental Health Officer under the provisions set out in the Council's Licensing Policy and Delegation of Licensing Functions.

(Note: The meeting having commenced at 1.30 pm, closed at 2.50 pm)

(Signed) COUNCILLOR THAYA IDAIKADAR
Chair

[Note: Licensing Panel minutes are:-

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

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

STANDING ADVISORY
COUNCIL FOR
RELIGIOUS
EDUCATION

**STANDING ADVISORY COUNCIL FOR
RELIGIOUS EDUCATION****9 MARCH 2006**Representatives of the LEA

Councillors: * Nana Asante Ismail
* Mrs Champagne

Representatives of Christian and Other Religious Denominations and Faiths

† Mrs M Besser	† Brother L Lindsay
* Mr M Bishop	Mrs S Lynn
Mrs N Desai	* Councillor Omar
* Mrs P Gan-Kotwal	* Mrs S Panjwani
Mrs M Hale	Rabbi D Roselaar
† Envoy B Haylock	Prof H Singh
Dr V Kapashi	* Mr P Singh-Kohli
† Councillor Lavingia	* P Wearing

Representatives of the Church of England

* Mrs M Abbott	* Rev'd S Pothen
† Dr K Pinching	

Representatives of Teachers

Mr R Crocker	* Mrs R Shakar
* Mrs S Mistry	† Mrs A Stowe
† Ms B Pandya-Arepalli	† Rev'd Dr S Thompson

Co-opted Members

Mr A Aggarwal	* Mr D Liversedge
Zia Baig	* Mr M Shah
	* Ms P Stevens (Chair)

Adviser to the Council, Nominated by the Director of Education

* Mr P O'Dwyer

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**185. **Order of Agenda:**

It was noted that a meeting of the Standing Conference for the Harrow Agreed Syllabus for Religious Education was due to be held at the rising of the SACRE meeting. A member stated that she would have to leave the meeting early, and after some discussion the order of the agenda was changed.

RESOLVED: That, in order to allow members who could not stay for the whole evening to participate in the Standing Conference for the Harrow Agreed Syllabus for RE, the Conference should take place after the items Apologies for Absence and Declarations of Interests on the SACRE agenda, and before the remainder of the SACRE meeting.

186. **Apologies for Absence:**

RESOLVED: To note (1) that apologies for absence had been received from Mrs Besser, Envoy B Haylock, Councillor Dhirajlal Lavingia, Brother L Lindsay, Ms Pandya-Arepalli, Mrs S Panjwani, Dr K Pinching, Mrs A Stowe, and Reverend Dr S Thompson; and

(2) that Mrs S Panjwani attended briefly before the formal meeting to submit a written contribution.

187. **Attendance by Reserve Members:**

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

188. **Declarations of Interest:**

RESOLVED: To note (1) the following interests declared by Council Members:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Nana Asante	Declared a personal interest in that she was a Governor at Stanburn First School
Councillor Mrs Champagne	Declared a personal interest in that she was a Governor at Hatch End High School
Councillor Omar	Declared a personal interest in that he was a Governor at Nower Hill

(2) the following interests declared by non-Council members:

<u>Member</u>	<u>Nature of Interest</u>
Mrs M Abbot	Declared a personal interest in that she was a Governor at Pinner Park First School
Mr M Bishop	Declared a personal interest in that he was a Governor at Whitmore High School
Ms P Stevens	Declared a personal interest in that she was the Chair of the Harrow Interfaith Council

[Note: Following the above item, and further to the decision reached at Minute 185 above, the following procedural sequence was followed:-

- (i) SACRE stood temporarily adjourned;
- (ii) the membership present reconvened itself in the status of the "Standing Conference for the Harrow Agreed Syllabus for Religious Education" and undertook the business on the agenda for that meeting;
- (iii) SACRE formally reconvened and completed the business on its agenda (see Note at the closure of these SACRE minutes)].

189. **Minutes:**

RESOLVED: That the minutes of the meeting held on 8 December 2005, having been circulated, be taken as read and signed as a correct record subject to the following amendment:

Minute 184 – Any Other Business:

Amend to reflect that Mrs Thurston's initial was 'H'.

190. **Matters Arising:**

- (i) SACRE Report 2004-2005:
The report had been circulated with the agenda.
- (ii) Guidelines on Meeting the Needs of Muslim Pupils:
Guidelines on meeting the needs of Muslim pupils had been produced by SACRE a number of years previously covering topics such as Ramadan and dress requirements in PE and science. It was suggested that guidance be prepared covering all religions, including Christianity, to be widely available including via public libraries.

RESOLVED: That all faith groups be contacted for suggestions for what to include in the guidance to cover the needs of all pupils relating to their religions.

(iii) Representation to NASACRE:

RESOLVED: That a representation be made to the NASACRE of the concern felt by Harrow SACRE, over the developments in Europe regarding banning of religious headgear in some countries.

191. Determinations:

RESOLVED: To note that there were no determinations to consider at the time of the meeting.

192. Collective Worship - Advice to Schools:

SACRE had last published "The A to Z of School Collective Worship" in 2004 which covered legal aspects. There was some discussion regarding further advice on collective worship which SACRE could collate for schools. It was felt appropriate to ask children what they would like included in collective worship.

The Chair noted that the 'Life Exhibition' at Good News Church on 27 March 2006 would be an excellent 'high tech' interactive exhibition about the Bible, and noted that a number of Harrow schools had arranged to visit. There were many resources available for schools and it would be helpful for them to be shared.

RESOLVED: That schools be sent a questionnaire on collective worship to find out the following:

- What staff would find useful to help them with collective worship.
- What children would like to be included in collective worship.
- What resources schools already find particularly useful e.g. website addresses, book titles.

(See also Minute 195).

193. Effectiveness of the Local Agreed Syllabus:

Members discussed the contribution of Harrow SACRE to the social and racial harmony agenda using the tabled guidelines from DfES.

It was felt that there was a need for the education of Councillors as well as of school children and staff and, although it was not the role of SACRE to provide this education, it would be appropriate for SACRE to invite Councillors to find out about SACRE's work.

Members pointed out that the first two sections of 5b of the consultation should be reversed.

RESOLVED: That it be noted that Harrow SACRE was generally 'established' in their contribution to the wider social and racial harmony agenda and working towards 'advanced'.

194. News from Schools:

RESOLVED: To note that there was nothing to report.

195. News from the Faith Communities:Exhibition

SACRE members were informed of an invitation from the Weald Trust to the opening of the Life Exhibition on 27 March 2006 at 6.20 pm

Sufi Majlis

Invitations to an event in London on 12 March 2006 called Oceans of Wisdom was tabled.

School Lettings

It was noted that the school letting arrangements would be reorganised from September 2006. There was concern that letting cost increases, although offset by grants in some cases, would be borne by voluntary agencies providing "mother tongue" classes.

It was also noted that whereas some faith groups had their own buildings, others were reliant on hiring halls.

RESOLVED: That SACRE and the Interfaith Council compile a list of halls available for hire.

196. **Correspondence:**

NASACRE

The Winter 2006 newsletter for NASACRE was tabled at the meeting. Members were informed that the AGM of NASACRE would take place on 4 May 2006.

Harrow People

Harrow Council's newsletter 'Harrow People' had requested news items.

National Conference on Collective Worship

Two teachers, including SACRE member Alison Stowe, had run a workshop during a DfES Conference on Collective Worship.

QCA

QCA thanked Harrow SACRE for the Annual Report 2004-05.

NASACRE Grant Application

NASACRE had invited SACREs to make an application by 7 April 2006 for a grant for a project. It was suggested that annual conferences at a different school each year.

Barnet SACRE

Barnet SACRE had initiated a meeting of chairs of London SACRE to enable them to work more closely together.

University of Birmingham Course

Details of part time courses in Religious Education had been received from University of Birmingham.

RESOLVED: That (1) Members contact Susan Bole if they wished to attend the NASACRE AGM;

(2) Alison Stowe be invited to present a paper on collective worship at the next SACRE meeting;

(3) Paddy O'Dwyer and Pat Stevens write a bid to NASACRE for £5,000-10,000 to set up a conference at a school. School children of all key stages would present their faiths with adults acting as guides and mentors;

(4) the Chair of SACRE attend the meeting organised by Barnet SACRE on 20 March 2006.

197. **Any Other Business:**

Reflection for Norman Kember:

The meeting reflected on Harrow resident and Christian peace activist Norman Kember, who was being held hostage in Iraq.

Membership Matters:

It was noted that Hindu representative Mrs Punitha Perinparaja had tendered her resignation. Mrs Zainab Jaffer had resigned, and her place as a Muslim representative had been taken by Ms Suquena Panjwani.

Dates of Future Meetings:

13 June 2006 (Venue to be confirmed, expected to be at the Hindu temple, Neasden)

20 September 2006

7 December 2006

8 March 2007

RESOLVED: That the above be noted.

(Note: Separate meetings of the Harrow Standing Advisory Council for Religious Education (SACRE) and of the Standing Conference for the Harrow Agreed Syllabus for Religious Education were convened for 9 March 2006.

The two bodies share the same membership.

As noted above within the SACRE minutes (at Minute 185 and following Minute 188), a procedural sequence was employed to adjourn SACRE, to hold the meeting of the Standing Conference, and then to reconvene and complete the SACRE meeting.

The record of the Standing Conference proceedings are included in the Minute Volume as now appended herewith to these SACRE minutes.

The SACRE meeting having commenced at 7.30 pm, adjourned at 7.40 pm, reconvened at 8.30 pm and closed at 10.00 pm)

(Signed) MS P STEVENS
Chair

APPENDIX**MINUTES OF THE MEETING OF THE STANDING CONFERENCE FOR THE HARROW AGREED SYLLABUS FOR RELIGIOUS EDUCATION HELD ON 9 MARCH 2006**

Present: See the minutes of the SACRE meeting held on 9 March 2006.

Chair: Mr M Bishop

1. Minutes

RESOLVED: That the minutes of the Standing conference for the Harrow Agreed Syllabus for Religious Education held on 8 December 2005 be signed as a correct record of that meeting.

2. Draft syllabus for Religious Education

The Chair thanked Pat Stevens for her work on the latest version of the revised draft syllabus for Harrow, which had been circulated to members entitled About Religious education in the curriculum.

The final document would be published on the web site accessible to schools: London Grid for Learning. It would also be printed in an A4 version with photographs.

An introduction to Harrow would be written.

RESOLVED: That (1) Harrow's chosen colours be used for the document;

(2) guidance be sought from the publishers regarding of the use of consistent font styles and appropriate layout of headings. The headings would be brought into line with those used in other curriculum areas where appropriate;

(3) a contents page and a glossary be included;

(4) the symbols to be used to represent the 10 faiths be based on that used by SHAP publications.

3. Photographs

The borough photographer would be invited to take photographs of places of worship but it was noted that there might be suitable pictures on the Internet and hard copies of photographs could also be scanned. Photographs of interiors as well as exteriors would be considered.

A Member presented a picture of the Zoroastrian Centre in Rayners Lane for inclusion in the document. The following buildings were also nominated for possible inclusion: St Mary's (Harrow on the Hill), St Lawrence, St John's Pinner, St Luke's Pinner, The Grail Pinner, Harrow Central Mosque, Husaini Shia Centre, Society of Friends Hall, Synagogues, Temples. The buildings chosen would reflect a spread of wards in the borough.

RESOLVED: That photographs (electronic or hard copy) of places of worship be submitted by 7 April 2006.

4. **Specific Amendments:**

RESOLVED: That (1) on page 6 under the title 'Ages 14-19' the wording should be: "this syllabus sets out an entitlement for all students to receive religious education and to have their learning accredited";

(2) on page 9, the second bullet should read: "investigating social issues from religious perspectives, recognising common ground between religions as well as the diversity of viewpoints within and between religions."

(3) on page 10 under 'Promoting key skills through religious education', the first bullet point, the phrase "range of spoken and written language" should replace "range of written and spoken language";

(4) on page 21, the title 'Breadth of Study' be included in line with the layout of the rest of the document;

(5) on page 31, last sentence of third bullet of Breadth of study, "A general RE course must be provided for Sixth Form students registered under school regulations."

5. **Non Statutory Scheme of Work**

Serving teachers and members of faith groups were revising the original scheme of work, incorporating new resources now available. The scheme would eventually be published on the web. Members were invited to join the working party.

RESOLVED: That (1) Mrs Mistry, Mrs Shakar, Mrs Abbott and Rev Pothen join the working party and that dates of meetings, which would take place after Easter, be circulated to them;

(2) high school lesson plans and tasks set be collected to link up with attainment targets.

6. **Faith group introductions**

There was discussion about the format of the submissions from faith groups.

RESOLVED: That faith groups be invited to submit up to 300 words including the following key points: examples of places of worship, population data, background in Harrow, philosophy. Members representing faiths should draft suitable material by 7 April 2006, and send to Susan Bole, SACRE Clerk c/o Client Services, People First Strategy, People First, Civic Centre, Harrow, HA1 2UW or by email susan.bole@harrow.gov.uk.

(Note: The meeting having commenced at 7.40pm, closed at 8.30pm)

(Signed) MIKE BISHOP
Chair

DEVELOPMENT
CONTROL
COMMITTEE

REPORT OF DEVELOPMENT CONTROL COMMITTEE

MEETING HELD ON 15 MARCH 2006

Chair: * Councillor Anne Whitehead

Councillors: * Marilyn Ashton * Choudhury
 * Mrs Bath * Janet Cowan
 * Billson * Idaikkadar
 * Bluston * Miles
 * Branch (1) * Mrs Joyce Nickolay

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

[Note: Councillors Dharmarajah, Mrs Kinnear and Silver also attended this meeting to speak on the items indicated at Minute 1112 below].

PART I - RECOMMENDATIONS - NIL
PART II - MINUTES

 1111. **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 Thornton	Councillor Branch

 1112. **Right of Members to Speak:**

RESOLVED: That, in accordance with Committee Procedure Rule 4.1, the following Councillors, who were not Members of the Committee, be allowed to speak on the agenda items indicated:

Councillor Dharmarajah	Planning Application 2/17
Councillor Mrs Kinnear	Planning Application 2/19 and 3/04
Councillor Silver	Main Agenda Item 15

(See also Minute 1113)

 1113. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest made by Members present relating to business to be transacted at this meeting:

- (i) Planning Application 1/03 – Edgware Football Club, Burnt Oak Broadway, Edgware
 Councillor Bluston declared a personal interest in the above application arising from the fact that he had watched and played football at the Club. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (ii) Planning Application 1/03 – Edgware Football Club, Burnt Oak Broadway, Edgware
 Councillor Miles declared a personal interest in the above application arising from the fact that he had watched football at the Club. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.

- (iii) Planning Application 1/05 – Trinity Church Harrow, 89 Hindes Road, Harrow
Councillor Bluston declared a personal interest in the above application arising from the fact that he was associated with the YMCA who managed the Welldon Centre. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (iv) Planning Application 1/05 – Trinity Church Harrow, 89 Hindes Road, Harrow
Councillor Choudhury declared a personal interest in the above application arising from the fact that he belonged to an organisation which used the Welldon Centre. Accordingly, he would remain in the room and take part in the discussion and decision-making on this item.
- (v) Planning Application 1/06 – The Flying Eagle Public House, Edgware
Councillor Mrs Bath declared a prejudicial interest in the above application arising from the fact that she had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (vi) Planning Application 1/06 – The Flying Eagle Public House, Edgware
Councillor Branch declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.
- (vii) Planning Application 1/07 – 91, 93 and 95 West End Lane, Pinner
Councillor Marilyn Ashton declared that all Conservative Members of the Committee had a personal interest in the above application arising from the fact that a Member of the Conservative Group lived nearby. Accordingly, all Conservative Members of the Committee would remain in the room and take part in the discussion and decision-making on this item.
- (viii) Planning Application 2/05 – 21-40 Canons Park Close, Donnefield Avenue, Edgware
During discussion on the above item, Councillor Marilyn Ashton, who had not declared an interest in the item at the start of the meeting, declared a personal interest arising from the fact that she was a non-executive member of the Canons Park Residents' Association. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (ix) Planning Application 2/05 – 21-40 Canons Park Close, Donnefield Avenue, Edgware
During discussion on the above item, Councillor Mrs Bath, who had not declared an interest in the item at the start of the meeting, declared a personal interest arising from the fact that she was a non-executive member of the Canons Park Residents' Association. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (x) Planning Application 2/05 – 21-40 Canons Park Close, Donnefield Avenue, Edgware
During discussion on the above item, Councillor Janet Cowan, who had not declared an interest in the item at the start of the meeting, declared a personal interest arising from the fact that she was a non-executive member of the Canons Park Residents' Association. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (xi) Planning Application 2/06 – Village Inn, 402-408 Rayners Lane, Pinner
Councillor Branch declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.
- (xii) Planning Application 2/06 – Village Inn, 402-408 Rayners Lane, Pinner
Councillor Choudhury declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.

- (xiii) Planning Application 2/08 – Grims Dyke Hotel – Stable Block, 59 Old Redding, Harrow Weald
Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that she was a Local Authority appointee to the Harrow Weald Common Board of Conservators and her son would be getting married at the venue. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (xiv) Planning Application 2/08 – Grims Dyke Hotel – Stable Block, 59 Old Redding, Harrow Weald
During discussion on the above item, Councillor Anne Whitehead, who had not declared an interest in the item at the start of the meeting, declared a personal interest. Accordingly, she would remain in the room and take part in the discussion and decision-making on this item.
- (xv) Planning Application 2/15 – 102 High Street, Harrow on the Hill
Councillor Marilyn Ashton declared that all Conservative Members of the Committee had a prejudicial interest in the above application. Accordingly, all Conservative Members of the Committee would leave the room and take no part in the discussion or decision-making on this item.
- (xvi) Planning Application 2/15 – 102 High Street, Harrow on the Hill
Noting that Conservative Members of the Committee had declared a prejudicial interest in the above application, Councillor Mrs Kinnear, who was not a Member of the Committee, but was a Member of the Conservative Group, wished it to be noted that she did not consider that she had a personal or prejudicial interest in the above application.
- (xvii) Planning Application 2/21 and 2/22 – East End Farm, Moss Lane, Pinner
Councillor Bluston declared a prejudicial interest in the above related applications. Accordingly, he would leave the room and take no part in the discussion or decision-making on these items.
- (xviii) Planning Application 3/02 – Golden Sip, 496-500 Northolt Road, South Harrow
Councillor Branch declared a prejudicial interest in the above application arising from the fact that he had been a Member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.
- (xix) Planning Application 3/02 – Golden Sip, 496-500 Northolt Road, South Harrow
Councillor Choudhury declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.
- (xx) Planning Application 3/02 – Golden Sip, 496-500 Northolt Road, South Harrow
Councillor Janet Cowan declared a prejudicial interest in the above application arising from the fact that she had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (xxi) Planning Application 3/03 – 203 Marsh Road, Pinner
Councillor Choudhury declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he would leave the room and take no part in the discussion or decision-making on this item.
- (xxii) Planning Application 3/03 – 203 Marsh Road, Pinner
Councillor Janet Cowan declared a prejudicial interest in the above application arising from the fact that she had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, she would leave the room and take no part in the discussion or decision-making on this item.
- (xxiii) Planning Application 3/03 – 203 Marsh Road, Pinner
Councillor Idaikkadar declared a prejudicial interest in the above application arising from the fact that he had been a member of the Licensing Panel that had determined the licensing application for the premises. Accordingly, he

would leave the room and take no part in the discussion or decision-making on this item.

- (xxiv) Planning Application 3/04 - Broomhill, Mount Park Road, Harrow on the Hill
Councillor Bluston declared that all Labour Members of the Committee had a prejudicial interest in the above application. Accordingly, all Labour Members of the Committee would leave the room and take no part in the discussion or decision-making on this item.

(See also Minute 1112)

1114. **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>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

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

1115. **Minutes:**

RESOLVED: That the Chair be given authority to sign the minutes of the meeting held on 8 February 2006, those minutes having been circulated, as a correct record, once printed in the Council Bound Volume, subject to the following amendments:

- (i) Minute 1091 – Declarations of Interest
(xi) Planning Applications 3/03 – 140 Wemborough Road, Harrow
After "development" add: ", whom he knew,".

1116. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

1117. **Petitions:**

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

1118. **Deputations:**

Having been informed that two requests had been received for deputations in relation to a subject that the Panel had received a deputation on at its meeting on 8 February 2006, the Panel

RESOLVED: In accordance with Committee Procedure Rule 26.1, to suspend Committee Procedure Rule 16 (Part 4B of the Constitution) in order to receive deputations from Mr Mellard, representing residents of Northumberland Road, and Mr Kazaz, the owner of 31 Northumberland Road, in relation to agenda item 15 – 31 Northumberland Road, North Harrow.

1119. **References from Council and other Committees/Panels:**

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

1120. **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 1/03, 2/03, 2/05, 2/14, 2/19, 2/21 and 2/22 on the list of planning applications.

1121. **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.

1122. **Planning Appeals Update:**

RESOLVED: To note the report.

1123. **Enforcement Notices Awaiting Compliance:**

RESOLVED: To note the report.

1124. **Cloisters Wood, Wood Lane, Stanmore:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Travel Plan be approved.

1125. **31 Northumberland Road, North Harrow:**

The Committee received a report of the Group Manager (Planning and Development) in this regard and heard deputations from residents of Northumberland Road and the owner of the property.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the demolition of the single and two storey rear extensions;
- (ii) the demolition of the single storey front extension;
- (iii) the permanent removal from the land of the materials arising from compliance with the first (i) and second (ii) requirements above.

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

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

(3) institute legal proceedings in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

[Notes: (1) During discussion on the above item, it was proposed and seconded that the recommendation of the Group Manager (Planning and Development) be amended to authorise the issue of an Enforcement Notice requiring, in addition, the yellow brickwork to be changed to a more suitable shade or rendered, and the eaves to be recessed;

(2) upon being put to a vote, the amendment was not carried;

(3) the motion to support the recommendation of the Group Manager (Planning and Development) was carried unanimously].

(See also Minutes 1112 and 1118)

1126. **190 Whittington Way, Pinner:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the demolition of the unauthorised single storey rear extension;
- (ii) the permanent removal of the materials arising from compliance with the first requirement (i) above from the land.

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

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

(3) institute legal proceedings in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1127. **127A and 127B Ruskin Gardens, Kenton, Harrow:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the cessation of the use of the land as a builders yard and for the business of the storage of commercial vehicles;
- (ii) the permanent removal of all bricks, scaffolding, ladders, steel mesh, tarpaulins, wood/timber, piping, steel, metal, framing, metal and plastic drums/containers, metal storage container, and plastic materials drums/containers, metal storage container, chipboard, plaster, steel, metal, plastic materials and all material and equipment related to the use of the land as a builders yard from the land;
- (iii) permanent removal of the commercial vehicles from the land;
- (iv) reduction of the height of the fence at the front of the land, adjacent the highway, to a height not exceeding one metre above ground level;
- (v) the permanent removal of the materials arising from compliance with the fourth (iv) requirement above from the land.

(i), (ii), (iii), (iv) and (v) should be complied with within a period of three (3) months from the date on which the Notice takes effect;

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

(3) institute legal proceedings in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1128. **462 Honeypot Lane, Stanmore:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the demolition of the single storey rear extension;
- (ii) the permanent removal of the materials arising from compliance with the first requirement (i) above from the land.

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

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

(3) institute legal proceedings in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1129. **Service road to the rear of 62-72 Orchard Grove, Kenton:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the cessation of the use of the service land at the rear of 62-72 Orchard Grove, Kenton as a builders yard;
- (ii) the permanent removal from the land of all materials related to the use of the land as a builders yard including all wood, barrels, petrols cans, piping, wheelbarrows, cones, concrete, buckets, fencing, scaffolding, steel and sand;
- (iii) the permanent demolition of the CCTV camera and pole;
- (iv) the permanent removal of the materials arising from compliance with the third requirement (iii) above from the land.

(i) (ii), (iii) and (iv) should be complied with within a period of three (3) months from the date on which the Notice takes effect;

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

(3) institute legal proceedings in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) comply with the Enforcement Notice.

1130. **Land at rear of 540 Uxbridge Road, Hatch End:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

RESOLVED: That the Director of Legal Services be authorised to:

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

- (i) the removal of the portacabin;
- (ii) the removal of the hard surfacing and lay land to turf;
- (iii) the demolition of the fence;
- (iv) the permanent removal of the materials arising from compliance with the requirements (i), (ii) and (iii) above from the land.

(i) and (ii) should be complied with within a period of one (1) month from the date on which the Notice takes effect;

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

(3) institute legal proceedings in the event of failure to:

(i) supply the information required by the Director of Legal Services through the issue of Notices under Section 330 of the Town and Country Planning Act 1990; and/or

(ii) comply with the Enforcement Notice.

1131. **Any Other Urgent Business:**

(i) Member Site Visits

RESOLVED: That the following site visits be held on Saturday 1 April 2006:

9.45 am - 6 Georgian Way, Harrow (Planning Application 2/19)

10.30 am - Edgware Football Club, Burnt Oak Broadway, Edgware
(Planning Application 1/03)

(ii) Vote of Thanks

Noting that this would be her last meeting, the Chair expressed her thanks to all Members and officers who had been involved with the Committee during the past eight years. The Vice-Chair thanked the Chair for all her hard work.

1132. **Extension and Termination of the Meeting:**

In accordance with the provisions of Committee Procedure Rule 14.2 (Part 4B of the Constitution) it was

RESOLVED: (1) At 10.00 pm to continue until 11.00 pm;

(2) at 11.00 pm to continue until 12.00 midnight;

(3) at 12.00 midnight to continue until 12.30 am;

(4) at 12.30 am to continue until 1.00 am;

(5) at 1.00 am to continue until 1.30 am;

(6) at 1.30 am to continue until 1.45 am;

(7) at 1.45 am to continue until 1.50 am.

(Note: The meeting, having commenced at 7.30 pm, closed at 1.48 am).

(Signed) COUNCILLOR ANNE WHITEHEAD
Chair

SECTION 1 – MAJOR APPLICATIONS

LIST NO:	1/01	APPLICATION NO:	P3118/05/CFU
LOCATION:	375–379 Uxbridge Road, Hatch End		
APPLICANT:	Troy Homes Ltd		
PROPOSAL:	4 Storey Building Retail on Ground Floor, 12 Flats above/7 Houses in 3 Storey Terrace/4 Flats in 2-Storey Building, Access/Parking.		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.		
	[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reason:		
	(i) The location of block C has been constructed a significant distance nearer to the boundary of the neighbouring properties in Cornwall Road abutting the site, to the detriment of the residential amenity and visual amenity of the residents thereof and giving rise to increased disturbance to the neighbouring rear gardens and properties.		
	Upon being put to a vote, this was not carried;		
	(2) the substantive motion to grant the above application was carried;		
	(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted against the decision to grant the application].		

LIST NO:	1/02	APPLICATION NO:	P41/06/CFU/DT2
LOCATION:	Raebarn House, 86-100 Northolt Road, South Harrow		
APPLICANT:	Bennett Urban Planning for St James Group Ltd		
PROPOSAL:	Redevelopment to Provide Part Four – to Part Eight-Storey Building to Comprise 150 Flats, 1740 Sq M of Commercial Floor Space, Access and Parking.		
DECISION:	REFUSED permission for the development described in the application and submitted plans, for the following reasons:		
	(i) The proposal represents an overdevelopment of the site by reason of excessive density to the detriment of the amenities of the future occupiers of the properties and the infrastructure and amenities of the roads and properties in the surrounding area.		
	(ii) The parking provision is inadequate, affording less than half a space per dwelling, to the detriment of the residential amenities of the properties in the surrounding area, resulting in overspill parking in the roads within walking distance of the site.		
	(iii) The proposal offers no amenity space, to the detriment of the residential amenities of the future occupiers of the residential properties.		
	(iv) The poor design and appearance of the proposal will be visually obtrusive in the street scene by reason of the mass, bulk and scale of the development when viewed from Northolt Road and surrounding roads.		
	(v) The proposal does not sufficiently take into account the character and landscape of the locality and does not achieve a satisfactory relationship with the adjoining buildings and spaces, giving rise to a loss of residential amenity to the occupiers in Osmond Close.		

[Notes: (1) Councillors Marilyn Ashton, Mrs Bath, Billson, Branch, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(2) Councillors Choudhury, Idaikkadar and Anne Whitehead wished to be recorded as having voted against the decision to refuse the application;

(3) Councillors Bluston and Miles wished to be recorded as having abstained from voting;

(4) the Group Manager (Planning and Development) had recommended that the above application be granted].

LIST NO: 1/03 **APPLICATION NO:** P2911/05/CDP/DT2
LOCATION: Edgware Football Club, Burnt Oak Broadway, Edgware
APPLICANT: Cornerstone Architects Ltd for Edgware Developments Ltd
PROPOSAL: Outline: Redevelopment to Provide 164 Flats and 11 Houses in 9 Blocks, Access Roads, Parking and Open Space
DECISION: DEFERRED for Member site visit.
(See also Minutes 1113, 1120 and 1131)

LIST NO: 1/04 **APPLICATION NO:** P2714/05/CDP
LOCATION: Corner of Scott Crescent and Drinkwater Road, Rayners Lane Estate
APPLICANT: Mepk Architects for Warden Housing
PROPOSAL: Details of Siting, Design, Appearance, Access and Landscaping for 4 Storey Block of 16 Flats.
DECISION: APPROVED the particular details in accordance with the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

LIST NO: 1/05 **APPLICATION NO:** P/2543/05/CFU
LOCATION: Trinity Church Harrow, 89 Hindes Road, Harrow
APPLICANT: JBKS Architects for Trinity Church Harrow
PROPOSAL: Redevelopment of Church Hall to Provide New Church Hall and Ancillary Facilities
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.
(See also Minute 1113)

LIST NO: 1/06 **APPLICATION NO:** P/3196/05/COU
LOCATION: The Flying Eagle Public House, Edgware
APPLICANT: DWA Architects Ltd for Lukka Care Homes Ltd
PROPOSAL: Redevelopment: Part 2/Part 3 Storey Residential Care Home with 75 Bedspaces, Parking and Service Area.
DECISION: REFUSED permission for the development described in the application and submitted plans, for the reasons and informative reported.
(See also Minute 1113)

LIST NO: 1/07 **APPLICATION NO:** P/3146/05/CFU
LOCATION: 91, 93 & 95 West End Lane, Pinner
APPLICANT: Howard, Fairbairn & Partners for Eaton Residential Developments
PROPOSAL: Redevelopment: Detached 2/3 Storey Building to Provide 14 Flats with Basement Parking.
DECISION: DEFERRED at officers' request for further consideration of impact on setting of nearby Listed Buildings.
(See also Minute 1113)

LIST NO: 1/08 **APPLICATION NO:** P/2672/05/COU
LOCATION: Cavendish House (Argonaut House), 369-389 Burnt Oak Broadway, Edgware
APPLICANT: Dalton Warner David for Homeguard Properties Ltd
PROPOSAL: Outline: Erection of Two Storey Office Block (Outline Application, Siting and Access to be Determined)
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

LIST NO: 1/09 **APPLICATION NO:** P/2972/05/CFU/RP1
LOCATION: 168-172 Honeypot Lane, Stanmore
APPLICANT: Indigo Planning for UK & European Investments Ltd
PROPOSAL: Redevelopment to Provide Detached Building for Use as a Builders Merchants, Access, Parking and Service Areas
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT

LIST NO: 2/01 **APPLICATION NO:** P/2677/05/CFU
LOCATION: The Lodge, Canons Park, 101 Donnefield Avenue, Edgware
APPLICANT: Bennett Urban Planning for Metropolitan Police Harrow
PROPOSAL: Change of Use from Residential (C3) to Police Office (B1) and Alterations Including Replacement Windows and Air Conditioning Units
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/02 **APPLICATION NO:** P/2477/05/CFU
LOCATION: Cornerways, 13 South View Road, Pinner
APPLICANT: Orchard Associates for Mr & Mrs Watkinson
PROPOSAL: Detached Garage
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported.

LIST NO: 2/03 **APPLICATION NO:** P/2337/05/CFU

LOCATION: Site Adjoining 3 West Drive Gardens, Harrow

APPLICANT: Fidler Associates for Mr N Nagle

PROPOSAL: Two Storey Detached House (Revised)

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

(i) The design and appearance of the proposal will be detrimental to the visual and residential amenities of the neighbouring properties by reason of the scale and siting of the proposed house.

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, which were noted;

(2) there was no indication that a representative of the applicant was present and wished to respond;

(3) the decision to refuse the application was unanimous;

(4) the Group Manager (Planning and Development) had recommended that the above application be granted].

(See also Minute 1120)

LIST NO: 2/04 **APPLICATION NO:** P/2149/05/CFU

LOCATION: South Wind, 1 South View Road, Pinner

APPLICANT: Mr M S Kalsi for Dr S Patel

PROPOSAL: Part Single/Part 2 Storey Side and Rear Extension, Creation of Part Basement

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

LIST NO: 2/05 **APPLICATION NO:** P/2545/05/CFU

LOCATION: 21-40 Canons Park Close, Donnefield Avenue, Edgware

APPLICANT: David Kann Associates for Ember Homes Ltd

PROPOSAL: Additional Floor on Building to Provide 8 Flats, One Detached House, Frontage Parking and Removal of Garage and Alterations

DECISION: (1) REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reason:

(i) Car parking cannot be satisfactorily provided within the curtilage of the site to meet the Council's requirement for the development, and the likely increase in parking on the neighbouring highway(s) would be detrimental to the free flow and safety of traffic on the neighbouring highways(s) and the amenity of neighbouring residents.

(2) RESOLVED that a reference be made to the Traffic and Road Safety Advisory Panel requesting an investigation into traffic problems in this area.

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted;

(2) during the discussion on the above item, it was moved and seconded that the application be refused for the following reasons:

- (i) The proposal offers no off street parking provision which will give rise to overspill parking to the detriment of the residential amenities of the neighbouring properties.
- (ii) The proposal represents an over intensive use of the property to the detriment of the amenities of the neighbouring residents by reason of the activity and disturbance associated with a conversion of a single family dwelling into two separate units.
- (iii) There are no detailed drawings or plans demonstrating how the four wheelie bins and green boxes are to be stored, creating uncertainty as to how refuse storage will be accommodated on a small forecourt area in conjunction with the appropriate landscaping that would be required.
- (iv) There are no detailed drawings setting out how disabled access to the property would be provided, contrary to policy H18 of the HUDP and the final draft Accessible Homes SPD.

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

(2) subsequently, it was moved and seconded that the application be refused for the one reason stated in (i) above; upon being put to a vote this was carried;

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Bluston, Branch Choudhury, Janet Cowan, Idaikkadar, Miles, Mrs Joyce Nickolay and Anne Whitehead wished to be recorded as having voted to refuse the application;

(4) the Committee wished it to be recorded that the decision to refuse the application was unanimous;

(5) the Group Manager (Planning and Development) had recommended that the above application be granted].

LIST NO:	2/08	APPLICATION NO:	P/2407/05/CLB
LOCATION:	Grims Dyke Hotel – Stable Bock, 59 Old Redding, Harrow Weald		
APPLICANT:	Farrell & Co for Grims Dyke Hotel		
PROPOSAL:	Listed Building Consent: Retention of Two Rooflights on South West Elevation		
DECISION:	GRANTED Listed Building consent in accordance with the works described in the application and submitted plans, as amended on the Addendum, subject to the informative reported.		
	(See also Minute 1113)		

LIST NO:	2/09	APPLICATION NO:	P/3072/05/CFU
LOCATION:	Pinnerwood Lodge, 5 Woodhall Road, Pinner		
APPLICANT:	Mr Manmohan N Nandhra for Mr & Mrs M Arpino		
PROPOSAL:	Single Storey Side Extension		
DECISION:	GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informative reported.		

LIST NO: 2/10 **APPLICATION NO:** P/2540/05/DFU
LOCATION: 23 Nolton Place, Edgware
APPLICANT: Mr V Sarkari
PROPOSAL: 2 Storey Side to Rear, Single Storey Front and Rear Extensions, Rear Dormer, Conversion to 2 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: 2/11 **APPLICATION NO:** P/2709/05/DFU
LOCATION: 22 Greenhill Road, Harrow
APPLICANT: David R Yeaman & Associates for Mr S Watson
PROPOSAL: Rear Dormer, Alterations and Conversion of Dwellinghouse to Three Self-Contained Flats (Resident Permit Restricted)
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 over intensification of the property to the detriment of the amenities of the neighbouring residents by reason of the activity and disturbance associated with a conversion of a single family dwelling into three separate units.
- (ii) There is no amenity space provided for the first and second floor flats to the detriment of the future occupiers of the properties.
- (iii) There are no detailed drawings or plans setting out how disabled access to the property would be provided, contrary to policy H18 of the HUDP and the final draft Accessible Homes SPD.

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

(2) the substantive motion to grant the above application was carried;

(3) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickoley wished to be recorded as having voted against the decision to grant the application].

LIST NO: 2/12 **APPLICATION NO:** P/2689/05/DFU
LOCATION: Park View, 14 Mount Park Road, Harrow
APPLICANT: Paul Archer Design for Bobby Anand
PROPOSAL: Front and Rear Dormers: Alterations to Side and Rear Elevations
DECISION: DEFERRED for further consideration of impact on Conservation Area.

LIST NO: 2/13 **APPLICATION NO:** P/2942/05/DFU
LOCATION: 30 Whitehall Road, Harrow
APPLICANT: Serg Saddal for Kathie Parkinson
PROPOSAL: Single Storey Rear Extension; Rear Dormer
DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

LIST NO: 2/14 **APPLICATION NO:** P/2712/05/DFU

LOCATION: 4 Aylwards Rise, Stanmore

APPLICANT: Mario L Maestranzi for Mr & Mrs Shah

PROPOSAL: Replacement Two Storey Detached House with Detached Garage

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

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted;

(2) during the discussion on the above item, it was moved and seconded that the application be deferred for a Member site visit; upon being put to a vote, this was not carried;

(3) the substantive motion to grant the above application was carried;

(4) Councillors Marilyn Ashton, Mrs Bath, Billson, Janet Cowan and Mrs Joyce Nickolay wished to be recorded as having abstained from the vote on the substantive motion].

(See also Minute 1112 and 1120)

LIST NO: 2/15 **APPLICATION NO:** P/2765/05/DFU

LOCATION: 102 High Street, Harrow on the Hill

APPLICANT: DPG Development Consultants for Mr T Harriss

PROPOSAL: 1 Metre High Metal Railings and Gate at Front

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

(See Minute 1113)

LIST NO: 2/16 **APPLICATION NO:** P/3015/05/CFU

LOCATION: Red Corners, 9 Brookshill Drive, Harrow

APPLICANT: Kenneth W Reed & Assocs. For Jon Kempner

PROPOSAL: Redevelopment to Provide Replacement Detached 2/3 Storey House with Integral Garage

DECISION: DEFERRED for further consideration of impact on Conservation Area.

[Notes: (1) During the discussion on the above item, it was moved and seconded that the application be refused for the following reason:

(i) The proposal would be detrimental to the character of the Conservation Area and Area of Special Character by reason of the bulk and height of the roofline which would not preserve or enhance the Conservation Area located within the Green Belt.

(2) subsequently, it was moved and seconded that the application be deferred for further consideration of impact on the Conservation Area; upon being put to a vote this was carried;

(3) the proposal to refuse the application was withdrawn].

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted;

(2) during the discussion on the above item, it was moved and seconded that the application be refused for the following reason:

(i) The proposed roof enlargement, by reason of its prominent siting, additional height and pitch, would appear unduly bulky and discordant when viewed from this part of Georgian Way, to the detriment of the visual amenity and character of the locality.

(3) subsequently, it was moved and seconded that the application be deferred for a Member site visit; upon being put to a vote this was carried;

(4) the proposal to refuse the application was withdrawn].

(See also Minutes 1112, 1113, 1120 and 1131)

LIST NO:	2/20	APPLICATION NO:	P/2625/05/CFU
LOCATION:	34 Brookshill Avenue, Harrow		
APPLICANT:	Anglian Home Improvements for Mr D Brand		
PROPOSAL:	Rear Conservatory		
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/2953/05/CFU
LOCATION:	East End Farm, Moss Lane, Pinner		
APPLICANT:	Foundation Architecture for Mr & Mrs B Leaver		
PROPOSAL:	Conversion of Barns A and B to Family Dwellinghouse with Integral Garage and External Alterations		
DECISION:	(1) DEFERRED for consideration by the Committee at its next meeting;		
	(2) RESOLVED that officers be requested to submit a confidential report on Barn C for consideration by the Committee at its next meeting.		
	[Note: Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted].		
	(See also Minutes 1113 and 1120)		

LIST NO:	2/22	APPLICATION NO:	P/2954/05/CLB
LOCATION:	East End Farm, Moss Lane, Pinner		
APPLICANT:	Foundation Architecture for Mr & Mrs B Leaver		
PROPOSAL:	Listed Building Consent: Conversion of Barns A and B to Single Family Dwellinghouse with Integral Garage and External and Internal Alterations and Repairs to Barn C.		
DECISION:	(1) DEFERRED for consideration by the Committee at its next meeting;		
	(2) RESOLVED that officers be requested to submit a report on Barn C for consideration by the Committee at its next meeting.		

[Note: Prior to discussing the above application, the Committee received representations from an objector, and the applicant's representative, which were noted].

(See also Minutes 1113 and 1120)

LIST NO: 2/23 **APPLICATION NO:** P/2985/05/CFU

LOCATION: 61 Hindes Road, Harrow

APPLICANT: Journeaux Studio Ltd for Mr & Mrs Journeaux

PROPOSAL: Change of Use from Nursing Home/Hostel to 4 Self-Contained Flats; Conservatory to Rear & Other Minor External Alterations (Resident Permit Restricted)

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported, and the following additional condition:

Condition 8
Landscape to be Implemented.

LIST NO: 2/24 **APPLICATION NO:** P/2984/05/CFU

LOCATION: 63-65 Hindes Road, Harrow

APPLICANT: Journeaux Studio Ltd for Mr & Mrs N Journeaux

PROPOSAL: Change of Use from Nursing Home/Hostel to 8 Self-Contained Flats and Other Minor External Alterations (Resident Permit Restricted).

DECISION: GRANTED permission in accordance with the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported, and the following additional condition:

Condition 7
Landscape to be Implemented.

SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL

LIST NO: 3/01 **APPLICATION NO:** P/2869/05/DFU

LOCATION: 6 & 8 Langland Crescent, Stanmore

APPLICANT: K H Hirani for N H Hirani & K K Hirani

PROPOSAL: Single Storey Rear Extension to Both Houses

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

LIST NO: 3/02 **APPLICATION NO:** P/2979/05/DVA

LOCATION: Golden Sip, 496-500 Northolt Road, South Harrow

APPLICANT: G M Simister for S S Mukhal

PROPOSAL: Variation of Condition 5 of Planning Permission on Appeal T/APP/M5450/A/95/261745/P7 (Relating to 496 Northolt Road) to Permit Opening 08.00 Hours to 01.30 Hrs Sunday to Thursday and 08.00 Hours to 02.30 Hours Friday to Saturday

DECISION: REFUSED permission for the variation described in the application and submitted plans for the reason and informatives reported.

(See also Minute 1113)

LIST NO: 3/03 **APPLICATION NO:** P/3031/05/DVA

LOCATION: 203 Marsh Road, Pinner

APPLICANT: Turgay Ogretici

PROPOSAL: Variation of Condition 1 of Planning Permission on Appeal T/APP/M5450/A/95/287434/P7 to Permit Opening 12.00 to 00.00 Hours Monday to Thursday; 12:00 to 01:00 Hours Fridays and Saturdays and 13.00 to 00:00 Hours on Sundays.

DECISION: REFUSED permission for the variation described in the application and submitted plans for the reason and informative reported.

(See also Minute 1113)

LIST NO: 3/04 **APPLICATION NO:** P/2989/05/DCO

LOCATION: Broomhill, Mount Park Road, Harrow on the Hill

APPLICANT: The Bell Cornwell Partnership for Elizabeth Smith

PROPOSAL: Retention of Gates (with Alterations) to North Side Boundary Fronting Mount Park Road

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

[Notes: (1) The Committee noted that page 7 of the Addendum contained an error in that 3/04 should read 3/05;

(2) the Chair, Councillor Anne Whitehead, having declared an interest in this item and left the room, the Vice-Chair, Councillor Marilyn Ashton, took the Chair;

(3) at the conclusion of this item, Councillor Anne Whitehead resumed the Chair].

(See also Minutes 1112 and 1113)

LIST NO: 3/05 **APPLICATION NO:** P/18/06/CFU

LOCATION: 7 The Avenue, Hatch End

APPLICANT: Apcar Smith Planning for Westholt Management Ltd

PROPOSAL: 3 Storey Building to Provide 7 Flats and 2 Storey Building at Rear to Provide 2 Flats

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

[Note: The Committee noted that page 7 of the Addendum contained an error in that 3/04 should read 3/05].

SECTION 5 – PRIOR APPROVAL APPLICATIONS

LIST NO: 5/01 **APPLICATION NO:** P/209/06/CDT

LOCATION: Land Opposite 88 Eastcote Road, Pinner

APPLICANT: Mason D Telecom for Orange PCS Ltd

PROPOSAL: Erection of 12M Telecom Mast in Form of Telegraph Pole with Cabinet at Ground Level

DECISION: (1) RESOLVED that prior approval of siting and appearance be required;

(2) REFUSED approval of details of siting/appearance for the following reason:

(i) The proposal, by reason of excessive size and unsatisfactory siting, would be visually obtrusive and unduly prominent to the detriment of the amenity of local residents and the visual amenity of the surrounding locality.

[Notes: (1) During discussion on the above item, it was moved and seconded that prior approval of siting and appearance was required, and that the application be refused. Upon being put to a vote, this was carried;

(2) the Group Manager (Planning and Development) had recommended that prior approval of siting and appearance was not required].

LIST NO: 5/02 **APPLICATION NO:** P/350/06/CDT

LOCATION: Land at Junction of St Thomas Drive and Uxbridge Road, Hatch End

APPLICANT: Mason D Telecom

PROPOSAL: Erection of 12M Telecom Mats in Form of Telegraph Pole with Equipment Cabinet at Ground Level

DECISION: (1) RESOLVED that prior approval of siting and appearance be required;

(2) REFUSED approval of details of siting/appearance for the reason reported.

LIST NO: 5/03 **APPLICATION NO:** P/294/06/CDT

LOCATION: Land at Marsh Road, Pinner

APPLICANT: Mason D Telecom for Orange PCS Ltd

PROPOSAL: Erection of 12M Telecom Mast in Form of Telegraph Pole and 1 Equipment Cabinet at Ground Level

DECISION: (1) RESOLVED that prior approval of siting and appearance be required;

(2) REFUSED approval of details of siting/appearance for the reason reported.

LIST NO: 5/04 **APPLICATION NO:** P/208/06/CDT

LOCATION: Land Opposite Greenhill Service Station, Pinner

APPLICANT: Waldon Telecom Ltd for 02

PROPOSAL: Erection of 12.5M High Telecom 'Slimline' Column and Equipment Cabinet at Ground Level

DECISION: (1) RESOLVED that prior approval of siting and appearance be required;

(2) REFUSED approval of details of siting/appearance for the reason reported.

STANDARDS
COMMITTEE

REPORT OF STANDARDS COMMITTEE

MEETING HELD ON 27 MARCH 2006

Chair: * Councillor Janet Cowan

Councillors: * Branch * Thammaiah
 * Ann Groves * Toms (2)
 * Mrs Joyce Nickolay

Independent Persons: † The Rt Revd Peter Broadbent * Mrs Bijal Shah

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

PART I - RECOMMENDATIONS
RECOMMENDATION I - Mandatory Training for Members

The Committee received a recommendation from the Member Development Panel meeting of 7 February 2006, which invited members to consider mandatory training for all Members of Council.

It was noted that, in light of the ever increasing risk of challenge through the Appeal Court, mandatory training would pre-empt some of the difficulties faced. Members suggested that some training be run in-house in order to keep costs to a minimum, or that alternatives such as inter-Borough training be sought. A Member provided as an example the training offered by Brent Council for those involved in Standards Committees. Officers were reminded to ensure that Independent Members were also offered any available training.

Resolved to RECOMMEND: (to Council)

That (1) training in the Code of Conduct be mandatory;

(2) training for membership of the Personnel Appeal Panel, Social Services Appeals Panel and the Chief Officers' Employment Panel be mandatory;

(3) all Members of appropriate bodies be required to undertake training regardless of experience, subject to (8) below;

(4) a brief initial training session be provided prior to any inaugural meeting and that this be followed up by a full training session to be held before 30 September 2006, subject to the availability of staff;

(5) training should, where possible, be offered at three or four sessions on at least two different days;

(6) Members be asked to consider whether training should be provided by the best available means, whether this be external providers or officers of the Council;

(7) a record, open to inspection by all Members, be kept of the attendance at all training sessions;

(8) subject to the agreement of the Chair of the Standards Committee, special arrangements for an officer briefing be made where a Member, in exceptional circumstances, is unable to attend any of the training sessions; during the process Group Leaders and Whips be kept informed, the Chair of the Standards Committee agree any special arrangements made and a note be made in the register of attendance that such arrangements were made;

(9) if it be considered during the life of the Council that further updated mandatory training is needed, then the Standards Committee have the power to impose such a requirement;

(10) all training sessions should, wherever possible, be open to attendance by any Councillor, whether or not the Councillor is a Member of the relevant Committee;

(11) an outline training programme be prepared, this programme should be agreed by the Member Development Panel and then recommended to the Standards Committee.

RECOMMENDATION II - Appointment of Independent Members

The Director of Corporate Governance introduced a report, which informed Members of the process for recruitment and selection of Independent Members of the Committee.

Further to the recommendations of the Committee's Selection Panel, which had interviewed all applicants for the posts of Independent Members, it was

Resolved to RECOMMEND: (to Council)

That (1) the Reverend Peter Broadbent, Sheila Darr, Mohammad Rizvi and John Kirkland be appointed as Independent Members of the Standards Committee, effective from the establishment of the Standards Committee in the Municipal Year 2006/2007 and for a term of office of four years until April 2010;

(2) Roger Smith be appointed as the Reserve Member to act only in the event that one of the Independent Members resigns or is unable to continue as a Member before the expiry of their term of appointment;

(3) further to (2) above, Roger Smith only be entitled to be a Member of the Committee if and when appointed by the Council.

PART II - MINUTES132. **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 Harrison	Councillor Toms

133. **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.

134. **Arrangement of Agenda:**

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

135. **Minutes:**

RESOLVED: That the minutes of the Special meeting held on 17 November and of the Ordinary meeting held on 6 December 2005, having been circulated, be taken as read and signed as correct records.

136. **Public Questions:**

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

137. **Petitions:**

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

138. **Deputations:**

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

139. **Recommendation 1 from the Member Development Panel meeting held on 7 February 2006: Mandatory Training for Members:**
(See Recommendation I).140. **Standards of Conduct in Local Government: Proposals for the Future:**

The Director of Corporate Governance introduced a report, which set out the Government's proposals following consultation undertaken by the Standards Board for England (SBE) on the Members' Code of Conduct.

The officer explained that the Government had accepted many of the recommendations made by the SBE, whose role would significantly change, impacting on the work of Standards Committees. This proposal would mainly impact on referred investigations and determinations of misconduct against Councillors. Members were informed that currently there were no proposals to change the Council's Code of Conduct for Employees as this was not statutory requirement.

Based on the consultation feedback, it was felt that the Standards Committee needed to be seen as autonomous and one way to achieve this would be for the Independent Members to be appointed as the Chair and Vice-Chair. Members were divided as to how they felt on this issue, as some felt that the roles should be shared between an Independent Member and a Councillor. It was suggested that the Independent Members should receive training on chairing committees, as was offered to Council Members.

Members queried some of the Government's recommendations and wanted further explanation of some of the wording used in the proposals set out. Officers were unable to provide a response to most of the queries as these remained unanswered issues to be dealt with by primary legislation.

In response to a query regarding penalties to Councillors for misconduct, the officer advised that the maximum penalty currently imposed by the Standards Committee was 3 months' suspension, however, the government was looking into imposing new powers to increase the penalty dependent upon the seriousness of the case. A Member raised concerns that Members may not commit or speak up at meetings for fear of repercussions. Another Member concurred and felt that the publicity arising from complaints against Councillors did not portray a good image. The officer allayed concerns by explaining that the majority of complaints to the SBE related to Parish Councillors and that Harrow was one of the few Authorities which had a very low record of complaints.

RESOLVED: That (1) officers write to the Office of the Deputy Prime Minister regarding the Government's proposals as being incomplete;

(2) officers provide a breakdown of complaints referred to the SBE;

(3) the report be noted.

141. **Appointment of Independent Members:**
(See Recommendation II).

(Note: The meeting, having commenced at 7.30 pm, closed at 8.35 pm).

(Signed) COUNCILLOR JANET COWAN
Chair

STANDARDS
PANEL

SELECTION PANEL

1 MARCH 2006

Chair: * Councillor Janet Cowan

Councillors: * Branch * Ann Groves

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**7. **Appointment of Chair:**

RESOLVED: To note the appointment at the Selection Panel meeting held on 1 February 2006 of Councillor Janet Cowan as Chair of the Panel for the Municipal Year 2005/06.

8. **Reserve Members:**

RESOLVED: To note that no Reserve Members were currently appointed to this Panel.

9. **Declarations of Interest:**

Councillor Ann Groves declared a personal interest in relation to agenda item 6, Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee, in that she had previously met some of the candidates. In addition all three Panel Members advised of a prejudicial interest in that one of the applicants currently served as an Independent Member on the Standards Committee. Having discussed the matter and obtained advice from the officer present, and as the Panel would not have been able to proceed due to the prejudicial interest, it was

RESOLVED: That (1) the interests declared by the Panel Members in relation to agenda item 6 be noted; and

(2) Members remain in the room, participate in the discussion and decision-making on that item.

10. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
6. Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee	The report contained "exempt information" under Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained information relating to any individual.

11. **Minutes:**

RESOLVED: That the minutes of the meeting held on 1 February 2006, be deferred until printed in the next Council Bound Minute Volume.

12. **Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee:**

The Panel considered four applications for the four posts of Independent Member of the Standards Committee. Having had a discussion with the candidates it was

RESOLVED: That the decision to appoint Independent Members to the Standards Committee be deferred until 2 March 2006 following consideration of all of the applications and the completion of all the interviews.

(Note: The meeting having commenced at 7.00 pm, closed at 8.40 pm)

(Signed) COUNCILLOR JANET COWAN
Chair

SELECTION PANEL

2 MARCH 2006

Chair: * Councillor Janet Cowan

Councillors: * Branch * Ann Groves

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

13. **Appointment of Chair:**

RESOLVED: To note the appointment at the Selection Panel meeting held on 1 February 2006 of Councillor Janet Cowan as Chair of the Panel for the Municipal Year 2005/06.

14. **Reserve Members:**

RESOLVED: To note that no Reserve Members were currently appointed to this Panel.

15. **Declarations of Interest:**

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

16. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
6. Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee	The report contained "exempt information" under Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained information relating to any individual.

17. **Minutes:**

RESOLVED: That the minutes of the meetings held on 1 February and 1 March 2006, be deferred until printed in the next Council Bound Minute Volume.

18. **Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee:**

The Panel considered two applications for the four posts of Independent Member of the Standards Committee, having noted that one of the applicants was unable to attend the interview.

Having considered the merits of four applications on 1 March 2006, in addition to the two applications before the Panel, it was;

RESOLVED: That (1) the Reverend Peter Broadbent and Sheila Darr be appointed as Independent Members to the Standards Committee;

(2) the deferred decision from 1 March 2006 meeting of the Selection Panel to appoint two further Independent Members to the Standards Committee be further postponed until 8 March 2006 when the remaining application had been considered and the interview completed.

(Note: The meeting having commenced at 7.00 pm, closed at 8.35 pm)

(Signed) COUNCILLOR JANET COWAN
Chair

SELECTION PANEL

8 MARCH 2006

Chair: * Councillor Janet Cowan

Councillors: * Branch * Ann Groves

* Denotes Member present

PART I - RECOMMENDATIONS

RECOMMENDATION 1 - Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee

Your Panel was established on 20 October 2005 with the following revised Terms of Reference:

“To consider how to conduct the recruitment of Independent Members of the Standards Committee, including the placing of appropriate advertisements. The appointment of four Independent persons and to comply with the requirement with regard to the size and composition of the Committee’s membership.”

Your Panel met on 1 February, 1, 2 and 8 March 2006 and had agreed the placing of appropriate advertisements for the posts of Independent Members and received eleven applications. These were assessed against criteria agreed by the Panel, and informal discussion sessions were held with seven applicants shortlisted for the posts. Further to these discussions and private deliberations, your Panel recommends the appointment of four Independent Members to serve on the Standards Committee and the appointment of one Reserve Member in the event that any of the Independent Members resign or is unable to continue as a Member before the expiry of their term of appointment.

Having considered four applications on 1 March 2006, two applications on 2 March and the application before the Panel, it was the unanimous decision of your Panel to nominate the following four applicants as Independent Members and one applicant as Reserve Member of the Standards Committee:-

Resolved to RECOMMEND:

That (1) the Reverend Peter Broadbent, Sheila Darr, Mohammad Rizvi and John Kirkland be appointed as Independent Members of the Standards Committee, effective from the establishment of the Standards Committee in the Municipal Year 2006/2007 and for a term of office of four years until April 2010;

(2) Roger Smith be appointed as the Reserve Member to act only in the event that one of the Independent Members resigns or is unable to continue as a Member before the expiry of their term of appointment;

(3) further to (2) above, Roger Smith only be entitled to be a Member of the Committee if and when appointed by the Council.

PART II - MINUTES

19. **Reserve Members:**

RESOLVED: To note that no Reserve Members were currently appointed to this Panel.

20. **Declarations of Interest:**

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

21. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
6. Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee	The report contained "exempt information" under Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that it contained information relating to any individual.

22. **Minutes:**

RESOLVED: That the minutes of the meetings held on 1 February, 1 March and 2 March 2006 be deferred until printed in the Council Bound Minute Volume.

23. **Informal Discussions with Applicants Shortlisted for the Posts of Independent Member of the Standards Committee:**
See Recommendation 1 above.

(Note: The meeting having commenced at 5.00 pm, closed at 5.50 pm)

(Signed) COUNCILLOR JANET COWAN
Chair

OVERVIEW AND
SCRUTINY
COMMITTEE

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING HELD ON 27 MARCH 2006

Chair: * Councillor Jean Lammiman

Councillors: * Blann * Myra Michael (1)
 * Bluston * Osborn
 * Gate * Pinkus
 * Mitzi Green * Seymour
 * Mark Ingram * Mrs R Shah (1)

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

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 409 below. Councillor Mrs Bath also attended the meeting in a participatory role.]

PART I - RECOMMENDATIONS

RECOMMENDATION I - Overview and Scrutiny Committee Annual Report

Your Committee considered its annual report for 2005/06 which 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. As the 2005/06 annual report was the final report under the current administration, it also looked back over the development of Scrutiny in Harrow since its introduction in 1999. Members requested a number of amendments to the draft report. In particular, it was requested that Overview and Scrutiny review its process for the scrutiny of Children's Services.

Your Committee expressed its pride that community representatives had been involved to lead on reviews, which had proved successful. There was consensus that Scrutiny had benefited enormously from the direct involvement of community representatives. The Chair thanked Members and officers for their work on the annual report. Members of the Scrutiny Sub-Committees were also thanked for scrutinising challenging issues.

Your Committee welcomed the launch of the Annual Report which would take place on 27 April 2006.

Your Committee, having authorised the Chair and the Vice-Chair to accept any changes to the draft text of the reports from the Lifelong Learning Scrutiny Sub-Committee, which had not met at the time this report was considered, and, in order to meet its obligations under the Council's Constitution which required the Committee to present its annual report to Council, it

Resolved to RECOMMEND: (to Council)

That the Committee's annual report for 2005/06, as now amended, be noted.

(See also Minute 400).

RECOMMENDATION II - Update on the Joint Overview and Scrutiny Committee for the Northwick Park Hospital Reconfiguration

Your Committee considered a recommendation from its Health and Social Care Scrutiny Sub-Committee together with a report of the Director of People, Performance and Policy, summarising the recent activity of the Joint Overview and Scrutiny Committee for Northwick Park Hospital.

Members commended the work carried out by the Joint Committee. They agreed that the expertise represented on the Joint Committee should be retained up to and beyond the May 2006 local government election. Having noted and endorsed a change in the Joint Committee's terms of reference, your Committee

Resolved to RECOMMEND: (to Extraordinary Council)

That (1) a Joint Overview and Scrutiny Committee with Brent and Ealing Councils on the proposed re-configuration of services at the Northwick Park Hospital site be re-established for the Municipal Year 2006/07;

(2) two Harrow Council Members and two reserves be appointed to the Joint Committee for the Municipal Year 2006/07.

(See also Minutes 391 and 396).

PART II - MINUTES390. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Thammaiah	Councillor Mrs R Shah
Councillor Versallion	Councillor Myra Michael

391. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

Agenda item 9(a) – Update on the Joint Overview and Scrutiny Committee for the Northwick Park Hospital Reconfiguration

Councillors Blann, Mitzi Green, Mark Ingram, Myra Michael and Jean Lammiman indicated personal interests in that either a member of their family or they had received or were in the process of receiving medical treatment at Northwick Park Hospital. They would remain in the room whilst the matter was considered and voted upon.

Councillor Mrs Rekha Shah indicated a personal interest in that she was an employee of Brent Council. She would remain in the room whilst the matter was considered and voted upon.

Councillor Bluston indicated a personal interest in that he was Chair of the Joint Overview and Scrutiny Committee for the Northwick Park Hospital Reconfiguration. He would remain in the room whilst the matter was considered and voted upon.

Agenda Item 12 - Business Transformation Partnership (BTP)

Councillor Mark Ingram indicated a prejudicial interest in that he was a Member of the BTP Partnership Board. He would leave the room whilst the matter was considered and voted upon.

During consideration of this item, Councillor Gate declared a personal interest because of his professional interest in Call Centres. He remained in the room whilst the matter was considered and voted upon.

Agenda Item 14 – Annual Audit and Inspection Letter

During consideration of this item, Councillor Bluston declared an interest in that he was Chair of the Pension Fund Investments Panel which had been referred to in the discussions relating to this item. He remained in the room whilst the matter was considered and voted upon.

Agenda Item 17 – Fairtrade

Councillor Bluston indicated a personal interest in that his daughter was a member of Fairtrade. He would remain in the room whilst the matter was considered and voted upon.

During consideration of this item, Councillor Bluston and Mrs Rekha Shah declared personal interests in that they were both Council appointed representatives of the Harrow Town Centre Forum which had been referred to in the discussions relating to Fairtrade. Councillor Bluston also declared that he was a Council approved representative of the North West London Chamber of Commerce. They remained in the room whilst the matter was considered and voted upon.

Agenda Item 19 – Role of the Best Value Advisory Panel (BVAP)

Councillor Bluston indicated a personal interest in that he had been the Chair of the BVAP. He would remain in the room whilst the matter was considered and voted upon.

Agenda Item 21 – Open Budget Process

Prior to the discussion on the Open Budget Process under 'Any Other Business', Councillor Mark Ingram declared a prejudicial interest in that he was a Member of the

Open Budget Steering Group. He left the room whilst the matter was considered and voted upon.

Agenda Item 21 – Primary Care Trust (PCT)

During consideration of this matter under 'Any Other Business', Councillor Gate indicated an interest in that his wife was employed by the PCT. He remained in the room whilst the matter was considered and voted upon.

Agenda Item 22 & 23 – MMR Scrutiny Review

Councillor Mrs Bath, who was not a member of the Committee, indicated the following interests prior to the discussion on items 22 and 23 – Middle Managers Review (MMR) Scrutiny Review – for which she was present:

- A Member of the Employees' Consultative Forum
- A Member of the Health and Safety Partnership Board
- A Member of the Safer Strategy Group.

392. 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>
13. Overview and Scrutiny Committee Annual Report	The report was not available at the time the main agenda was printed and circulated, as officers were required to complete the report earlier than previously anticipated in order to ensure its submission to Annual Council. Members were requested to consider this item in order to ensure its submission to Council.
	The recommendations from the Health and Social Care and Strengthening Communities Scrutiny Sub-Committees were not available at the time the main agenda was printed as the meetings only took place on 21 March and 23 March 2005 respectively. Members are requested to consider these recommendations in conjunction with the Annual Report and make any changes prior to its submission to Council.
14. Annual Audit and Inspection Letter	Members were asked to consider the Appendix, which was erroneously omitted from circulation with the officer report circulated with the main agenda. Members were asked to consider the Appendix with the officer report in order to take an informed decision.
16. Procurement Update	This report was not available at the time the main agenda was printed and circulated, as information was required to end of February 2006 to inform the report and to carry out appropriate consultations thereafter. Members were requested to consider this item, which was requested by the Committee at a previous meeting.
22 & 23. MMR Scrutiny Review	These reports were not available at the time the agenda was printed and circulated, as consultation on the reports' findings had not been completed. Members were requested to consider these reports as this Review was an important part of the Overview and Scrutiny Committee's Work Programme.

(2) 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>
23. MMR Scrutiny Review	The report is exempt from publication under paragraph 4 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contains information relation to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

393. **Minutes:**

RESOLVED: That the minutes of the Special meeting held on 10 January 2006 and of the Ordinary meeting held on 30 January 2006, having been circulated, be taken as read and signed as correct records.

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

RESOLVED: To note that no public questions were put, or petitions or deputations received at the meeting under the provisions of Overview and Scrutiny Procedure Rules 8, 9 and 10 (Part 4F of the Constitution) respectively.

395. **Appointment of Members to the Scrutiny Sub-Committees for the Remainder of the Municipal Year 2005/06:**

RESOLVED: That (1) Councillor Foulds be appointed fourth Reserve on the Health and Social Care Scrutiny Sub-Committee;

(2) Councillor Gate be appointed third Reserve on the Strengthening Communities Scrutiny Sub-Committee.

396. **Update on the Joint Overview and Scrutiny Committee for the Northwick Park Hospital Reconfiguration:**

Further to Recommendation II above, it was

RESOLVED: That the following request from the Joint Overview and Scrutiny Committee (with Brent and Ealing Councils) made at its last meeting on 14 December 2005 be noted and endorsed:-

“That the Committee’s terms of reference be amended to: “The Committee be extended until 3rd May 2006 and, subject to confirmation by each of the three councils, be re-established with new appointments being made as soon as possible in the new Municipal Year. And that the Committee recommends accordingly to each Council”.”

(See also Minute 391).

397. **Progress Reports on Reviews - Members' Verbal Updates - Hear/Say Review:**

The Committee received a verbal report from an officer on the review of community engagement, Hear/Say – Making a Difference through Listening and Talking. She reported that the recommendations arising from the review, which had been presented by the Chair to Cabinet on 16 February 2006, had been accepted.

Members were informed that review would be launched at 5.30 pm on 6 April 2006 at “the Roundhouse” at Hatch End High School and that a large number of people had been invited, including all Councillors.

Some Members commented adversely on the choice of the venue and the launch date which was on the same evening as the Cabinet meeting. In response, the Chair stated that the two venues which had been the site of the two pilot schemes under the auspices of the scrutiny review had been considered. However, the other option at the Rayners Lane Estate was not available.

The launch would finish in time to allow Members to attend Cabinet.

RESOLVED: To note that the launch of the review of community engagement, Hear/Say, would take place at 5.30 pm on 6 April 2006 at the Roundhouse at Hatch End High School.

398. **Harrow IT Services Update Report:**

An officer introduced the report which set out the work undertaken to deliver the ICT Strategy action plan and a number of tactical projects which were being progressed in advance of the initial Business Transformation Partnership (BTP).

Members were briefed on the key achievements and the IT Improvement Plan as set out in the officer report. In response to questions from Members, the officer and the Director of Business Transformation reported that:-

- Information links through the Council's web-site could be provided to local organisations and that this suggestion would be examined further and publicised;
- working groups had been set up by HITS to identify the problems associated with the service desk system, which was performing below targets set, in order to find solutions;
- it had been recognised that training of staff had been an issue and that this was being addressed;
- the projects were within budget.

RESOLVED: That the report be noted.

(See also Minute 399).

399. **Business Transformation Partnership:**

The Director of Business Transformation introduced the report which outlined the performance of the Business Transformation Partnership (BTP) projects. The Director described the position since the report was written and mentioned the following key points:-

- that working practices had been reviewed;
- that the public launch of First Contact would take place on 15 July 2006 which was later than originally intended in order to avoid the key sports events and Council activities throughout June and early July;
- that the Council was engaged with Unison and that a 'Partnership Log' which monitored progress and provided a record of both Harrow and Unison BTP staff issues was maintained and would be circulated to Members at the next meeting;
- that new BTP Projects were being considered;
- that the risks associated with the BTP were being managed;
- that the financial implications on the BTP Revenue and Capital Budgets were being monitored and that a further report on commercial and contract management aspects of the BTP would be submitted to the next meeting of the Committee;
- that a consultant had been appointed to programme manage the BTP;
- that an element of flexible working was anticipated and that negotiations with Unison were ongoing.

Members requested that the minutes of the Employees' Consultative Forum be circulated with the Overview and Scrutiny Information Circular in order to provide them with a flavour of the discussions on the BTP. It was noted that this request would be made to the Chair of the Employees' Consultative Forum.

RESOLVED: That the report be noted.

(See also Minute 391).

400. **Overview and Scrutiny Committee Annual Report:**

Further to Recommendation I above, it was

RESOLVED: That (1) the Chair and Vice-Chair of the Overview and Scrutiny Committee be authorised to accept changes to the draft text of the reports from the Lifelong Learning Scrutiny Sub-Committee scheduled to meet on 4 April 2006;

(2) subject to (1) above, the Committee's annual report for 2005/06, as amended to include the recommendations from the Environment and Economy, Health and Social Care and Lifelong Learning Scrutiny Sub-Committees and the amendments made by the Overview and Scrutiny Committee, be approved.

401. **Annual Audit and Inspection Letter:**

The Chair welcomed the Council's External Auditor from Deloitte and invited him to present the Annual Audit Letter and Inspection Letter 2004-2005.

The External Auditor highlighted the key messages set out in the Letter and reported that, in conclusion, Harrow was performing well and that the Council's services were improving. He added that, overall, Harrow was well-placed to continue to deliver sustained improvement in services that mattered to local people.

The External Auditor stated that:-

- the Council's arrangements for managing and quality assuring grant claims submitted for audit had improved;
- the audit recommendations had been accepted by officers.

A number of questions from Members were responded to as follows:-

- a timetable had been agreed in order to ensure that the accounts for 2006/07 were submitted for audit by the revised deadline of 30 September 2006;
- a late audit of the accounts would be reflected in the Council's Performance Assessment (CPA) rating;
- the Council would face a challenging year ahead with pressure on resources;
- the Director of Financial and Business Strategy had written to the Audit Commission on the Council's concerns about the timing and issuing of consultation documents, as circulated to Members at the meeting;
- there were a number of areas which could be scrutinised by the new administration.

RESOLVED: That (1) the recommendations of the Annual Audit and Inspection Letter be noted;

(2) it be noted that officers would incorporate responses to the letter in current work plans and next year's corporate and service plans as appropriate.

(See also Minute 391).

402. **2006-07 Revenue Budget and Medium Term Budget Strategy 2006-07 to 2008-09 (Risk Assessment):**

Members considered the report from the Director of Financial and Business Strategy on risk assessment in the context of the report on the Revenue Budget and Medium Term Budget Strategy approved by Cabinet on 16 February 2006.

An officer introduced the report and stated that:-

- 27 risks had been identified as set out under different categories at Appendix J to the officer report;
- the risks had been rated;
- the methodology on risk assessment would continue to be developed;

- it was difficult to compare the amount of reserves held by the Council from one year as it would not be a 'like for like' comparison.

The Chair thanked the Director of Financial and Business Strategy for the report and suggested that the Committee ought to examine the high risk areas such as energy costs which could have an adverse effect on the Council's budget.

RESOLVED: That the report be noted.

403. **Procurement Update:**

An officer highlighted some of the work carried out by the Council's procurement team and the type of support given to the Directorates. He identified the various roles performed by the procurement team such as strategic sourcing, looking at governance arrangements and the work relating to the business portal. Members noted that the Council's Contract Procedure Rules would be revised, and that the Procurement Forum had been established in order to ensure the delivery of the Procurement Strategy. They noted that the Forum would be supported by Working Groups which would investigate and resolve specific procurement issues.

Members made the following comments:-

- that publicity on waivers was essential in order to ensure that officers and Members were aware of this important element;
- that transparency was essential and that this was lacking for large contracts, as set out in the Procurement Decision Tree;
- that the efficiency of suppliers ought to be monitored proactively by the procurement function;
- that further information be provided on variances, including their impact on future budgets;
- that it was essential that the history of contracts such as the bids received, details of the contractors which had been successful and tender feedback was available on the Council's website to ensure transparency;
- that it was essential that the procurement team worked together with the voluntary sector in order to ensure benefits for all.

RESOLVED: That the report be noted and that a further report be submitted to the Committee on the issues raised at the meeting.

404. **Fairtrade:**

Members considered the report from the Chief Executive which described the actions taken by the Council since the motion on Fairtrade was passed by the Council meeting on 20 October 2005. A couple of minor amendments were made to the report at the meeting. An officer outlined the measures that had been put in place to encourage the use of Fairtrade products, including the support role provided by the procurement team.

Members welcomed the report and were encouraged by the measures that had been implemented. They asked a number of questions relating to the costs associated in implementing the measures, the budget set aside for taking the measures forward and the amount of money received by the producers, the need for the Council to take a lead on this initiative to help change the purchasing habits of its constituents including businesses to ensure that the Council's partners were involved and for a more wide-ranging business like approach to this matter.

RESOLVED: That the report be noted and that further reports be submitted to the Committee on the issues raised above.

[See also Minute 391].

405. **Strategic Performance Report - Quarter 3 2005/06:**

The Director of People, Performance and Policy introduced the report which provided Members with a coherent strategic view of the Council's performance in support of the Overview and Scrutiny Committee's role of monitoring the performance of the Council and holding the Executive to account.

The Director highlighted the challenges facing the Council and areas where improvements were required. He responded to a number of questions from Members

and explained the measures that had been put in place to address areas in which targets had not been met in order to improve performance.

Members were informed that the Local Area Agreement (LAA), which had replaced the LPSA (LPSA), would be included as a key component in reports to future meetings of the Committee.

The Director undertook to work with Members on improving the way in which information on performance was provided by the use of Information Technology (IT).

Members thanked the Director for working with the Committee in developing a comprehensive reporting system.

RESOLVED: That the report be noted.

406. **Role of the Best Value Advisory Panel:**

The Director of People, Performance and Policy introduced the report which outlined how Scrutiny would fulfil the residual duties of the Best Value Advisory Panel (BVAP), which had been dissolved, and the implications on its resources.

A Member reiterated comments that he had made at a previous meeting that he had opposed the dissolution of the Panel as he considered the functions of the Panel and Scrutiny to be different. The former was officer-led process and the latter an independent Member-led function working with local people to improve services. He suggested that officers who reported to the Panel ought to be co-opted on to scrutiny reviews.

It was noted that the Best Value review of Harrow's Economy would have to be included in the work programme by the new administration.

RESOLVED: That (1) the report be noted;

(2) that the Best Value review of Harrow's Economy be referred to the Environment and Economy Scrutiny Sub-Committee or the appropriate Scrutiny Sub-Committee set up by the new administration;

(3) that it be noted that no change was required in terms of the Overview and Scrutiny Committee's Terms of Reference.

(See also Minute 391).

407. **Preparation for the Corporate Assessment and Joint Area Review:**

Members considered the report from the Director of People, Performance and Policy which responded to reservations expressed by the Lifelong Learning Scrutiny Sub-Committee, at its joint meeting with the Health and Social Care Scrutiny Sub-Committee on 18 January 2006, on the following two inspections being carried out simultaneously:

- Joint Area Review (JAR)
- Corporate Assessment (CA).

The Director reported that the reviews had been carried out jointly in order to avoid duplication of work. He emphasised the important role of scrutiny Members in the preparations for and the conduct of the inspections by the Audit Commission and Ofsted in respect of the above reviews, and in their role in providing formal challenges to the self-assessments.

A Member stated that concerns had been expressed at the joint meeting of the Lifelong Learning and Health and Social Care Scrutiny Sub-Committees over the two inspections being undertaken simultaneously which had resulted in a lot of work for officers. She added that Members had been concerned about the impact on service delivery.

Another Member suggested that the Inspectors ought to be made aware that, at the time of the inspections, they would be dealing with a new administration and new Members.

RESOLVED: That the report be noted, in particular the role of Members in the preparations for and the conduct of the inspections.

(See also Minute 410).

408. **Open Budget Process:**

The Chair referred to the report on the Open Budget Process which had been circulated with the Information Circular. She stated that in her interview with the Power Inquiry, she had stressed the importance of their report on the Open Budget Process being submitted to the April 2006 meeting of the Overview and Scrutiny Committee for consideration. Members agreed with her sentiments that it was important that the report was considered under the current administration and it was

RESOLVED: That the Power Inquiry be requested to submit its findings on the Open Budget Process to the next meeting of the Committee scheduled to take place on 25 April 2006.

(See also Minute 391).

409. **Joint Meeting of Scrutiny Sub-Committees:**

A Member expressed concerns about holding joint meetings of the Sub-Committees, which she stated were too large and created procedural issues. It was noted that two such meetings had been programmed for the Municipal Year 2006/07 and that any review of joint meetings would be the responsibility of the new administration.

RESOLVED: That the above be noted.

410. **Primary Care Trust (PCT):**

Members expressed concern that they had not been made aware of the proposed closure of local clinics by the PCT which would put pressure on other front line services.

In response, the Director of People, Performance and Policy stated that the Council had been informed only that day about the threatened closures and that the Cabinet had not been made aware of this situation at an informal meeting held with the PCT on 16 February 2006. He added that the Council would ensure that the integrity of consultation was maintained and that it would respond fully and robustly to the proposals.

It was suggested that a special meeting of the Health and Social Care Scrutiny Sub-Committee be arranged to discuss the proposals with the PCT. Members agreed to discuss this suggestion outside of this meeting.

RESOLVED: That the above be noted.

(See also Minute 391).

411. **Middle Management Review:**

The Committee considered reports from the Director of People, Performance and Policy on phase 2 of the Scrutiny Review of the Middle Management Review (MMR) process. The reports of the Scrutiny Review Group, which had been led by Members with the assistance of an independent consultant, were also considered in both the public and private sessions of the meeting.

The review had investigated the impact of the MMR process on the organisation, specifically on middle managers who had been the subject of the process and whose dissatisfaction might have been felt in other tiers of the organisation and beyond. The Scrutiny Review Group had made a number of recommendations, which, if adopted, would help address and resolve some of the difficulties that had resulted from the MMR process thereby enabling the organisation to move forward.

Members noted that there had been general agreement across the organisation on the need for the Council to change and to re-structure its middle management tier. Members noted the key findings and endorsed the recommendations of the Review Group. They made the following comments:-

- that the review had been a challenging process;
- that the review had resulted in the loss of experienced staff;
- that improvements in the following areas were needed – project planning, project management and effective communication;
- that successful navigation of the Business Transformation Partnership (BTP) process was important and good practice was essential;

- that implementation of the recommendations of the Review Group ought to be monitored by the Overview and Scrutiny Committee;

There was consensus that the costs of the review ought to be evaluated and submitted to the Overview and Scrutiny Committee. Members sought assurance and feedback that the revised deadline (31 March 2006) for conclusion of the process would be met.

It was noted that the Committee would carry out a separate Value for Money scoping review. The Committee noted that a report would be submitted to Cabinet on 6 April 2006 for consideration. It was noted that the Corporate Management Team had been briefed on the findings of the Review Group.

The Chair thanked Members and officers for their work on the review. She also thanked participants from both within and outside the organisation for their contributions.

RESOLVED: That (1) the findings of the review of the Middle Management Review (MMR) process be noted;

(2) the recommendations of the Review Group be agreed;

(3) implementation of the review's recommendations be monitored and that monitoring reports be submitted to the Overview and Scrutiny Committee;

(4) the report be submitted to Cabinet for consideration.

412. **Sam Curling:**

The Committee noted that Sam Curling (Manager, ICT Transformation) was leaving the employ of the Council. Members thanked Sam for his contribution to the work of the Committee.

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

In accordance with the provisions of Overview and Scrutiny Procedure Rule 67(ii)(b), it was

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

(2) at 10.30 pm to continue until 10.40 pm;

(3) at 10.40 pm to continue until 10.45 pm.

(Note: The meeting, having commenced at 7.34 pm, closed at 10.45 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN
Chair

SCRUTINY
SUB-COMMITTEES

ENVIRONMENT AND ECONOMY SCRUTINY SUB-COMMITTEE**9 MARCH 2006**

Chair: * Councillor Blann

Councillors: * Arnold * John Nickolay (1)
 * Lavingia * Seymour
 * Miles * Anne Whitehead

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

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Overview and Scrutiny Annual Report 2005/06**

The Sub-Committee received the draft Chair's report of the Sub-Committee's work over the past four years for inclusion in the 2005/06 Scrutiny Annual Report. The Chair of the Sub-Committee proposed that a paragraph be added to the report, noting that the Portfolio Holder for Environment and Transport and the Portfolio Holder for Planning, Development and Housing had attended the meetings of the Sub-Committee held on 29 November 2005 and 5 December 2005 respectively, to answer questions from Members and account for areas of work they dealt with.

Resolved to RECOMMEND: (To the Overview and Scrutiny Committee)

That (1) the Scrutiny Annual Report for 2005/06 be agreed;

(2) a paragraph be added to the report noting the attendance of the Portfolio Holder for Environment and Transport and the Portfolio Holder for Planning, Development at two meetings of the Sub-Committee, to answer questions and account for areas of work they dealt with.

[REASON: To enable the work of the Sub-Committee to be adequately reflected in the Overview and Scrutiny Committee's Annual Report.]

PART II - MINUTES214. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Knowles

Councillor John Nickolay

215. **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.

216. **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:-

Agenda itemSpecial Circumstances/Grounds for Urgency

12. Decent Homes Capital Programme

This report was not available at the time the agenda was printed and circulated due to limited resources within the department as a result of recent staffing issues, holiday commitment at year-end, collating of projected expenditure and agreement of financial information. Members had requested that the report be presented at the March 2006 meeting of the Environment and Economy Scrutiny Sub-Committee. Members were requested to consider this

item as a matter of urgency.

14. Harrow's Local Area Agreement

The report was not available at the time the agenda was printed and circulated as the agreement on which it was based, between Harrow Council and the government, had not been reached until after the agenda had been printed and circulated. At the meeting of the Environment and Economy Scrutiny Sub-Committee held on 26 September 2005, Members had received a report on the LAA and requested that a follow-up report be presented at the March 2006 meeting. Members were requested to consider this report as a matter of urgency.

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

217. **Minutes:**

RESOLVED: That the minutes of the meetings held on 29 November 2005 and 5 December 2005, having been circulated, be taken as read and signed as a correct record.

218. **Public Questions:**

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

219. **Petitions:**

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

220. **Deputations:**

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

221. **Scrutiny Communications: Reference from Overview and Scrutiny Committee held on 30 January 2006:**

The Sub-Committee received a reference from the Overview and Scrutiny Committee meeting held on 30 January 2006, which requested Members to provide feedback on a presentation it had received on scrutiny communications. Members were informed that work was ongoing to codify and formalise existing communications practice within the Scrutiny Unit. Attention was drawn to the fact that the Internet had not been used as much as it could have been, and that in the future more documents would be available electronically as PDF files. Members welcomed the improvements detailed in the presentation, and agreed to continue feeding back comments to Scrutiny as it conducted future Reviews.

RESOLVED: That the above be noted.

222. **Scrutiny Review of Public and Green Spaces - Final Report:**

The Sub-Committee received the Final Report on the Scrutiny Review of Public and Green Spaces, which it had agreed to conduct at its meeting held on 10 March 2005. Members were requested to agree the report and recommendations of the Public Green Spaces Review Group, and to refer them to Cabinet.

RESOLVED: That (1) the report and recommendations of the Public Green Spaces Review Group be agreed;

(2) the report and recommendations be referred to Cabinet; and

(3) the plans for future monitoring of these recommendations, as set out in sections 2.5-2.7 of the officer report, be approved.

223. Scrutiny Review of Tourism - Final Report:

The Sub-Committee received the Final Report on the Scrutiny Review of Tourism, which it had agreed to conduct at its meeting held on 10 March 2005. Members were requested to agree the report and recommendations of the Tourism Review Group, refer them to Cabinet, and approve the plans for the future monitoring of these recommendations. It was noted that the Review Group had travelled to Birmingham to see how the city had marketed itself as a centre for tourism, and that the objective of appointing a Tourism officer had already been met.

RESOLVED: That (1) the report and recommendations of the Scrutiny Review of Tourism be agreed;

(2) the report and recommendations be referred to Cabinet;

(3) the plans for the future monitoring of these recommendations, as set out in section 2.5 of the officer report, be approved.

224. Decent Homes Capital Programme:

The Sub-Committee received a report of the Executive Director of Urban Living, which provided information on progress against the Capital Programme and Harrow's Decent Homes Programme Initiative. Members were informed that 93.4% of the £8,983,000 total capital available for 2005/06 had been taken up, and that Harrow was on target to meet the Decent Homes Standard by 2010. The officer present also stated that a more strategic use of funding, for example by completing all work required to meet the Decent Homes Standard in a particular property in the least time possible (a process known as 'enveloping'), would ensure more dwellings met the Decent Homes Standard. It was noted that it was unlikely that 100% of homes would reach the Decent Homes Standard, as there was a number of tenants who would not allow the Council to carry out work. Tenants who did not wish such work to be carried out would be able officially to exempt themselves from the Programme, however, which would mean that a figure of 100% could be attained if only tenants who allowed work to be done were accounted for. The Council worked hard to keep tenants informed of the work it would do on dwellings, and aimed to improve energy efficiency where possible.

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

(2) an update on progress be presented to the Sub-Committee in the form of an information circular item on a six-monthly basis.

225. Transport Local Implementation Plan:

The Sub-Committee received a report of the Executive Director of Urban Living, which provided an update on the preparation of the Transport Local Implementation Plan. Members were informed that the report would go to Cabinet in the week following the meeting, and that if approved, it would be referred to Council in April for final approval, before being submitted to the Mayor of London. The officer present highlighted some of the changes made to the Transport Local Implementation Plan as a result of consultation. This included the possibility of increasing the number of spaces available at station car parks, based on a station-by-station assessment of the impact this would have on the surrounding areas. It was also noted that many of the recommendations made by the Sub-Committee at its Special meeting held on 19 April 2005 had been incorporated into the document.

RESOLVED: That the Local Implementation Plan, as revised following the results of the public consultation set out in Appendix 1 to the officer report, be noted.

226. Harrow's Local Area Agreement:

The Sub-Committee received a report of the Director of People, Performance and Policy, which detailed progress to date on the development of Harrow's Local Area Agreement. The Director of People, Performance and Policy informed Members that the agreement would come into operation on 1 April 2006, subject to passing the central Government sign-off process in late March 2006. It was noted that Harrow was one of around sixty Local Authorities likely to have a Local Area Agreement, and that the Council had been strongly complemented by the Government on its partnership working. The Director highlighted a number of targets with relevance to the Sub-Committee, which were to reduce the level of Non-Residential burglary in the Borough (Target 5), improving the skills base and the employability of Harrow residents (Target 10), improving the life chances of young people (Target 11), and to change the modal share of journeys to Grimsdyke School away from private cars (Target 12). Members were informed that more innovative areas (such as Target 12, which was still in negotiation at 23 February 2006) were harder to sign-off than areas in which the Council already had a proven record.

RESOLVED: To note (1) the progress to date on the development of the LAA;

(2) that Harrow had submitted its final LAA to GOL and it was in the process of internal sign off with central Government;

(3) that the LAA would come into operation on 1 April 2006.

227. **Effectiveness of Planning Enforcement:**

The Sub-Committee received a report of the Group Manager of Planning and Development, which provided an update on the effectiveness of Planning Enforcement. The officer highlighted the staff increases since 2003, which, together with the falling number of cases per officer per annum, and quicker turnaround times, meant that the backlog of cases was reducing.

Members were in favour of Building Control surveyors proactively measuring sites, as this had already alerted the Enforcement team to a number of planning permission breaches. Responding to questions from Members, the officer confirmed that homeowners, as well as their builders, were notified of breaches, and that the Council was working to keep agents and builders aware of their responsibilities. The officer informed Members that there were no guidelines as to what constituted a breach, but that this was a matter for the Development Control Committee to decide. It was noted that by comparison, regulations relating to high hedges were clear on what was a reasonable height, although the survey itself was time consuming.

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

(2) a follow-up report be presented as an Information Circular item at the March 2007 meeting.

228. **Annual Update on the Waste Management Review:**

The Sub-Committee received a report of the Executive Director of Urban Living, which reported progress on the changes approved by Cabinet following the Waste Management Review. The officer informed Members that in June 2006, Cabinet would confirm the changeover date of the frequency of Brown Bin collections to weekly, and the green wheelie bin to alternate weeks. It was also noted that officers were appraising the viability of tying street cleaning in with waste collection, as a move towards area working.

Members were informed that the Audit Commission had recommended that the Council increase participation in the Green Box scheme, and that changing the frequency of Brown Bin and green wheelie bin collections would also be a major factor in the attainment of this objective. The officer stated that the delay in ratifying the Joint Waste Strategy had not had a detrimental effect on the Council's waste strategy.

The officer advised that the 5.9% increase in the overall annual waste tonnage between 2001/2 and 2005/6 was reasonable by national standards, and that the 32% increase in Green Box tonnage in the same period was very pleasing. The officer highlighted the fact that the percentage of waste diverted away from landfill had quadrupled between 2001/2 and 2005/6.

Responding to questions from Members, the officer stated that socio-economic factors had a large influence on the level of recycling done in any particular area, and that the Council worked hard to inform the public about recycling through the local press, but also by inspecting the contents of green bins and speaking to residents about their waste disposal where appropriate. The officer confirmed that there were no plans at present to introduce compulsory recycling, as was now the case in boroughs such as Barnet.

RESOLVED: That the progress on implementing the changes agreed by Cabinet in April 2005 be noted.

229. **Parking in Stanmore:**

The Sub-Committee received a report of the Executive Director of Urban Living, which provided an overview and review of parking facilities in Stanmore. The officer informed Members that one of the most significant concerns raised through recent CPZ consultation had been the need to replace the multi-storey car park with another car park.

An adviser to the Traffic and Road Safety Advisory Panel, who was in attendance at the meeting, expressed the view that building dwellings on top of the surface level parking at Stanmore Station as proposed, could result in a reduction in the number of spaces available, which meant that a two-level car park could be preferable. It was

noted, however, that this solution could also have negative consequences for local residents, which would need to be considered when weighing up the different options.

In response to questions from Members, the officer confirmed that the £100,000 contributory funding secured from the developers of Wembley Stadium through Brent Council was to be spent at the discretion of Harrow Council, subject to approval by Members. Since developers would only fund those feasibility studies that resulted in schemes being implemented, the officer stressed the need to address only those areas where there were real community concerns. The officer confirmed that a match day parking scheme in Stanmore had been agreed for investigation, and that if residents expressed an interest in adopting a similar scheme in Canons Park, this would be considered. It was also noted that, besides parking restrictions, other solutions should be considered to manage the situation, such as encouraging schools to make spaces available for a charge on match days.

The Chair of the Sub-Committee proposed that a follow-up review be presented to the Sub-Committee in September 2006 in the form of an Information Circular item.

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

(2) a follow-up review be presented to the September 2006 meeting of the Sub-Committee in the form of an Information Circular item.

230. **Any Other Business:**

The Chair expressed his gratitude to the Scrutiny Officer, the Democratic Services Officer, the Vice-Chair of the Sub-Committee, and the Sub-Committee as a whole, for all their hard work. Members agreed that the Sub-Committee had done much work scrutinising and supporting the Executive.

(Note: The meeting having commenced at 7.30 pm, closed at 9.33 pm)

(Signed) COUNCILLOR ALAN BLANN
Chair

HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE**21 MARCH 2006**

Chair: * Councillor Bluston

Councillors: * Gate * Vina Mithani
* Lavingia * Mrs Joyce Nickolay
* Myra Michael * Mrs R Shah

Advisor (non-voting): * Jean Bradlow

* Denotes Member present

[Note: Councillor Margaret Davine was in attendance to speak on the item indicated at Minute 324 below. Councillor Silver also attended the meeting in a participatory capacity].

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Overview and Scrutiny Annual Report**

The Sub-Committee received a report of the Director of People, Performance and Policy outlining the Chair's draft report of the Sub-Committee's work throughout the current term, for inclusion in the Overview and Scrutiny Committee's annual report to Council.

Members were asked for their feedback on the draft report, and for any amendments or inclusions. A Member felt that the phrasing of the report, in regards to its suggestions for topics for next year's work programme, was too prescriptive, and should be amended to reflect the autonomy of the Sub-Committee after the Local Elections in May 2006. Consequently, it was agreed that such phrasing would be amended where necessary. The Chair added that there would be a general tidying of phraseology and grammar.

A Member also highlighted the relevance of Practice Based Commissioning for the Sub-Committee, and requested that this be added to suggestions for the forthcoming work programme. This issue was said to have particular ramifications for the Sub-Committee's discussion of facilities at sites such as Northwick Park Hospital, and should be noted accordingly.

Members also noted the breadth of work undertaken by the Sub-Committee in the previous four years, and its corresponding achievements.

Resolved to RECOMMEND: (to the Overview and Scrutiny Committee):

That the draft report be approved for inclusion in the Overview and Scrutiny Committee's annual report with the following amendments:

- 1) phrasing of suggestions for inclusion on the Health and Social Care Scrutiny Sub-Committee's work programme reflect the autonomy of the Sub-Committee in the new Municipal Year;
- 2) the issue of Practice Based Commissioning be included on potential topics for the Sub-Committee's work programme.

[REASON: To enable the work of the Sub-Committee to be adequately reflected in the Overview and Scrutiny Committee's Annual Report.]

PART II - MINUTES308. **Attendance by Reserve Members:**

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

309. **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 (a). Scrutiny Communications: Reference to Health and Social Care Scrutiny Sub-Committee from the Overview and Scrutiny Committee meeting on 30 January 2006	These slides were inadvertently omitted from the main agenda. Members were requested to consider them in conjunction with the Reference.
10. Mount Vernon Hospital – Service Plan	This item was initially withdrawn from the agenda. Subsequently, it was decided that the item should be re-admitted, which limited the time available for officers to meet agenda dispatch.

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

310. **Minutes:**

RESOLVED: That (1) the minutes of the Joint Lifelong Learning Scrutiny Sub-Committee and Health and Social Care Scrutiny Sub-Committee meeting of 18 January 2006, having been circulated, be taken as read and signed as a correct record;

(2) the minutes of the Special meeting held on 28 February 2006 be deferred until printed in the next Council Bound Minute Volume.

311. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bluston	Declared a personal interest in that he was Chair of the Joint Overview and Scrutiny Committee on Northwick Park Hospital, and had recently been a patient of Northwick Park and St. Mark's Hospitals.
Councillor Gate	Declared a personal interest in that his wife was a nurse practitioner for Harrow PCT.
Councillor Lavingia	Declared a personal interest in that he was a Hindu advisor and organiser of religious services.
Councillor Myra Michael	Declared a personal interest in that she was a Harrow Appointee to the Joint Overview and Scrutiny Committee on Northwick Park.
Councillor Vina Mithani	Declared a personal interest in that she worked for a Health Protection Agency.
Councillor Mrs R Shah	Declared a personal interest by virtue of her employment with Brent Social Services.
Councillor Silver	Declared a personal interest in that he was a contractor with Harrow PCT.

312. **Petitions:**
RESOLVED: To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.
313. **Deputations:**
RESOLVED: To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.
314. **Public Questions:**
RESOLVED: To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.
315. **Scrutiny Communications: Reference from the Overview and Scrutiny Committee meeting held on 30 January 2006:**
The Sub-Committee received a reference from the Overview and Scrutiny Committee meeting held on 30 January 2006 regarding improving communications to promote engagement with scrutiny.

Members, having been asked to provide feedback, concurred with the proposals outlined in the 'Scrutiny Communications' presentation.

RESOLVED: That the above be noted.
316. **HOST Project: Reference from the Overview and Scrutiny Committee meeting held on 30 January 2006:**
The Sub-Committee received a reference from the Overview and Scrutiny Committee meeting held on 30 January 2006, which had considered the arrangements for the monitoring of the HOST project.

RESOLVED: To note that all future reports on the HOST project would be submitted to the Sub-Committee to enable monitoring of the project.
317. **Children and Young People's Plan: Reference from the Joint Meeting of the Lifelong Learning Scrutiny Sub-Committee and Health and Social Care Scrutiny Sub-Committee held on 18 January 2006:**
The Sub-Committee received a reference from the Joint Meeting of the Lifelong Learning Scrutiny Sub-Committee and Health and Social Care Scrutiny Sub-Committee held on 18 January 2006, which requested the Sub-Committee's feedback on the Children and Young People's plan.

An officer explained that the Plan had been considered by Cabinet on 16 March 2006, and was due to be considered by Council on 27 April 2006. It was added that the Plan had been subject to extensive consultation, and was available on both the Council and Harrow Primary Care Trust's websites.

Members noted the officer's comments, and offered to provide feedback at a later date owing to time constraints on the Sub-Committee's meeting.

RESOLVED: That the above be noted.
318. **Parking Permits for Health Care Workers:**
The Sub-Committee received an officer presentation which outlined draft proposals to provide parking permits to health care workers.

The officer informed the Sub-Committee that the Cabinet meeting on 16 March 2006 had approved delegation of power to the Portfolio Holder for Environment and Transport to amend the list of workers eligible for the permits outlined in the draft Parking and Enforcement Plan.

In response to questions, the Sub-Committee was informed that doctors had been excluded from the draft eligibility list as there was insufficient information on the frequency of visits to health care recipients by them, and they were able to use the Association of London Governments (ALG) 'Emergency Health Badge' scheme. The advisor to the Sub-Committee agreed to provide information to Members regarding doctors' frequency of visits to health care recipients as soon as possible.

RESOLVED: That the presentation be noted.

319. **Mount Vernon Hospital - Service Plan:**

The Sub-Committee received a report from the General Manager, Mount Vernon Hospital, which outlined progress on the draft service plan. It explained that different Primary Care Trusts (PCTs) had differing areas of responsibility on the site and in the plan, with Hillingdon Trust responsible for leading on the plan, whilst East and North Hertfordshire was responsible for cancer treatment and West Hertfordshire for burns treatment.

The Sub-Committee heard that, in addition to progress made on those services listed in the report, works for a treatment centre on the site had begun.

A Member queried the status of plastics and burns treatment at the Mount Vernon site. It was responded that the provider of these services, West Hertfordshire PCT, had served notice that it was to withdraw, owing to the poor supportive infrastructure. Alternative providers were being sought.

A Member voiced concerns that the financial situation of Hillingdon PCT might impinge upon development at the site, and sought assurance that measures in the service plan had fiscal support. It was stated that there had been consultation with involved PCTs to ensure that there was commissioning intent behind provisions outlined in the plan.

Members requested that the Sub-Committee receive an update on the full service plan at its next meeting.

RESOLVED: That (1) the Sub-Committee receive an update on the full Mount Vernon Hospital Service Plan at its next meeting;

(2) the report be noted.

320. **Northwick Park Hospital - Update on Maternity Services Action Plan:**

The Sub-Committee received a presentation from the Chief Executive of Northwick Park Hospital, and the Director of Nursing at Northwick Park Hospital, on its maternity services.

The Sub-Committee heard that the action plan had been completed, and that preparations were being made for re-assessment by the Health Care Commission. It was added that since the Special Meeting of the Sub-Committee held on 28 February 2006, the refurbishment of the maternity unit had been completed, and the transfer of services to it was imminent.

The Sub-Committee noted that midwife interviews were continuing; interviews for Consultant posts with sub-specialty interests were to be held in May; and that there had been a helpful decrease in activity at the unit. The Director of Nursing added that the unit was receiving a steady influx of applications for midwife positions, and that of the thirty-four vacancies currently listed at the unit, fifteen places had been offered. The ward's need for locum staff had also decreased.

In reference to long-term development plans, the objectives of the unit were said to be to:

- Maintain and improve recruitment.
- Maintain and improve staff retention.
- Improve customer-focus.
- Place an emphasis on normal birth as well as high risk cases.
- Improve staff rotation.

In response to questions from Members, the Sub-Committee heard that the unit had gained much from the period of scrutiny relating to special measures and that improvements had been made. It was added that there had been momentum in moving forward in the period since special measures, and that the establishment of more user involvement such as the Women's Partnership Committee was demonstrative of this. The Complaint handling systems introduced had also recently improved, which would assist with the unit's progress.

The Sub-Committee thanked the Chief Executive and the Director of Nursing for their update, and asked for their continuing input to the work of the Sub-Committee in the future.

RESOLVED: That the above be noted.

321. **NHS Trusts Final Declarations (Self-Assessments) for the Healthcare Commission**

(i) North West London Hospitals Trust:

The Head of Corporate Governance at North West London Hospitals Trust introduced the Trust's draft declaration. No major changes were expected to be made to the declaration before its final confirmation in May, although it was advised that feedback from consultations with bodies such as the Sub-Committees would be taken into consideration.

It was stated that there was a small number of areas on which the Trust had yet to be able to declare full compliance. However these areas had been worked into the Trust's corporate objectives, so would be prioritised accordingly.

The Health Care Commission had recently altered its requirements, which had implications for the Trust's compliance against the core standards. In reference to complaints relating to matters of privacy and dignity, the Trust was now compliant against the Commission's revised requirement; however, the report presented to the Sub-Committee did not reflect this, as the Trust had not been fully compliant for the entire period in question.

The Sub-Committee heard that compliance was also affected on some standards by unalterable factors such as the age of buildings and supporting infrastructure, and also by difficulties in collecting data against some requirements.

In response to a Member's question regarding the nutritional standards of the Trust, it was explained that these were assessed externally, but that the Trust met required standards.

(ii) Harrow Primary Care Trust:

The Director of Public Health for Harrow presented the draft declaration of Harrow Primary Care Trust to the Sub-Committee.

There were shown to be five areas of non-compliance against the core standards, of which three had been addressed. Consequently, the Trust envisaged that there would be two areas of non-compliance upon submitting the draft.

A Member queried the Trust's non-compliance against a standard relating to cleanliness, and whether this included provisions against MRSA. The Director of Public Health confirmed this, and added that Harrow PCT was working with North West London Hospitals Trust to develop a policy.

(iii) Central and North West London Mental Health Trust:

The Director of Strategic Development, Central and North West London Hospitals Trust informed the Sub-Committee that the Trust was fully compliant with all core standards.

In response to a Member's question about the future plans of the Trust, the Director of Strategic Development stated that the Trust was looking to reduce its reliance on inpatient care, as well as increasing consultation with service users and other bodies, such as the Sub-Committee.

It was also explained to the Sub-Committee that after the declarations had been submitted, the Health Care Commission would undertake follow-up work with Trusts that were of concern, and that an additional cross-section of ten percent would be chosen at random for similar work.

A Member queried the criteria used to decide whether to admit patients into hospital, as against providing community care. In response, the Director of Strategic Development commented that admitting patients was the most costly element of health care provision and so happened only where necessary. The Sub-Committee also heard that there were Crisis Resolution Teams and other resources in place to aid care outside of hospital.

In response to similar questions regarding mental health services, the Sub-Committee heard that the Trust had staff in place to ensure medication was taken outside of hospital, and that the Trust was developing a service for the local prison population.

(iv) Royal National Orthopaedic Hospital:

The Director of Nursing, Royal National Orthopaedic Hospital, presented the hospital's draft declaration to the Sub-Committee.

Core standards were not being met in relation to staff training and recruitment and the environment of health care provision. Plans were in place to resolve these issues, although it was commented that the latter was problematic owing to the age and design of the hospital. The Director of Nursing added that, whilst not measured in the draft declaration, the RNOH had improved its performance on waiting lists, as this had been an area of difficulty in the past.

The Sub-Committee also heard that the RNOH had sought to control costs by closing a ward. This had resulted in increased efficiency and had not impaired activity.

RESOLVED: That the above be noted.

322. Royal National Orthopaedic Hospital Consultation:

The Sub-Committee received a presentation from the Director of Service Improvement, Royal National Orthopaedic Hospital, as part of the consultation process on the future location of the hospital.

The following points were raised in the course of the presentation:

- sites at Stanmore and Bolsover needed investment, and were currently dilapidated;
- financial pressures on the RNOH and throughout the NHS necessitated that service provision be re-examined;
- the lease on the Bolsover street site had been sold to a commercial property developer, releasing capital to pay off historic debts;
- the RNOH was committed to redevelopment at both sites, but this had to be balanced with the need for an affordable service;
- as a consequence, three options were being considered: (1) to remain at the Bolsover Street site; (2) to move accommodation to another NHS trust; (3) to move all services to the Stanmore site.

It was added that all three options had particular strengths and weaknesses, but key amongst them was the need to curb costs whilst preserving the RNOH's identity and maintaining quality in service provision. For this reason, it was suggested that option 2 might be particularly advantageous, allowing co-operation with other Trusts in terms of resources and providing the required supporting infrastructure. However, problems of identity preservation and ensuring service quality remained. To this end, the Sub-Committee heard, consultation was being undertaken with service users, GPs, hospitals and various trusts to determine the potential impact of each of the three options.

A Member emphasised the importance of preserving the RNOH's identity. The Director of Service Improvement responded that the specialist work of the hospital would help ensure this, as evidenced by the high number of referrals from around the country and internationally.

In the course of discussion, Members expressed concern about the financial viability of remaining at the Bolsover street site, and also of the suitability of further building works at the Stanmore site.

RESOLVED: That the above be noted.

323. The Role and Work of Patient and Public Involvement Forums in Harrow - Interaction with Scrutiny and Development of Priorities:

The Sub-Committee received a presentation from the Chairman of Harrow PCT Patient and Public Involvement in Health Forum (PPI) on its role and work. The Sub-Committee heard that the PPI had the power to enter and inspect NHS Service provision, and had also been involved in commenting on Trust draft declarations to the Health Care Commission. In addition, the PPI was considering topics such as the implementation of patient choice, prescriptive medicines, phlebotomy and chiropody.

In view of this, it was emphasised that the PPI and the Sub-Committee had similar and overlapping areas of interest and responsibilities, and should co-operate accordingly.

The Sub-Committee heard that the PPI would like to see greater public involvement in its work.

RESOLVED: That the above be noted.

324. **Question and Answer Session with Portfolio Holder:**

The Portfolio Holder for Social Care and Health was in attendance to answer Members' questions regarding her portfolio.

The following questions from Members were addressed:

Question: Following up the scrutiny review of homecare services, what progress has been made on preparing domiciliary homecare plans for all clients?

The Portfolio Holder responded that, following the survey, requirements had been added to the contract specification of agencies used to provide homecare. In addition, the preparation of domiciliary homecare plans had been assisted by the HOST project, in place since October 2005 for adults, which allowed real-time access to client records.

Question: Another recommendation from this review concerned the provision of parking permits for key care workers. The Health and Social Care Scrutiny Sub-Committee heard that reference would be made in the Council's Local Transport Implementation Plan (due April 2006). Has this issue been resolved? Will all key workers, as identified by the Council and PCT, be issued with parking permits?

The Portfolio Holder advised that primary homecare workers and those who visit patients in their homes had priority. Cabinet had authorised the Portfolio Holder for Environment and Transport to amend the list of eligible workers to expedite the process of granting permits.

Question: At the budget setting meeting on 23 February 2006, an amendment to the Council Tax budget had been agreed which stated that £354,000 would be deducted from children's services - how will this affect frontline services?

The Portfolio Holder clarified that frontline services would not be adversely affected by the need to make savings, and pointed to the increase in efficiency expected from the Business Transformation Partnership and the HOST project.

Question: Last year the Council agreed to write off £1.5 million, which was owed by the PCT, and it was stated that this would never happen again. Why therefore, in March 2006, are there still arguments over the PCT owing money on Council invoices?

The Portfolio Holder responded that the sum in question was not £1.5 million but £569,000 that was written off, and that invoices were being closely examined to reach agreement on outstanding sums. It was added that there were no arguments between the Council and the PCT.

Question: With regard to the ratings for adult and children's services, can we expect any improvements?

The Portfolio Holder explained that the adult's older persons' inspection report had been submitted to Cabinet, and the issue had been raised accordingly, and the CSCI had confirmed that the Council had been assessed as "with promising prospects". Regarding Children's services, the Portfolio Holder stated that there had been no failures on key thresholds, and that indicators compiled in March 2006 were showing improvement.

RESOLVED: That the above be noted.

325. **Planning For a Flu Pandemic:**

The Sub-Committee received a presentation from the Director of Public Health for Harrow, who was also the Advisor to the Sub-Committee, concerning preparations for a flu pandemic.

In the course of the presentation the following points were raised:

- All public bodies were making preparations for a pandemic.
- Whilst no strain to cause a pandemic had yet been identified, it was likely that, should human to human transmission of Avian flu (HN51) become prevalent, it could mark the start of a pandemic.

- Harrow PCT, Harrow Council, the NWLHT and Brent Primary Care Trust were embarking on a 'joint flu pandemic plan', in addition to individual plans.
- Preparations were being based on an anticipated twenty five percent 'attack rate'. The 'attack rate' would impact upon the amount of care required and in turn the amount of staff available to provide care.
- People First were working to establish a pandemic control group which would set up centres to distribute the drug 'Tammiflu', which was being stockpiled.

RESOLVED: That (1) a fuller version of the report be brought to the Sub-Committee's next meeting;

(2) the above be noted.

326. **Implementing Patient Choice in Harrow:**

RESOLVED: That this item be deferred to the next meeting of the Sub-Committee.

327. **Harrow Primary Care Trust - Update on Financial Position:**

The Chief Executive of Harrow PCT presented an update on the Trust's financial position to the Sub-Committee.

It was explained that the Trust's forecast for the 2006/7 financial year was in the process of being prepared, before being made accessible to the public from 4 April 2006.

The Sub-Committee heard that the PCT's financial strategy would comprise three strands, namely the managing of in-year balance debt; payment of historical debt; and planning for a surplus in 2006/7 or 2007/8. The Trust's priorities were said to be deliverable through service redesign and investment.

Estimations indicated that the Trust would have overspent by £8.9 million in the 2005/6 financial year, of which £6-7 million was historic debt. It was added that the net effect of factors such as the 'top slice' imposed upon PCTs as well as the purchasing parity adjustment meant that the Trust would have a budget of £226 million for allocation in the next financial year, a figure which incorporated £14 million of required savings.

The Chair expressed concern about the prospects for future financial years, and stated that he hoped the long-running deficit situation would be resolved in order that the finances of patient services could be stabilised.

The Chief Executive commented that the Trust was interviewing for a turnaround director.

RESOLVED: That the above be noted.

328. **Overview and Scrutiny Annual Report:**
(See Recommendation 1).

329. **Any Other Business:**

(i) **Drug Trials at Northwick Park Hospital**

The Sub-Committee received an update from the Chief Executive of Northwick Park Hospital, outlining the progress of patients admitted to the hospital as a result of recent clinical drug trials.

At the time of the Sub-Committee's meeting, two individuals remained in a critical condition, whilst the remaining four had made considerable progress.

In response to Members' questions, the Chief Executive explained that drug trials had been taking place on the site for the past fourteen years, and that this was normal practice.

Members thanked the Chief Executive for her update, and praised the work of staff at the Intensive Care Unit (ICU).

RESOLVED: That the above be noted.

(ii) Vote of Thanks

Both the Chair and Vice Chair thanked Members and Officers for their contributions to the work of the Sub-Committee throughout the past four years, and thanked in particular the Advisor to the Sub-Committee for her guidance.

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

In accordance with Overview and Scrutiny Procedure Rule 6.7 it was

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

(2) at 10.30pm to continue until 11.00pm;

(3) at 11.00pm to continue to 11.30pm.

(Note: The meeting having commenced at 7.30 pm, closed at 11.30 pm)

(Signed) COUNCILLOR HOWARD BLUSTON
Chair

**STRENGTHENING COMMUNITIES SCRUTINY
SUB-COMMITTEE****23 MARCH 2006**

Chair: * Councillor Thammaiah

Councillors: Dharmarajah * Vina Mithani
* Ann Groves * Osborn (1)
* Lavingia * Seymour* Denotes Member present
(1) Denotes category of Reserve Member**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Annual Report of the Overview and Scrutiny Committee**

The Sub-Committee received a report of the Director of People, Performance and Policy, which sought approval of the Chair's report on the Sub-Committee's work over the past four years for inclusion in the 2005/06 Overview and Scrutiny Committee Annual Report.

The Sub-Committee commended the report and

Resolved to RECOMMEND: (to Overview and Scrutiny Committee)

That (1) the Chair's report on the work of the Strengthening Communities Scrutiny Sub-Committee be agreed;

(2) a line be added to the introduction of the report to note that the Sub-Committee had considered crime and disorder reduction on a regular basis; and

(3) the headings relating to the Sub-Committee's work on post-offices and the Reducing Fear of Crime review appear in bold type in order to highlight the importance of these pieces of work.

[REASON: To enable the work of the Sub-Committee to be adequately reflected in the Overview and Scrutiny Committee's Annual Report.]

(See also Minute 205).

PART II - MINUTES196. **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 Janet Cowan	Councillor Osborn

197. **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.

198. **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>
11. Reducing the Fear of Crime Scrutiny Review	This report was not available when the main agenda went to print as consultation on the recommendations was still in progress. The Sub-Committee was requested to consider the report in order to enable it to be referred to the Safer Harrow Management Group and Cabinet.

12. Crime and Disorder Act Review Recommendations The appendices to this report had been inadvertently omitted from the main agenda.

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

199. **Minutes:**

RESOLVED: That the minutes of the meeting held on 24 January 2006, having been circulated, be taken as read and signed as a correct record.

200. **Public Questions:**

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

201. **Petitions:**

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

202. **Deputations:**

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

203. **Scrutiny Communications: Reference from the Overview and Scrutiny Committee Meeting held on 30 January 2006:**

The Sub-Committee received a presentation on Scrutiny Communications from an officer from the Scrutiny unit, which provided an update on progress made regarding communications as well as proposals for further development. The Sub-Committee also received a reference from the Overview and Scrutiny Committee meeting held on 30 January 2006, which requested the Sub-Committee to provide feedback on the presentation.

An officer advised that it was anticipated that a similar project would be undertaken in future to inform officers of Members' needs. The project would probably be implemented by autumn after the work programme had been finalised and would be linked to the annual reporting process.

In response to a query from a Member regarding the presentation of information on the internet, the officer advised that there was currently a page for each committee and that the terms of reference for committees would also be displayed. However, work was being undertaken to develop further pages to enable website users to view information on Scrutiny thematically, rather than requiring knowledge of the structure of Scrutiny. The Sub-Committee was advised that emphasis would therefore be placed on detailing how the public could get involved and engage better with Scrutiny.

Members commented that:

- the project was important, as many people were not aware of the role of Scrutiny;
- it was important to ensure that members of the public who did not have access to the internet would be able to access the information via Harrow People and local papers;
- Members should be aware of the work of other Sub-Committees, as there were many crosscutting issues. It was felt that the Members' newsletter should be a regular item and that it should be available in both hard copy format and on the intranet;
- Harrow People should be used to publicise Scrutiny's function. A general article on Scrutiny followed by an article on a Sub-Committee, with subsequent articles focusing on different Sub-Committees, was suggested. Members highlighted the importance of the information being easy to read and succinct, and suggested it be produced in a supplement.

RESOLVED: That the above be noted.

204. **Harrow Strategic Partnership Scorecard:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which provided an update on the work undertaken to develop performance management arrangements within the Harrow Strategic Partnership (HSP).

An officer advised that the Local Area Agreements (LAA) had just been agreed. He emphasised that performance management had been a priority for approximately a year and that there was a desire to see a greater sharing of information between partners and increased accountability.

The officer advised the Sub-Committee that:

- the Chair of the HSP working group, Andrew Morgan, was from outside the Council. Members commented that this was positive;
- the questionnaire included in the report had been circulated the preceding week;
- initial performance reporting would be put in place to report on the LAA in a balanced scorecard. This would then be extended to areas of the community strategy not presently covered by the LAA. In the future there would be a scorecard for each management group and they would be similar in appearance to the Council's strategic performance reports; and
- the next step would be to consider what other areas should be measured.

A Member commented that the HSP was not understood by many Members as well as members of the public. In response to a request for performance measures to include the degree of recognition attributed to the HSP, the officer advised that a quality of life survey was about to be re-commissioned by the HSP. Questions relating to the extent to which the HSP was recognised could be included in the survey and the response fed into the scorecard. A Member commented that Scrutiny could also consider this issue.

Members commented that it was important to keep the monitoring system as simple as possible, and to show the link between Council, its partners and Scrutiny.

In response to a Member's query regarding the process if an area was found to be performing poorly, it was advised that opportunities for following up on poor performance had been enhanced by the LAA, as for the first time there would be a sum of money at stake dependant on performance. The LAA should be worth £6.5 million, which included money that was allocated in advance and reward money that would be allocated if targets were met. The officer advised that primary indicators were the initial source of information for performance data.

During the discussion on the report, the following issues were raised:

- a Member highlighted that it would be important for different agencies including the Local Authority and the police to work together;
- an officer commented that the Crime and Justice Bill would increase the role of Scrutiny and scorecards would be needed;
- in response to a Member's comment that there was a need to publicise the LAA and that many elected Members did not appreciate its significance, the Sub-Committee was advised that a press release would be sent out the following day.

The Chair requested that the Sub-Committee be kept updated of progress relevant to the HSP.

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

(2) the Sub-Committee be kept updated of progress relating to the Harrow Strategic Partnership (HSP).

205. **Annual Report of the Overview and Scrutiny Committee:**

Further to Recommendation 1 above, the Sub-Committee discussed the Chair's draft report further. In response to a query from a Member in relation to the information provided under the sub-heading 'statutory obligations' on page 3 of the officer report, and on what link there would be between the Safer Harrow Management Group and Scrutiny to enable feedback from Scrutiny to reach the Group, an officer advised as follows:

- under the provisions of the Police and Justice bill, if enacted, the Sub-Committee would be able to hold the Safer Harrow Management Group to account and partners would be required to respond to recommendations from scrutiny and report back on action taken or the reasons for not acting;
- the development of performance management arrangements for the Safer Harrow Management Group could be reported to the Sub-Committee;
- there was potential for the co-option of a non-voting advisor to the Sub-Committee to support scrutiny of the Crime and Disorder Reduction Partnership (CDRP).

Members discussed the possibility of co-opting a member of the Safer Harrow Management Group on to the Sub-Committee. The officer suggested someone in a community safety role such as the Head of Community Safety.

Members commented that:

- In the past, departmental officer support had been provided on an ad-hoc basis and an appointed non-voting advisor would enable continuity.
- It would be helpful if regular reports from the Safer Harrow Management Group or the minutes of the Group's meetings were included on the Sub-Committee's agenda.

RESOLVED: That the above be noted.

206. **Reducing Fear of Crime Scrutiny Review:**

The Sub-Committee considered a report of the Director of People, Performance and Policy, which detailed the recommendations of the scrutiny review group on reducing the fear of crime in Harrow.

An officer advised that consultation on the report had been undertaken with the police, chief officers and Portfolio Holders. Many constructive comments had been received and, as a result, the Chair was proposing that the Sub-Committee agree a number of amendments to the report.

Members considered the report to be positive and accepted the amendments detailed in the covering report.

Members requested that the new Recommendation 13 be amended to convey the Sub-Committee's support for improved staffing at railway stations. This was felt to be important as crime was still taking place at stations despite the presence of CCTV at many of them, and it was considered to be important to have staff available to monitor CCTV footage as well as a physical presence at stations.

In response to a Member's query regarding the process once the Sub-Committee had made its recommendation to Cabinet, the officer advised that it was her understanding that an action plan would come back to the Sub-Committee for consideration at a future meeting.

RESOLVED: That (1) the report of the Scrutiny Review Group be approved;

(2) the amendments to the recommendations as agreed by the Chair of the Review Group, arising from consultation subsequent to the agreement of the report by the Review Group, be approved;

(3) the report be referred to Cabinet and the Safer Harrow Management Group;

(4) the publication and dissemination of the report be agreed; and

(5) officers be requested to provide a report on progress in 2006/07.

[REASON: To provide Cabinet with the opportunity to influence the development of future approaches for tackling Fear of Crime] .

207. **Crime and Disorder Act Review Recommendations:**

An officer introduced a report of the Head of Community Safety Services, which advised the Sub-Committee of the probable implications for Scrutiny arising from the implementation of recommendations attached to the Crime and Disorder Act Review.

The officer advised that the role of Scrutiny would increase to include scrutinising external agencies if the Police and Justice Bill was passed by Parliament. He advised that Members would be required to actively deal with and champion issues within their wards. This marked a change for all Members and not only for those involved with Scrutiny as it placed a responsibility upon them to ensure that the issues identified were pursued and dealt with. Where issues could not be resolved on a local basis, Local Authority Scrutiny Committees would be required to look at these cases where a broader response would be required, to identify key issues and to ensure action was taken.

The Sub-Committee was referred to page 65 of the report and advised that the changes in relation to delivery would mean that Scrutiny would be able to monitor both six monthly and annual reviews and strategies. The officer also advised that amongst all the partner agencies, the Overview and Scrutiny Committee would be the body expected to ensure that appropriate action had been taken by local agencies.

In response to a Member's query regarding funding for the proposals, the officer advised that the cost of proposals was difficult to estimate. However, a targeted audit including hard to reach groups and the requirement for Crime and Disorder Reduction Partnerships (CDRPs) to undertake strategic assessments at least every six months could cost a significant amount of money. On all previous occasions the formal audits had been funded via the Home Office but the position for future audits was not known at this time.

The officer clarified that the proposals meant that where individual Members had been unable to resolve a particular issue, there would be a process for them to raise the issue via the Overview and Scrutiny Committee.

In response to some Members expressing their concern over the possibility of a legal challenge due to obligations being placed upon them, the officer advised that training would be provided for Members, and that they would be supported if required to engage directly with the public. A Member emphasised that he considered it important that support be provided in addition to training, as well as clear practical guidance with examples of key potential cases. The officer advised that if a resident were not satisfied with an outcome, he could refer the matter to the Executive of Council and that the Member could be investigated, but the subsequent process had yet to be determined.

Members commented that responsibilities would be divided between the three Members in each ward, and that the distinction between Scrutiny and the Executive appeared unclear.

The officer concluded that he viewed the possible changes as positive and that Members would have the opportunity to obtain an insight into issues, which would help inform their perceptions. He emphasised that the changes were currently at an early stage but it was expected that new legislation would probably be passed by the summer.

RESOLVED: That the probable implications for Scrutiny arising from the implementation of the recommendations attached to the Crime and Disorder Act Review be noted.

(Note: The meeting having commenced at 7.33 pm, closed at 9.37 pm)

(Signed) COUNCILLOR KEEKIRA THAMMAIAH
Chair

AUDIT
COMMITTEE

REPORT OF AUDIT COMMITTEE

MEETING HELD ON 29 MARCH 2006

Chair: * Councillor John Cowan

Councillors: * Branch * Mark Ingram
* Idaikkadar * Mrs Kinnear (2)

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

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

94. **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 Romain	Councillor Mrs Kinnear

95. **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.

96. **Arrangement of Agenda:**

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

97. **Minutes:**

RESOLVED: That the minutes of the meeting held on 26 January 2006, having been circulated, be taken as read and signed as a correct record.

98. **Public Questions:**

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

99. **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).

100. **Deputations:**

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

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

To note that no references were received from Council or other committees at this meeting.

102. **Internal Audit Work Plans 2006/07-2008/09:**

Members considered a report of the Director of Financial and Business Strategy, which detailed the proposed Internal Audit plans for the next three financial years.

In response to a Member's query regarding whether the programme was achievable, an officer advised that the plan was based upon the current establishment of staff. In the event that there was a change in resource, for example due to staff leaving and a post not being filled, the programme would not be achievable.

The Committee was advised that 2007/08 would be the first year that Internal Audit would be required to test the new finance systems that were part of the Business

Transformation Partnership (BTP) on behalf of the external auditors. This would involve diverting resources and was a priority area of the plan.

A Member stated that he would not wish anything to be cut from the programme in 2006/7 and sought assurances that resources would be in place to deliver the audit programme and fulfil the internal finance functions. He noted that the Business Transformation project would be the biggest project managed by the Council, and stressed the importance of ensuring that sufficient resources would be in place to oversee the project and ensure its effective delivery.

The Chair stated that he felt strongly that any future staff vacancies in Internal Audit should be filled as a matter of priority.

Members requested that officers make them aware of any risks as soon as they were identified via regular progress reports to the Committee throughout the year.

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

(2) Cabinet be advised of the Committee's concern regarding the provision of adequate Internal Audit resources to achieve the work plans, and note that priority should be given to filling any vacancies that arose.

103.

Annual Audit and Inspection Letter:

Members discussed a report of the Director of Financial and Business Strategy, which presented the External Auditors' Annual Audit and Inspection Letter for 2004/05. The Committee was advised that the plans had been reported to Cabinet and to the Overview and Scrutiny Committee.

The external auditors, who were in attendance, advised that there had been improvements in relation to risk management, but further embedding would be required. They advised that there had also been improvement in the areas of grants claims and returns, and financial accounting and reporting.

In response to a Member's query regarding the effect of the abolition of the Best Value Advisory Panel, the external auditors advised that the Council should have in place a proper performance management process, but it was not possible to comment upon this in detail. An officer stated that Harrow was putting in place a robust VFM framework to replace Best Value and confirmed that consideration would be given to performance and cost, and areas for review would be identified. She also referred to the role Overview and Scrutiny now played in this area.

During discussion on the report, the following issues were raised:

- The 2005/6 year end process coincided with the 2006/7 implementation of a new finance system. The external auditors had no detailed analysis of the adequacy of resources for the implementation of the new system or the BTP project.
- The Committee should have had access to the external auditors' letter at an early stage although Members appreciated this could be difficult due to timing, and was not a specific expectation of the external auditors.
- Members were advised that the amount of bad debt provision had been increased following the October Audit Committee meeting and had been reflected in the accounts.
- In relation to pension deficit and liabilities, Members were advised that different factors influenced their calculations and that financial markets also had an impact.

The Chair commented that the delay in the external auditors signing off the accounts had made it appear publicly that there had been an internal delay. The external auditors confirmed that it had been up to the Council to form a view on whether the accounts were final before handing them over to the external auditors. Subsequently the auditors had raised a number of queries, which had delayed the sign-off whilst further information was sought.

In response to concern raised by Members in relation to 'slow progress in implementing Internal Audit recommendations' (paragraph 43 of the report), officers advised that an improvement plan had been set up and that good progress had been made towards addressing the issues.

The Chair formally thanked the external auditors, officers and Members for their contribution and efforts.

RESOLVED: That the recommendations of the Annual Audit and Inspection letter be noted.

104. **Audit and Inspection Plan for 2006/07:**

The Committee considered a report of the Director of Financial and Business Strategy, setting out the draft Audit and Inspection Plan for 2006/07 produced by the Audit Commission and Deloitte and Touche LLP, which identified key risk areas.

The Executive Director (Business Development) advised that officers had given feedback on the draft report to the Audit Commission, in which they had stated that they considered the overall cost for the Audit work to be too high. Members were also informed that the budget had been set before officers had been notified of the increase in the costs.

The external auditors advised that the main cause of the increase was the Joint Area Review and corporate assessment costs. The new financial system that was being put in place required the auditors to reengineer their audit approach. The increased costs would not be an annual feature and were based on the Audit Commission's fees. It was the external auditors' view that the proposed fee was reasonable.

Officers advised that the Joint Area Review would be a substantial piece of work requiring the involvement of multiple agencies on site for two weeks in November 2006.

In response to a Member's query regarding the basis upon which the fee was levied, the Committee was advised that the Council's low score in the area of financial reporting had affected the fee. However, there was scope for negotiation in relation to the fee.

Members requested that officers provide them with information on other Councils that had implemented the SAP financial system, and the impact this had on audit processes and fees.

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

(2) the Executive Director (Business Development) provide Members of the Committee with information on other Councils that had implemented SAP financials, and the impact this had on audit processes and fees.

(Note: The meeting, having commenced at 7.31 pm, closed at 9.00 pm).

(Signed) COUNCILLOR JOHN COWAN
Chair

THE CABINET,
EXECUTIVE SUB-COMMITTEES,
CABINET ADVISORY PANELS
AND
CONSULTATIVE FORUMS

CABINET

REPORT OF CABINET

MEETING HELD ON 16 MARCH 2006

Chair: * Councillor N Shah

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

* Denotes Member present
 † Denotes apologies received

PART I - RECOMMENDATIONS
RECOMMENDATION I - Key Decision - Children and Young People's Plan 2006-2009

The Executive Director (People First) introduced the report and advised that it replaced a number of statutory and non-statutory plans. The three-year Plan had required a significant level of consultation and was unusual in that it would not be assessed and did not require submission to any other body. She added that the final version of the Plan would include photographs and may contain some textual changes.

In response to a Member's question in relation to consultation with young people, the Executive Director (People First) advised that representative groups of young people had been consulted. She did acknowledge, in response to another Member's comment, that the Plan did not currently reflect Member involvement.

Resolved to RECOMMEND:

That the Children and Young People's Year Plan 2006-09 be approved.

Reason for Recommendation: The Children and Young People's Plan is a Statutory Plan (Children Act 2000) and replaced a number of statutory and non-statutory Plans. The Plan supported more integrated and effective services to improve outcomes for children, as set out in the Children's Act 2004, and identified where outcomes for children and young people needed to be improved and how and when these improvements would be achieved.

RECOMMENDATION II - Key Decision - Transport Local Implementation Plan (LIP)

The Executive Director (Urban Living) introduced the report, which set out the latest information on the preparation of the LIP and recommended that the final version of the document be submitted to the Mayor for London for approval.

The Executive Director (Urban Living) reported that this statutory Plan was the culmination of a year's work and extensive consultation with relevant stakeholders and groups. The feedback from the consultation was set out in the Cabinet Supporting Documents. The Executive Director (Urban Living) advised that the Plan pulled together all of the resourcing for the street scene and that it was projected that £100m would be spent over the next 5 years on this area. He added that a report would be submitted to Cabinet in April on the partnership arrangements for the delivery of the service.

The Portfolio Holder for Environment and Transport paid tribute to the work of officers and stakeholders, adding that the Plan demonstrated the Council's commitment to the public realm infrastructure.

Having noted and endorsed the changes to the LIP, and delegated authority to the Portfolio Holder for the approval of any further revisions to the Plan prior to and following Council on 27 April 2006, the amendment of the list of categories of health care workers and the criteria of those eligible for healthcare parking permits, it was

Resolved to RECOMMEND:

That the final Transport Local Implementation Plan be approved.

Reason for Recommendation: The LIP is a Statutory Plan prepared under section 145 of the Greater London Authority Act 1999 ("the GLA Act"). It set out Harrow Council's proposals for implementing the Mayor for London's Transport Strategy at local level.

(See also Minute 944)

PART II - MINUTES928. **Declarations of Interest:**

RESOLVED: To note that the following interests were declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
11. Bentley Priory	Councillor D Ashton	The Member declared a personal interest in that he owned a property neighbouring Bentley Priory. He would remain in the room whilst the matter was considered and voted upon.
	Councillor C Mote	The Member declared a personal interest in that his wife worked at a school that backed onto the site and whose Trustees had had meetings with the Battle of Britain Trust and Chief Executive of the Council in relation to the sale of the land. He would remain in the room whilst the matter was considered and voted upon.
20(c) Urgent Item – Grants to Voluntary Organisations 2006/07	Councillor Margaret Davine	The Member declared, during the course of the meeting, a prejudicial interest due to her involvement with Harrow Women's Centre and indicated that she would leave the room whilst this matter was considered and voted upon.

929. **Minutes:**

RESOLVED: That the minutes of the meeting held on 16 February 2006, having been circulated, be taken as read and signed as a correct record.

930. **Arrangement of Agenda:**

The Chair indicated that, with the agreement of Cabinet, he would be varying the order of business to enable consideration of an urgent item, 20(a) Arts Culture Harrow (ACH) – Vision for the Future, following item 6. This would enable both the Chair and the Interim Chief Executive of ACH to make a presentation to Members in advance of Cabinet's consideration of a Part II item in relation to this matter.

During the course of the meeting, Members agreed to consider two additional urgent items, 20(b) and 20(c), which had arisen due to recommendations from the Grants Advisory Panel meeting held on 8 March 2006, for the reasons set out on the second supplemental agenda.

A Member indicated that he wished to discuss Harrow Consortium for Special Needs, an item appearing on the Cabinet Information Circular under item 20, Any Other Urgent Business, due to a letter he had received that day from the Chief Executive of Harrow Mencap.

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

<u>Item</u>	<u>Reason</u>
21. Development Proposal	The report contained exempt information under Paragraphs 3 and 5 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the financial or business affairs of any particular person (including the authority holding that

information) and legal advice.

22. Arts Culture Harrow – Moving Forward
The report contained exempt information under Paragraphs 3 and 5 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the financial or business affairs of a particular person (including the authority holding that information) and legal advice.
23. Key Decision - Transfer of Playing Fields Adjoining St John's School Stanmore
The report contained exempt information under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the financial or business affairs of a particular person (including the authority holding that information).
24. Key Decision - Council Insurance Renewals 2006
The report contained exempt information under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the financial or business affairs of a particular person (including the authority holding that information).
25. Key Decision - Compulsory Purchase Order for the Rayners Lane Estate
The report contained exempt information under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information in relation to the financial or business affairs of any particular person (including the authority holding that information).

931. **Petitions:**

- (i) Councillor Burchell presented a petition containing 49 signatures which requested that the Council consider introducing a parking restriction time between 10.00 am and 11.00 am in Buckingham Road, Torbridge Close and Buckingham Gardens, Edgware, in order to stop commuters using these roads as a station car park.

RESOLVED: That the petition be received and referred to the Traffic and Road Safety Advisory Panel for consideration.

- (ii) Councillor D Ashton presented a petition containing 50 signatures, in relation to the car park accessed via the gates in the Middle Way, Wealdstone.

RESOLVED: That the petition be received and noted.

932. **Public Questions:**

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

1.

Questioner: Mr Pravin Seedher

Asked of: Councillor Phil O'Dell, Portfolio Holder for Environment and Transport

Question: 'TFL have identified 11 key areas including Harrow as targets for a new congestion zone using car tagging and overhead gantries to charge motorists from 30p to £1.20 for each mile travelled. As portfolio holder for Transport - reveal all that you know about this scheme in Harrow, specifically - is Harrow considered a target for a congestion zone, what are the timescales, likely charges and operating costs?'

[Note: Under the provisions of Executive Procedure Rule 15.4 the questioner asked a supplementary question which was additionally answered. The Portfolio Holder undertook to provide a written answer to both the written and supplemental questions].

933. **CSCI - Inspection of Social Care Services for Older People:**

The Chair welcomed Sandra Miller, the Lead Inspector, and Jean Harrison, Team Inspector, from the Commission for Social Care Inspection (CSCI) to the meeting. The Lead Inspector made a presentation outlining the role of CSCI, the methodology used during the inspection carried out between 21 November and 2 December 2005, and the strengths and areas for development of the six service standards. In summary, she advised that the inspection had found that Harrow met the needs of some older people with promising capacity to improve. The Lead Inspector thanked all those who had been involved in the inspection. In response, the Director of Community Care thanked the Inspectors for their presentation and drew Members' attention to the Council's initial response, indicating that it was work in progress.

The Lead Inspector, in response to a Member's comments, indicated that consideration had been given to areas where the Council may not have control of all of the issues and that there was recognition that delivery of some services was not within the Council's control. It had been recognised that the Council was only one part of a Partnership. The Lead Inspector confirmed that the Inspectors had also met with representatives of the Primary Care Trust (PCT) during the inspection.

Members welcomed the report and, in particular, the positive comments made by the Inspectors in relation to the hard work of the Council's staff.

RESOLVED: That the Commission for Social Care Inspection (CSCI) Inspection report be noted and the proposed improvement plan endorsed.

Reason for Decision: To note the outcome of the recent inspection of Social Care Services for Older People in accordance with Government Regulations. The proposed Improvement Plan provided an accountable framework for delivering required improvements and for the implementation of the CSCI report's recommendations.

934. **Urgent Item - Arts Culture Harrow - Vision for the Future:**

The Chair welcomed Mike Silvero, the Chair of Arts Culture Harrow (ACH), and Lesley McConnell, the Interim Chief Executive, to the meeting.

Members received a presentation outlining the ACH vision for the future. The Chair of ACH advised that there was a wish to strengthen the relationship between ACH and the borough and a need to tackle challenges, as well as increase income development and capacity. He paid tribute to the Trust's volunteers who assisted in keeping the staffing costs down.

Members thanked the ACH Chair and Interim Chief Executive for their presentation.

(See also Minutes 930 and 952).

935. **Strategic Performance Report Quarter 3 2005/2006:**

The Director of People, Performance and Policy introduced the report to the Performance Board and outlined the actions being taken. He highlighted the significant areas of progress during the third quarter and the areas requiring further work.

The Director of People, Performance and Policy advised that the main change to this quarter's report was the inclusion of commentary on Business Transformation Partnership issues.

A Member sought clarification in relation to Benefits Cards and was advised that whilst on track, they had not yet been submitted. The Director of People, Performance and Policy indicated that he would provide Members with an update on this issue outside of the meeting.

A Member questioned the position in relation to the expected savings of £430,000 on procurement in 2005/6. The Director of Financial and Business Strategy advised that approximately £50,000 had been achieved against a target of £432,000 and that the balance would be carried forward into 2006/07. In response, the Member requested that an updated summary be circulated to Cabinet Members.

The Executive Director (People First) indicated that she was pleased to see the improvement in People First in terms of Performance Management that had been achieved by her Directors and their teams during her first year in post.

Members expressed their thanks to all staff involved in achieving the improvements in service.

RESOLVED: That the Performance Report and the actions being taken be noted.

Reason for Decision: It had previously been agreed that Cabinet would receive a quarterly monitoring information report in its role as Performance Board. The Strategic Performance report enabled Members to form a coherent strategic view of the Council's performance in achieving corporate priorities and to provide leadership on performance management.

936. **Forward Plan 1 March - 30 June 2006:**

RESOLVED: To note the contents of the Forward Plan for the period 1 March – 30 June 2006.

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

RESOLVED: To note that no reports had been received.

938. **Development Proposal:**

The Director of Strategic Planning introduced the report, which had been prepared following discussions with Kodak, and drew Members' attention to the Part II report, which set out the risks to the Council.

A Member expressed his thanks to all those involved in the preparation for the proposals.

RESOLVED: That (1) officers be authorised to negotiate for the purchase of surplus land from Kodak;

(2) the expenditure of up to £150,000 for external legal and professional advice to support the negotiations for the 2006/07 financial year, from within the approved capital programme provision be authorised.

Reason for Decision: This action would take forward a number of the Council's corporate priorities. It would enable the Council to take a proactive role in encouraging the regeneration of Wealdstone, ensuring the land stayed in employment use, provided opportunities to develop an incubator for new businesses and move on space and reinforced Kodak's decision to stay in the Borough.

(See also Minutes 930 and 951).

939. **Bentley Priory:**

The Director of Strategic Planning introduced the report, which sought support for the preparation of a Masterplan for the Bentley Priory site.

RESOLVED: That (1) a Masterplan for the Bentley Priory site be prepared, in partnership with the Battle of Britain Trust, and

(2) up to £25,000 be contributed towards the above-mentioned work.

Reason for Decision: To ensure that the future of Bentley Priory accorded with the Council's aspirations and to guide the development of this important site to meet Council and community objectives.

(See also Minute 928).

940. **Counter Fraud and Corruption:**

The Interim Director of Business Services introduced the report.

RESOLVED: That (1) the revision of the Counter Fraud and Corruption policy be approved;

(2) the division of roles and responsibilities between Internal Audit and the Corporate Anti-Fraud Service be approved;

(3) the Authority of the Corporate Counter Fraud Team be approved;

(4) the update to the Corporate Anti-Fraud Resource Plan be approved;

(5) the introduction of a formal Corporate Anti-Fraud Risk Assessment programme be approved;

(6) the introduction of a Corporate Anti-Fraud Awareness Training Programme be approved;

(7) the draft Policy relating to Money Laundering be noted, and it be agreed that the Portfolio Holder for Business Connections and Performance be delegated authority to approve the final version of the document in consultation with the other Groups;

(8) any amendments to the Financial Regulations be recommended to Council for approval.

Reason for Decision: To improve financial management and to assist in maximising the Council's Use of Resources Assessment.

941. **Income Collection:**
The Interim Director of Business Services introduced the report and highlighted the changes to the Policies.

In response to a question from a Member in relation to the possibility of selling old debts to agents, the Interim Director of Business Services undertook to consult other London Authorities and to advise Members accordingly.

RESOLVED: That (1) the debt recovery policies attached to the report of the Interim Director of Business Services be approved;

(2) the rate card for bad debt provisions be approved;

(3) the actual debt outstanding relative to the actual provision, the proposed write-offs and the respective roles of the new centralised Accounts Receivable Team and the budget holder be noted;

(4) the proposed changes to the financial regulations and amendment to the Constitution be noted;

(5) the proposals for future performance reporting be noted;

(6) the proposals for making bad debt provisions in the future be approved.

Reason for Decision: To improve financial management.

942. **Key Decision - Children and Young People's Plan 2006 - 2009:**
(See Recommendation I above).

943. **Community (Extended Schools) Rollout:**
The Director of Learning and Community Development introduced the report, which followed on from Cabinet's decision in December 2005 to extend the Community Schools Programme. Officers were satisfied that the Nower Hill Cluster was now ready for rollout.

RESOLVED: That the proposal from the Nower Hill cluster for developing the Community (extended) Schools approach be approved.

Reason for Decision: This decision was in line with the previous decision of Cabinet to extend the community schools programme as it was within the Council's Corporate Priorities for strengthening communities, impact through partnerships and developing Harrow as a true learning community.

944. **Key Decision - Transport Local Implementation Plan (LIP):**
(See also Recommendation II).

The Executive Director (Urban Living) introduced the report, which set out the latest information on the preparation of the Local Implementation Plan (LIP) since approval of the consultation draft. It was recommended that the final LIP be approved and submitted to the Mayor for London for approval.

Having recommended the approval of the Plan to Council, it was

RESOLVED: That (1) the changes to the draft Local Implementation Plan, following the results of public consultation as summarised and set out in Appendix 1 to the Executive Director (Urban Living) report, be noted and endorsed;

(2) the Portfolio Holder for Environment and Transport be delegated authority to approve any further revisions to the LIP prior to and following submission to the Mayor for London;

(3) the Portfolio Holder for Environment and Transport be delegated authority to amend the list of category of health care workers and the required criteria for those eligible for healthcare parking permits as outlined in the Parking and Enforcement Plan in the LIP document.

Reason for Decision: The LIP addressed the Council's obligations under the GLA Act to prepare a plan to implement the Mayor for London's Transport Strategy.

945. **Key Decision - Local Development Framework - Preparation of a Joint Waste Development Plan:**

The Executive Director (Urban Living) introduced the report which set out progress on developing the approach to joint working on a Waste Development Plan Document (DPD) first set out in the 2005 Local Development Scheme. The joint approach would enable the costs of the Plan to be spread across boroughs.

In response to a Member's question, the Executive Director (Urban Living) confirmed that none of the Plants required for this proposal would be located within Harrow but that there would be facilities in close proximity to Harrow's border. However, none of these Plants would be combined heat and power units.

RESOLVED: That (1) the progress being made with regard to the preferred approach to joint working on Waste planning within the Local Development Framework be noted;

(2) the commitment to the production of a Joint Waste Development Plan document be confirmed.

Reason for Decision: Committing the Council to the production of a joint waste DPD should maximise the chances of producing a robust, defensible document that best complements other documents in the Local Development Framework (LDF). A joint waste DPD, once adopted, should result in achieving more sustainable waste management in West London across all waste streams, and facilitate the effective implementation of a Joint Municipal Waste Management Strategy.

946. **Key Decision - Compulsory Purchase Order for the Rayners Lane Estate:**

The Executive Director (Urban Living) introduced the report and advised Members that there was also a Part II report which provided additional information in relation to the properties. Members noted that an amended appendix 1 had been circulated on the supplemental agenda.

RESOLVED: That (1) Compulsory Purchase Orders be made under Section 17(1)(b) of the Housing Act 1985 to acquire all estates and interests in the properties on the Rayners Lane Estate listed in the Schedule of the Rayners Lane properties annexed to the report of the Executive Director (Urban Living) and shown on the Plan 10101 and 1010/1 for the purpose of the provision of housing accommodation for the reasons outlined in the report, subject to the Home Group Ltd reimbursing all the costs and expenses incurred by the Council in undertaking the compulsory acquisitions;

(2) the Executive Director (Urban Living) be authorised to approve the Plan to be annexed to the Compulsory Purchase Order delineating the exact boundaries of the properties in the Schedule of Rayners Lane properties referred to in (1) above, the Plan to be entitled Plan referred to in the London Borough of Harrow (Rayners Lane Scheme) Compulsory Purchase Orders 2006;

(3) the Executive Director (Urban Living) be authorised to vary the Schedule of Rayners Lane Properties to remove any properties or interests purchased by agreement by the Home Group Ltd prior to the Compulsory Purchase Order being made;

(4) the Director of Legal Services be authorised to appoint external solicitors to undertake, on behalf of the Council, the legal work as appropriate relating to the making of the compulsory purchase order and the compulsory acquisition procedures;

(5) the Executive Director (Urban Living) be authorised to appoint referencing agents to undertake, on behalf of the Council, appropriate work in connection with the compulsory acquisition procedures;

(6) the Director of Legal Services be authorised to make and seal the Compulsory Purchase Order and to submit them for confirmation to the First Secretary of State and Deputy Prime Minister;

(7) the Director of Legal Services be authorised to sign all notices in connection with the Compulsory Purchase Order and, if objections are received, make arrangements for Public Inquiries and take all action in connection with the Inquiries, including the appointment of Counsel;

(8) the Director of Legal Services make one or more General Vesting Declarations under the Compulsory Purchase (Vesting Declarations) Act 1981 in the event of the Compulsory Purchase Order being confirmed and/or serve notices to treat and notices of entry and to take all other requisite steps pursuant to the compulsory acquisition procedures to obtain possession of properties if it is considered appropriate to do so, and to deal with any compensation issues, if necessary by way of reference to the Lands Tribunal;

(9) all properties acquired by the Council pursuant to the compulsory acquisition procedures be transferred to the Home Group Ltd in accordance with the terms of the Rayners Lane Transfer documentation and otherwise on terms to be approved by the Executive Director (Urban Living).

Reason for Decision: To obtain authority to make a Compulsory Purchase Order under the Housing Act 1985 for 41 properties on the Rayners Lane Estate to ensure that the regeneration and redevelopment programme could proceed to the timescales agreed with residents.

(See also Minutes 930 and 955)

947. **Green Belt Management Strategy:**

The Executive Director (Urban Living) introduced the report and sought approval to the Green Belt Management Strategy. Members noted that an appendix detailing the capital costs had been circulated on the supplemental agenda.

The Executive Director (Urban Living) drew Members' attention to the Council's ten strategic priorities in relation to the Green Belt. Members welcomed the report but one Member expressed concern about the Council's ability to progress the strategy due to resources. The Executive Director (Urban Living) advised that there would be some initial capital investment in 2006/7 and the opportunity to obtain section 106 funding.

The Portfolio Holder for Planning, Development and Housing emphasised the importance of the strategy and the need to allow and encourage further public access to the Green Belt. Members thanked officers for their work on the strategy.

RESOLVED: That (1) the report and recommendations of the Green Belt Management Strategy be endorsed;

(2) the policy for Council to consider securing Section 106 contributions to support and enable the implementation of the Green Belt Management Strategy when appropriate development proposals were brought forward in the Green Belt be endorsed;

(3) further work be undertaken on the financial model once the Medium Term Budget Strategy had been approved.

Reason for Decision: Benefits arising from the development approval of Harrow's Green Belt Management Strategy included the identification of key areas that needed investment to improve the quality and accessibility of the Green Belt, it responded to residents and stakeholders needs, more appropriately targets resources, and worked towards protecting and effectively managing a valuable resource in Harrow.

948. **Urgent item - Review of Community Premises:**

Members received a report from the Director of Financial and Business Strategy in relation to a recommendation made by the Grants Advisory Panel at their meeting on 8 March 2006.

A Member expressed concern that the officer report considered by the Grants Advisory Panel was not before Cabinet for consideration.

The Portfolio Holder for Communications, Partnership and Human Resources moved an amendment and it was

RESOLVED: (1) To note the submission and report made by the Chair of the Review of Community Premises;

(2) that further analysis and research of the issues raised in the reports and recommendations be undertaken;

(3) that technical feasibility studies and detailed analysis of financial implications be undertaken in order to prepare a business plan;

(4) that there be full consultation with members of the voluntary and community sector prior to the finalisation of recommendations.

Reason for Decision: To take the Review forward.

[Councillors D Ashton and C Mote wished to be recorded as having abstained from voting on this item as the officer report considered by the Grants Advisory Panel had not been available at the meeting].

(See also Minute 930).

949. **Urgent item - Grants to Voluntary Organisations 2006/07:**

Members considered a report of the Director of Financial and Business Strategy which had been prepared as a result of recommendations made by the Grants Advisory Panel at their meeting on 8 March 2006.

The Director of Financial and Business Strategy confirmed that there was an error appearing in the text of Appendix 1 to her report in relation to Harrow Women's Centre.

RESOLVED: That the 'in principle' decisions on grant funding and grants-based service level agreements, as set out in Appendix 1 to the report of the Director of Financial and Business Strategy be approved, subject to the correction of the text in relation to the Harrow Women's Centre.

Reason for Decision: To enable the allocation of funding to voluntary organisations in 2006/07.

[Note: Councillor Margaret Davine indicated a prejudicial interest in this item due to her involvement with Harrow Women's Centre and indicated that she would leave the room. However, an issue regarding the entry for that organisation detailed on Appendix 1 to the officer report was resolved before she could leave the room].

(See also Minutes 928 and 930).

950. **Urgent Item - Harrow Consortium for Special Needs:**

In response to a Member's request for clarification on the position in relation to Harrow Consortium for Special Needs, the Chair advised that he understood that Members had received a letter from the Chief Executive of Harrow Mencap in relation to the item appearing on the Cabinet Information Circular. He indicated that he had advised the Chief Executive of Mencap of the purpose of the Information Circular.

The Portfolio Holder for Health and Social Care advised that there had been no decision in relation to the Consortium and that officers had advised the Chief Executive of Mencap that his contractual arrangements were with the Consortium.

(See also Minute 930).

951. **Development Proposal:**

Members considered a confidential report of the Director of Strategic Planning in relation to the development proposal. Members had also considered a public report on this item earlier in the Agenda.

RESOLVED: That the risks detailed in the report of the Director of Strategic Planning be noted.

Reason for Decision: To enable the risks associated with the proposal to be considered and noted.

(See also Minutes 930 and 938).

952. **Arts Culture Harrow - Moving Forward:**

Members considered a confidential report of the Director of Learning and Community Development in relation to Arts Culture Harrow (ACH).

An amendment was proposed by the Education and Lifelong Learning Portfolio Holder and it was

RESOLVED: That (1) option 1, as set out in the report of the Director of Learning and Community Development, be adopted, subject to ACH providing evidence to the Council that its governance responsibilities were being fulfilled in line with legal and statutory requirements and that this was reflected in its strategic plan;

(2) officers be instructed to explore the possibilities raised in option 4 detailed in the report of the Director of Learning and Community Development and to report back to Cabinet.

Reason for Decision: To enable the Council to make an informed in principle decision on the future provision of its arts and museums service.

(See also Minutes 930 and 934).

953. **Transfer of Playing Fields Adjoining St John's School, Stanmore:**
Members considered a confidential report of the Director of Strategy (People First) in relation to the transfer of playing fields adjoining St John's School, Stanmore.

RESOLVED: To dispose of the property detailed in the report of the Director of Strategy (People First) to St John's School (the Diocese of London – Board for Schools) and as set out in option 3, on compensation terms to be approved by the Executive Director (Urban Living).

Reason for Decision: To allow the transfer of a playing field following the merger of two Church of England Schools in accordance with the policy and requirements of the Department for Education and Skills.

(See also Minute 930).

954. **Council Insurance Renewals 2006:**
Members considered a confidential report of the Director of Financial and Business Strategy in relation to the Council's Insurance Renewals 2006.

RESOLVED: That (1) the acceptance of insurance contracts with Risk Management Partners for a period of up to 3 years be approved;

(2) a virement of £327,000 between the premium budget and the contribution budget in 2006/7 be approved.

Reason for Decision: To enable officers to enter into new insurance contracts. Insurance was an essential safeguard for the Council's financial risk exposures.

(See also Minute 930).

955. **Key Decision - Compulsory Purchase Order for the Rayners Lane Estate:**
Members considered a confidential report of the Executive Director (Urban Living) noting that they had also considered this item in public. Members noted that an amended appendix had been circulated on the supplemental agenda.

RESOLVED: That the information contained in the report be noted.

Reason for Decision: To enable additional information in support of the decision set out in the accompanying public report to be noted.

(See also Minutes 930 and 946).

956. **Extension and Termination of the Meeting:**
In accordance with the provisions of Executive Procedure Rule 22.2 (Part 4D of the Council's Constitution), it was

RESOLVED: (1) At 9.56 pm to continue until 10.15 pm;

(2) at 10.15 pm to continue until 10.30 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.20 pm).

(Signed) COUNCILLOR NAVIN SHAH
Chair

CONSULTATIVE
FORUMS

**TENANTS' AND LEASEHOLDERS'
CONSULTATIVE FORUM****2 MARCH 2006**

Chair: * Councillor Currie

Councillors: * Margaret Davine * Knowles
* Mary John (2)

* Denotes Member present

(2) Denotes category of Reserve Member

Tenant and Leaseholder Representatives

Representatives from the following Associations were in attendance:-

Alexandra Avenue Tenants' and Residents' Association
 Antoney's Close Tenants' and Residents' Association
 Brookside Close Tenants' and Residents' Association
 Cottessmore Tenants' and Residents' Association
 Eastcote Lane Tenants' and Residents' Association
 Harrow Federation of Tenants' and Residents' Association
 Miscellaneous Properties Residents' Association
 Woodlands Community Association

(In total, 13 representatives were in attendance.)

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Leasehold Services**

The Forum received a report of the Executive Director (Urban Living), outlining plans to revise the structure of leasehold services, and to apply a new tariff to its administration. The Forum heard that tenants, through the Housing Revenue Account (HRA), currently subsidised services provided to leasehold properties, compensating for shortfalls in funding, stemming from the existing scheme of charges. Officers suggested that the Forum recommend to Cabinet a revision in these charges in line with the proposals listed in the report.

Officers reported that service charge arrears in this area currently stood at £514,280, of which £125,933 was deemed to be 'historic' or old debt, and £93,900 of which could potentially be written off. The Forum heard that this debt was difficult to recover owing to leaseholders selling properties before disputes had been resolved, and that pursuing such debts through the judicial system was costly.

Members of the Forum expressed concern that leaseholders were not receiving invoices for works on a regular annual cycle, and that delays in this area contributed to the difficulty in collecting service charges. Supporting this, officers told the Forum that plans to retain the specialist Leasehold Services Team would mean that this would be monitored more effectively in future, and that efforts were currently underway to ensure that costs incurred were invoiced to leaseholders at the point at which the service had been provided and would include revised payment plans to ensure ability of leaseholders to pay the charges.

In response to a Member's question regarding the financial implications of writing off service charge arrears to leaseholders, the Forum was informed that the HRA budget would cover the cost. Regarding accuracy in the amount of debt to be written off, officers offered to confirm the levels to a future meeting. Concerns were also raised over the level of re-charge to tenants and leaseholders, which included contractors' costs and omitted the costs of the Council in undertaking the necessary works. Officers concurred with this, and stated that they would ensure that costs for managing and delivering the works would be re-charged.

Representatives of the Tenants' and Residents' Associations asked that they continue to be informed of scheduled works.

Resolved to RECOMMEND: (to Cabinet)

That future policy for the management of the Council's leasehold residential properties be approved and in particular that:

- (i) major works be invoiced separately;
- (ii) a separate management fee be levied against major works accounts to cover the fees in relation to all of the work carried out by the Asset Management and Design and Build Teams;
- (iii) a separate management fee for major works, to be quantified but currently envisaged to be 15%, be introduced; and
- (iv) all consultancy fees be recharged.

PART II - MINUTES

271. **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 Mary John

272. **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.

273. **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>
14. Leasehold Services	Production of the report was delayed owing to the need to include information from the 'Right to Buy and Leaseholder Management Exhibition', held on 6-7 February 2006. This exhibition contained details of local best practice relevant to the report. Members were requested to consider this item as a matter of urgency.

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

274. **Minutes:**

RESOLVED: That the Chair be given authority to sign the minutes of the meeting held on 5 January and 18 January 2006, those minutes having been circulated, as a correct record of that meeting, once printed in the Council Bound Volume.

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

The Forum considered a report of the Executive Director (Urban Living), which set out progress made on issues raised at the meeting held on 5 and 18 January 2006.

Eastcote Lane Estate

A representative of Eastcote Lane Tenants' and Residents' Association reiterated concerns that they were not informed of works to remove cobbles and replace them with concrete. Officers responded that they reserved the right to conduct work on health and safety grounds without prior notice, but stated that they would endeavour to inform Associations of scheduled work in future.

Petitions

A representative stated that information provided by the Council relating to the petition regarding dangerous dogs at Jordan Close had been misleading. Having spoken with the police, the representative stated that they had been advised it was not solely a police matter. Officers responded that they were seeking a date for a Court injunction, which would be confirmed shortly. They added that they would contact petitioners with further information once they knew this date. Members requested that they also be kept informed.

Tenants' and Residents' Associations

In addition to a list of existing Tenants' and Residents' Associations (TRAs) circulated at the meeting, officers informed the Forum that they were working to develop new TRAs as documented in the report.

Representatives queried the criteria set out to qualify as a TRA, citing the small membership and limited activity of some associations. Officers responded that whilst there were currently no definite criteria for TRA qualification, they were working to establish this more concretely, and to revitalise existing TRAs.

Matters Raised by the Harrow Federation of Tenants' and Residents' Associations

It was reported that an officer from the New Harrow Project Team would be present at Estate inspections in the new Municipal Year.

Minor Estates Improvement Performance and Programme for Future Years

The Forum heard that a hedge obstructing pavements had not yet been dealt with. Officers undertook to ensure that this would be addressed.

Access to Committee Rooms

The Chair informed the Forum that he would contact the resident concerned with a response.

Grounds Maintenance

The Forum heard the following:

- that issues surrounding wheelchair access in the Woodlands area had been resolved;
- that damage to grass verges by sanitation vehicles was being investigated by the Urban Living Infrastructure Group;
- officers had been alerted to the dumping of grass in Pinner Hill;
- pilot sites for the recycling scheme for flats had been identified;
- that an Estate Liaison Officer had been sent out to inspect the site of flooding in the Cottesmore area.

Capital Programme

Members were informed that some properties in Brookside Close were to be surveyed in the next round of the condition survey. Officers stated that the properties sampled in the original survey had not been representative of the condition of all properties in the area, and that additional surveys were being arranged accordingly. Responding to a query regarding TRA involvement in the survey process, officers commented that they welcomed TRA input, but that this could not be included too early, as this would bias the survey's methodology.

The Forum also heard that whilst officers were currently experiencing problems with the readability of recent data, action was being taken to remedy this.

Options Appraisal

Officers clarified that the gap between available resources and the resources required to meet the Decent Homes Standard by 2010 was £7.185 million.

A Member queried the total cost of the project and officers agreed to respond in writing to the Member.

Matters Raised by Cottesmore Tenants' and Residents' Association

Regarding the issue of protected trees damaging a Church in the area, Officers told the Forum that they required further details from a representative of Cottesmore TRA to progress the matter.

In response to a representative's query as to the likely timescale of the trees being dealt with, officers stated that the next phase of work, including tree maintenance, was due to start in April 2006. A resident queried the delay in replying to the original complaint, a response to which was still to be received. Officers agreed to respond to the resident and the Chair with more details. Officers also agreed to look into similar complaints lodged in the Brook and Cottesmore estates.

A Member queried which budget funded works of this kind, when conducted on Health and Safety grounds. Officers responded that works were funded from the Grounds Maintenance budget.

RESOLVED: That the report be noted.

276. **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).

277. **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).

278. **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).

279. **Internal Decorations Programme:**

The Forum received a report of the Executive Director (Urban Living), detailing the internal decorations programme, its funding and the existing internal decoration policy.

The Forum heard that owing to constraints on the budget, allocated from the HRA, the internal decorations programme was lower in priority than works considered relevant to Health and Safety or maintenance. No works under the programme were currently scheduled until 2007/8.

Members of the Forum queried the appropriateness of the policy behind the programme, which stipulated that only those over retirement age residing in a one-bedroom property would be eligible for the scheme. Residents raised concern that disabled tenants might suffer under this arrangement. Officers accepted that the policy needed adjusting, and stated that they were looking to undertake a review accordingly. A resident queried why works under the programme were fixed as a package, and did not allow for piecemeal decoration as required. Officers responded that they would examine this issue.

A Member queried the reason behind the report's claim that the programme had overspent in 2003/4. Officers told the Forum that this was because there had been a mistaken belief that surplus money from preceding years could be brought forward, but that had proved not to be the case.

RESOLVED: That the report be noted.

280. **Tenant and Leaseholder Handbooks:**

Officers presented a report of the Executive Director (Urban Living), updating the Forum on revisions to the tenant and leaseholder handbook. Originally produced in 1999, the handbook had been updated in 2003, and would now undergo further revisions to comply with legislative changes and new working practices.

Officers reported that they were amending specific sections of the handbook rather than the document as a whole, and that the new sections would be finalised by the end of March 2006, for distribution to tenants by May 2006.

A resident queried whether tenants under the Care in the Community scheme were subject to the rules of the tenant handbook, and by what method they were placed in housing. Officers responded that no Care in the Community tenants were placed by social services, as all tenants were placed through the Locata scheme. As a result, normal introductory tenancy agreements would apply. It was added that social services did not own any housing stock, but that residents with social care needs were given appropriate support.

A representative from the Resident Empowerment Working Group added that they had been consulted, and were satisfied with the revisions.

RESOLVED: That the report be noted.

281. **Leaseholder Survey Feedback:**

The Forum was presented with a report of the Executive Director (Urban Living), setting out findings gathered from the Leaseholder Satisfaction Survey, carried out in October/November 2005.

As a result of this feedback, officers commented that they were planning to investigate the establishment of a leaseholders focus group or forum, as sufficient numbers of leaseholders had expressed an interest. In addition, other action points included improving leaseholder satisfaction with final outcomes of queries, and examination of the possibility of an information newsletter, to be distributed quarterly.

RESOLVED: That the report be noted.

282. **Leasehold Services:**
(See Recommendation 1 above.)

283. **Any Other Business:**
A resident raised the issue of the Council's ability to control the buying and selling of leasehold properties, particularly in instances where leaseholders were letting properties and then buying elsewhere, particularly in view of anti-social behaviour by subsequent occupants. Officers responded that they were not in a legal position to control subsequent sales of leaseholder properties, as leaseholder agreements were connected with the ownership of a property. As a result, issues such as the behaviour of leaseholders or subsequent occupants of leasehold properties were beyond the remit of the Council. However, officers stated that they could protect the interests of tenants who were adversely affected by anti-social behaviour.

A Member pointed out existing legislation that could be brought to bear on this issue, such as the European Convention of Human Rights, as well as the Crime and Disorder Act, and urged that residents experiencing problems with anti-social behaviour report such incidents.

The issue of a window replacement letter, which had been incorrectly sent out, was brought to the Forum's attention. Of particular concern was the letter's assertion that contractors would call without appointment, and potentially conduct work without resident approval. It was added that, after pursuing the letter, residents had been informed that it was out of date, and had been sent to properties that had recently had windows reinstalled. Officers responded that the situation was unsatisfactory, and that the error had occurred during a mail merge. Letters would be sent out to those residents affected. In addition, officers stated that it was unacceptable for contractors to call without appointment, and that this assertion would be investigated.

A resident requested that TRAs be informed of all scheduled works, as there had been recent issues surrounding the safety of vulnerable residents. Officers stated that they would endeavour to ensure that TRAs were kept informed of scheduled works.

A representative of Cottesmore TRA raised concerns over the timings of works to install kitchens and windows, with the schedule of works meaning that windows would be installed later, thus disrupting the earlier installation of kitchens and necessitating further work. Officers undertook to investigate.

Members of the Forum thanked the Chair for his work in leading the Forum over the past four years. The Chair in turn thanked residents and members for their valuable contributions to the Forum, and the progress that had been made as a result.

RESOLVED: That the above be noted.

284. **Date of Next Meeting:**

RESOLVED: To note that the next meeting of the Forum was scheduled to place on 19 July 2006.

285. **Extension of the Guillotine:**
In accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution) it was

RESOLVED: At 10.00 pm to continue until 10.05 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 10.05 pm)

(Signed) COUNCILLOR BOB CURRIE
Chair

HARROW
ADMISSIONS
FORUM

HARROW ADMISSIONS FORUM**6 MARCH 2006**

Chair:	* Councillor Bill Stephenson		
Councillors:	* Janet Cowan * Ray		
Community School Representatives:	<u>Governor</u> (Vacancy)	<u>Primary</u> * Sue Jones	<u>Secondary</u> * Allan Jones
Jewish School Representative:	* Mrs D Palman		
Roman Catholic School Representative:	* Mike Murphy		
Church of England School Representative:	Mrs S Hinton		
Church of England Diocese Representative:	† Mrs K Uttley		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	† Mr H Epie		
Secondary Elected Parent Governor Representative:	Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	Prem Pawar		
Early Years Development Partnership Representative:	* Helena Tucker		
Children's Services Representative:	(Vacancy)		

* Denotes Member present
† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Feedback from Consultation on Admission Arrangements for 2007/8 Academic Year**

The Forum considered a report of the Director of Strategy (People First), detailing the feedback from consultation on admission arrangements for the 2007/8 academic year.

The officer advised that comments received from schools had highlighted the value of the sibling link but mixed comments had been received from parents. Some had strongly disagreed with the sibling link. A general theme occurring in comments received from parents and schools had been uncertainty about the effect of the introduction of sixth forms on the sibling link. The Forum was also advised that the government had drafted a Code of Practice but that its introduction had been deferred.

In response to a query concerning the post-16 link and whether students were technically members of their school or members of the Harrow Collegiate system, the Chair stated that there was no significant practical difference between which body students belonged to, and that from 2007 students would be members of the school. The Chair also stated that the school would be responsible for the overall admissions procedure, regardless of whether there was a franchise.

A member of the Forum commented that some families might consider it discriminatory if post-16 children were at a school and a younger child was not allowed there. An officer advised that the majority of authorities stated that both children should be attending the school to qualify for the sibling priority as this was regarded as less discriminatory. However, in relation to sixth forms the matter was less clear due to the

timescale for sixth form admissions, which could mean that when allocating places at the school it may not be known whether the older sibling had been offered a sixth form place.

A member of the Forum commented that the response received from parents indicated that most of them supported the proposed change to the sibling link. The Chair suggested deferring a decision on the sibling link in relation to the post-16 scenario until further information was available.

Resolved to RECOMMEND: (To Cabinet)

That (1) the sibling link be changed so that children would have to be attending the school at the same time to qualify for the sibling priority;

(2) the Planned Admissions Number for Little Stanmore First & Middle School be reduced from 45 to 30;

(3) the single intake to Reception pilot be extended for a further year; and

(4) a proposal regarding the introduction of post 16 on the sibling link be deferred.

[REASON: Authorities are required to determine their admissions arrangements for 2006/07 by 15 April 2006.]

(See also Minute 79).

PART II - MINUTES

72. **Attendance by Reserve Members:**

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

73. **Declarations of Interest:**

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

74. **Arrangement of Agenda:**

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

75. **Minutes:**

RESOLVED: That the minutes of the meeting held on 10 October 2005, having been circulated, be taken as read and signed as a correct record.

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

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

(i) **Resolution 68(1) – Admission Arrangements for the 2007-08 Academic Year (Sharing Council Data Sources)**

The Forum was advised that no definite reply had been received regarding the issue of sharing Council data sources, and that this issue was widespread and not restricted to Harrow. The Forum was advised there was a basic view that data could not be shared at that level due to legal restraints.

(ii) **Resolution 68(2) – Admission Arrangements for the 2007-08 Academic Year (Early Years Partnership Group)**

An officer informed the Forum that a letter had been sent to the Early Years Partnership. A paragraph highlighting the position on the issue of prioritisation when moving from a nursery class to reception within that primary school had been included in the letter.

77. **Feedback from Consultation on Admission Arrangements for 2007/8 Academic Year:**

(See Recommendation 1 above).

78. **Allocation and Co-ordination of Offer of Places for 2006/7 Academic Year:**
The Forum considered a report of the Director of Strategy (People First), which detailed the outcome of the allocation of places for the 2006/2007 academic year. An officer tabled information on transfer at 11-plus at the meeting. The Forum was advised that the data provided did not include figures for independent schools.
- The officer advised the Forum that there were more children in both the Reception and 12-plus transfer groups than last year. The Forum was referred to Appendix 3 (i) of the report, which detailed information on transfer at 12-plus and provided information on numbers of linked school applicants not offered places. The Chair observed that the percentage of successful First Rank applicants had decreased, which indicated that parents had a clear understanding of how the equal preference system worked.
- A member of the Forum observed that no information had been provided on transfer at 11-plus to Catholic schools and the officer advised that this information would be added to the report in future years.
- A member indicated that it would be useful for the Forum to receive up-to-date data on the number of in-year applications considered by the Admissions Panel. The officer indicated that this could be provided for each Forum meeting.
- RESOLVED:** That (1) the outcome of the allocation of places for the 2006/2007 academic year be noted; and
- (2) a report providing information on in-year applications referred to the Admissions Panel be made available to members of the Forum once a term, with the report including data on the previous year as well as the current one.
79. **Single Intake to Reception - Pilot 2005/2008:**
Further to discussion earlier in the meeting on admission arrangements (Recommendation 1 above refers), the Forum considered a report of the Director of Strategy (People First) which detailed the single intake to reception pilot scheme 2005/2008. An officer advised that it might be possible to make evaluation forms, which were to be sent to schools, playgroups, parents and carers, available in an electronic format.
- A member of the Forum commented that there was under-subscription in a number of nurseries, despite children being admitted at an increasingly young age. The officer advised that a contributory factor could be that some parents were choosing to place their children in playgroups instead.
- RESOLVED:** That the format and content of the evaluation of the single intake pilot be agreed.
80. **E-applications:**
The Forum considered a report of the Director of Strategy (People First), which detailed the arrangements to be put in place to ensure that Harrow met the e-Government agenda in relation to online applications for school places. An officer advised that a single London Portal had been decided upon, as this would be easier for parents to use. She advised that parents would be able to search for schools according to certain specifications, for example, they would be able to search for single sex schools and schools within a certain radius of their home. The officer also advised that she would be meeting with the Chair and Project Manager of the London e-Admissions Focus Group to discuss issues particular to Harrow, in terms of 12-plus transfer.
- A member of the Forum enquired whether statistics were available on whether parents would be more likely to provide inaccurate information if they applied for a school online. Officers advised that no such statistics were currently available. In response to a query regarding the potential effects of an online system on less well-off parents and on ethnic minorities, the officer advised that schools and libraries might be able to provide support to parents although there were resource implications. A member of the Forum commented that there could also be implications for parents with special needs.
- A member of the Forum commented that the potential difficulties raised by members of the Forum were not a reason to delay progressing with e-applications, rather, viable measures to assist those who may have difficulty with e-applications should be considered.
- The officer advised that there was the possibility that in the future appeals would also be done online.

RESOLVED: That (1) the arrangements to be put in place to ensure that Harrow meets the e-Government agenda in relation to on-line applications for school places be noted; and

(2) officers be requested to consider how the Authority could help parents with e-applications.

81. **Voluntary Aided (VA) School Admission Arrangements 2006/7:**

The Forum discussed a report of the Director of Strategy (People First), which detailed 2006/7 admission arrangements for Voluntary Aided (VA) schools.

An officer advised that children identified as having Special Education Needs (SEN) should be given priority in the admissions arrangements. A Jewish school representative commented that Moriah Jewish Day School had not been aware of the requirement.

In response to a question from a member of the Forum, an officer confirmed that looked after children should be given priority in the admission arrangements.

RESOLVED: That (1) the admission arrangements for Harrow VA schools be noted; and

(2) officers be requested to send advice relating to SEN applicants to both the Jewish school representative and the Church of England school representative.

82. **Feedback On Guides To Primary And Secondary Schools in Harrow 2006:**

The Forum considered a report of the Director of Strategy (People First), which detailed feedback from parents on Harrow's 2006 Guides to Primary and Secondary Schools in Harrow.

RESOLVED: That the report be noted.

83. **Dates of Future Meetings:**

RESOLVED: That (1) a provisional date of 10 October 2006 be set for the next meeting of the Forum, with the date to be confirmed after the Council elections; and

(2) a further meeting take place in early March 2007.

(Note: The meeting having commenced at 6.00 pm, closed at 7.37 pm)

(Signed) COUNCILLOR BILL STEPHENSON
Chair

EXECUTIVE
SUB-COMMITTEES

HOST PROJECT PANEL

7 MARCH 2006

Chair: Councillor Dighé

Councillors: * D Ashton (Vice-Chair in the Chair) * Margaret Davine
* Burchell Thornton

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**10. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interest made by Members in relation to the business to be transacted at this meeting.11. **Arrangement of Agenda:****RESOLVED:** That all business be considered with the press and public present with the exception of the following item for the reason set out below:-

<u>Item</u>	<u>Reason</u>
17. LIFT/PFI Project - appendix	The appendix to the report contained exempt information under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of any particular person (including the authority holding that information).

12. **Minutes:****RESOLVED:** That the minutes of the meeting held on 1 December 2005 having been circulated, be taken as read and signed as a correct record.13. **Public Questions:****RESOLVED:** To note that no public questions had been received under the provisions of Executive Procedure Rule 15 (Part 4D of the Constitution).14. **Petitions:****RESOLVED:** To note that no petitions had been received under the provisions of Executive Procedure Rule 14 (Part 4D of the Constitution).15. **HOST - Demonstration of Framework I and Questions:**

The Panel received a presentation demonstrating the functions of the Framework I software system which was replacing Harrow's Social Care System. In response to questions from Members, an officer stated that the system would enable managers to monitor the workload of relevant officers and was intended to enable senior officers to give support to junior staff. UNISON had been involved in the development of this database and were satisfied with its functions. The officer stated that the adoption of the Framework I package would significantly reduce the time taken on administrative tasks such as the entering of names and addresses onto standard forms. Officers welcomed the move.

RESOLVED: That the presentation be noted.16. **Overview of the HOST Programme:**

The Director of Strategy (People First) introduced a report which provided an update on the progress of the Harrow Online Social Care Technology (HOST) Programme. He stated that Phase One of the project was due to go live in Children's Services on Monday 13 March 2006, and that the project remained within the agreed budget.

An officer explained how the software system had been developed, and emphasised that there had been user training throughout. Once the system was operational, additional staff would be employed to act as 'floor walkers' providing immediate support while existing officers would be trained as 'super users' capable of assisting colleagues when required.

In response to a question from a Member of the Panel, an officer stated that many of the problems with the use of the system in Community Care had been resolved, although some problems in communicating with the different system used by the Mental Health Trust were still outstanding. The Director of Strategy (People First) stated that the implementation of the system in Community Care had been challenging and while he anticipated Children's Services would also face challenges, he expected the system to be fully implemented by the summer of 2006.

Responding to further questions from Members, the Director of Strategy (People First) stated that the experience of other local authorities which had adopted this software had been drawn upon to pre-empt any problems but it would not be possible to reduce costs by sharing experience with others in the future as the software changed regularly to reflect Central Government requirements. An officer stated that while Disaster Recovery had not yet been incorporated within the system, it was expected to be in operation by 31 March 2006. An officer explained that Phase Two of the project would further develop the system, enabling Social Services budget holders to more closely monitor spending, Electronic Social Care Records (ESCR) to be effectively maintained and updated and the Education Management System to be linked to the database. The Director of Strategy (People First) stated that the project's budget was sufficient to enable Phase Two to be completed but Government requirements for ESCR had the potential to require the project to enter a Phase Three which would not be included in the present budget.

RESOLVED: That the report be noted.

17.

LIFT/PFI Project:

The Panel received a report of the Executive Director (People First) which contained a confidential appendix. The Director of Strategy (People First) stated that officers had been working with the Department of Health to produce a business case for the LIFT/PFI Project. He stated that the Department of Health had visited the sites allocated to new buildings together with existing facilities. Once the business case had been submitted, it was expected that the Department of Health would advise whether the bid had been successful by early May 2006. Members discussed a number of matters regarding the project and received further information from officers. Members stated that the HOST Project Panel would require a further meeting to approve the business case prior to it being sent to the Department of Health.

RESOLVED: That (1) the report be noted;

(2) a meeting of the HOST Project Panel be held on 27 March 2006.

(Note: The meeting having commenced at 6.30 pm, closed at 8.05 pm)

(Signed) COUNCILLOR DAVID ASHTON
Vice Chair in the Chair

HOST PROJECT PANEL

27 MARCH 2006

Chair: * Councillor Dighé

Councillors: * D Ashton
Burchell

* Margaret Davine
Thornton

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**18. **Attendance by Reserve Members:**

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

19. **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.

20. **Arrangement of Agenda:**

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

21. **Minutes:**

RESOLVED: That the minutes of the meeting held on 7 March 2006 be deferred until printed in the next Council Bound Minute Volume.

22. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Executive Procedure Rule 14 (Part 4D of the Constitution).

23. **Petitions:**

RESOLVED: To note that no petitions were received at the meeting under the provisions of Executive Procedure Rule 14 (Part 4D of the Constitution).

24. **Children's Services Go-Live:**

The Panel received an information item on the Children's Services Go-Live.

RESOLVED: That the information item be noted.

25. **LIFT/PFI Project:**

The Panel received a report of the Executive Director (People First) which provided Members with the draft Outline Business Case ahead of the submission to the Department of Health on 31 March 2006.

The report, together with supplementary papers tabled by officers, provided Members with detailed information about the proposals for three Neighbourhood Resource Centres including the funding arrangements for the scheme. Members entered into detailed discussion on the financial aspects of the proposals and received further information from officers.

RESOLVED: That (1) the Outline Business case for the development of three Neighbourhood Resource Centres, combining support services for people with severe learning disabilities and other complex needs with community-based support from assessment and care management staff and outreach workers, be endorsed;

(2) the proposed funding arrangements of the scheme be endorsed.

(Note: The meeting having commenced at 6.40 pm, closed at 8.24 pm)

(Signed) COUNCILLOR SANJAY DIGHÉ
Chair

CABINET
ADVISORY
PANELS

GRANTS ADVISORY PANEL

8 MARCH 2006

Chair: * Councillor Mrs R Shah

Councillors: * Arnold Paddy Lyne
* Nana Asante * Mrs Joyce Nickolay
* Marilyn Ashton * Omar (1)
* Billson (1) * N Shah (5)
* Bluston

Adviser: * Deven Pillay, Chief Executive, Mencap

* Denotes Member present
(1) and (5) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Review of Community Premises**

Your Panel received a report of the Director of Financial and Business Strategy, including an appendix written by the Chair of the Community Premises Review Group, which set out the findings of the Review.

The Chair of the Community Premises Review Group gave a presentation in which he stated that the Review had taken evidence from a range of community premises within Harrow and elsewhere and had found that a number of improvements could be made to improve the service offered to voluntary organisations.

Members stated that the Review was intended to ensure that the Community Premises were able to meet the diverse needs of those groups using them in the future and hoped that it would be able to make further progress including the creation of a clear business plan.

Resolved to RECOMMEND: (to Cabinet)

That (1) the submission and report made by the Chair of the Review of Community Premises and the officer report be noted;

(2) due consideration be given to taking the Review forward.

[**REASON:** To enable the Cabinet to consider the detailed findings of the Review of Community Premises.]

(See also Minute 248).

RECOMMENDATION 2 - Grants to Voluntary Organisations 2006/07 - 2nd Round

Your Panel received a report of the Director of Financial and Business Strategy, which set out the second round of applications for funding.

A number of amendments were proposed in respect of the grants to individual organisations and it was

Resolved to RECOMMEND: (to Cabinet)

That the 'in principle' decisions on grant funding and grants-based service level agreements, as set out in Appendix 1 to the minutes, be agreed, subject to the Council approving its overall Revenue Budget for 2006/07.

[**REASON:** To enable the allocation of funding to voluntary organisations in 2006/07.]

RECOMMENDATION 3 - Edward Harvist Trust Charity - Grant Applications

Your Panel received a report of the Director of Financial and Business Strategy, which presented applications for funding from the Edward Harvist Trust for 2006/07.

A number of amendments were proposed in respect of the grants to individual organisations and it was

Resolved to RECOMMEND: (to the Portfolio Holder)

That the 'in principle' decisions on grant funding, as set out in Appendix 2 to the minutes, be agreed, subject to the Council approving its overall Revenue Budget for 2006/07.

[**REASON:** To enable the allocation of funding to voluntary organisations in 2006/07].

(See also Minute 246).

PART II - MINUTES237. **Attendance by Reserve Members:**

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

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Anjana Patel	Councillor Billson
Councillor Harrison	Councillor N Shah
Councillor Thammiyah	Councillor Omar

238. **Declarations of Interest:**

RESOLVED: To note the declarations of interest made by Members in relation to the business to be transacted at this meeting, as set out in Appendix 3 to these Minutes.

239. **Arrangement of Agenda:**

The Chair indicated that an item of urgent business regarding Harrow Weald Common Conservators would be discussed in private session.

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>
13. Community Premises Review	This report was not available at the time the agenda was printed and circulated as the final meeting of the Review Group was held on 27 February 2006. Members were requested to consider this item, as a matter of urgency, as the next meeting of the Panel was not scheduled until June 2006.

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

<u>Item</u>	<u>Reason</u>
12. Any Other Urgent Business – Provision of a Loan to Harrow Weald Common Conservators	The appendix to the report contained exempt information under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained confidential information relating to the financial or business affairs of any particular person (including the authority holding that information).

(See also Minutes 248 and 249).

240. **Minutes:**

RESOLVED: That the minutes of the meeting held on 23 January 2006, having been circulated, be taken as read and signed as a correct record, subject to the following amendments:

- (i) Minute 232 – Grants Appeals 2006/07
In the third paragraph, replace “deferring all appeals, including those from the Russian Immigrants Association and the Harrow Refugee Forum, who had not originally submitted late applications, until the next meeting of the Grants

Advisory Panel” with “refusing all appeals, except those from the Russian Immigrants Association and the Harrow Refugee Forum, which would be deferred”.

After “The Voluntary Sector Advisor stated that a full review of the application process could be considered to avoid the problems that had been experienced recurring in future.” add “He asked the Panel to consider reverting to past practice rather than addressing some, but not all, of his concerns and sought clarification on the status of the new round.”

(ii) Minute 236 - Evaluation of Grants Application Process

Replace “Members stated that this should be considered at the meeting due to be held in June 2006” with “Members agreed that this should be considered at the meeting due to be held in June 2006”.

241. **Public Questions:**

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

242. **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).

243. **Deputations:**

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

244. **Grants to Voluntary Organisations 2006/07 - Appeals:**

Members received a report of the Director of Financial and Business Strategy on the above matter. An officer stated that only those appeals submitted by the Russian Immigrants Association and the Harrow Refugee Forum required a decision by the Panel as all the other organisations which had appealed against the decision would have their new applications considered separately (Minute 245 refers).

Members discussed the merits or otherwise of the motion submitted to the Council meeting held on 23 February 2006 and it was noted that the motion had been withdrawn.

Members discussed the appeals submitted by the Russian Immigrants Association and the Harrow Refugee Forum and stated that both organisations could seek funding from alternative sources.

RESOLVED: That the appeals by the Russian Immigrants Association and the Harrow Refugee Forum be dismissed.

245. **Grants to Voluntary Organisations 2006/07 - 2nd Round:**
(See Recommendation 2 above).

246. **Edward Harvist Trust Charity - Grant Applications:**

Further to Recommendation 3 above, the Voluntary Sector Adviser sought clarification on why the Panel had been asked to ignore reserves of under £10,000 when determining applications for funding from the Edward Harvist Trust, when all levels of reserves had been taken into account when determining other similar applications. An officer stated that he would provide information on this matter to the next meeting of the Panel.

RESOLVED: To note that further information on reserves would be provided to the next meeting of the Panel.

247. **Community Lettings Grants to Voluntary Organisations 2006/07:**

Members received a report of the Director of Financial and Business Strategy. An officer stated that it was intended to change the procedure by which voluntary organisations were able to hire accommodation in schools. Each school would establish a price policy and in the event that costs to a voluntary organisation rose, that organisation could apply for a grant to cover the increase. The officer stated that many

schools had not yet established a price policy and that it was not possible to submit grant applications to the Panel at this stage. He asked that the Panel defer this item to the meeting due to be held on 12 June 2006.

A Member expressed the view that the changes to this procedure had led to an increase in costs and was inferior to the previous system. The Director of Financial and Business Strategy stated that there had been a number of problems with the previous system and that the new procedure was more transparent and made it possible to maintain an overview of the Council's expenditure on grants. She stated that it would be possible for herself and grants officers to work with schools to ensure they set reasonable rates for the use of rooms. In response, a Member stated that it was important that the system was seen to be working effectively.

RESOLVED: To defer consideration of the item to the next meeting of the Panel.

248.

Review of Community Premises:

Prior to consideration of this item, Members noted that a report on the Review of Community Premises, circulated on a supplemental agenda, had not been received by a number of Members. A Member stated that she did not wish to consider a report that she had not had the opportunity to read. Another Member suggested that the Panel could view a presentation from the report author and take a decision on the matter after that.

Members discussed whether or not to defer this item as the majority of the Members had not received all the relevant documents. It was moved and seconded that the report be considered and, following a vote, it was

RESOLVED: That the report be considered.

[Note: Councillors Arnold, Marilyn Ashton, Billson and Mrs Joyce Nickolay wished to be recorded as having voted against the above Resolution].

(See also Recommendation 1 above).

249.

Any Other Urgent Business:

Provision of a Loan to Harrow Weald Common Conservators

Members received a confidential report of the Director of Financial and Business Strategy. Members noted that the Leader of the Council would be taking a decision on whether to grant a loan to Harrow Weald Common Conservators. Members discussed the matter and it was

RESOLVED: That Members submit their views on the matter in writing to the Leader of the Council by Friday 10 March 2006.

(Note: The meeting having commenced at 7.30 pm, closed at 11.15 pm)

(Signed) COUNCILLOR REKHA SHAH
Chair

APPENDIX 1**PROPOSED GRANTS TO VOLUNTARY ORGANISATIONS 2006/2007**

Further to Recommendation 2, the following "in principle" decisions were made in relation to the applications for grants in 2006/07.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Organisations currently funded		
Bentley Priory Nature Reserve	2,200	
Harrow Agenda 21 Environmental Forum	5,000	
Harrow Crime Prevention Panel	5,000	
Harrow Pre-School Learning Alliance	4,230	
Harrow Weald Common Conservators	30,000	It was noted that this increase was to cover additional accommodation costs arising from a rent review
Harrow Women's Centre	56,891	
Women's Aid Harrow	30,000	
Organisations currently funded and already approved for funding in 2006/07		
Harrow Council for Racial Equality	Nil	Organisation funded in the first round of applications
Ignite Trust	Nil	Organisation funded in the first round of applications
Organisations which applied for funding in the first round, but were not approved		
Flash Musicals	3,430 reserved	This allocation was reserved pending the result of negotiations regarding an increase in rent payable by the organisation.
Harrow Family Learning	Nil	
Organisations not currently funded and which did not apply in the first round (paid from 2005/06 budget)		
Academy of Punjabi Heritage	Deferred	See Note 1 below.
Harrow Business against Crime Partnership	Nil	
Domestic Violence Forum	Nil	
Harrow Gingerbread	570	It was moved that the level of funding be increased to £1,000. Upon being put to the vote, this motion was not carried. See Note 2 below.
Harrow in Leaf	1,000	
Headstone Manor Ladies Cricket Club	500	It was moved that the level of funding be £500, as stated in the officer recommendation. Upon being put to the vote, this motion was carried. See Note 1 below.
Kodak Football Club	Nil	It was noted that the organisation could apply for a grant from the Harrow Sports Council.

Pinner Albion Football Club	Nil	It was noted that the organisation could apply for a grant from the Harrow Sports Council.
Pulse Harrow	1,000	
Rayners Lane Islamic Welfare & Cultural Association	1,000	
Romance Academy	Nil	
Shaw Trust	1,500	
Wealdstone Active Community	1,000	

[Note 1: Councillors Marilyn Ashton, Arnold, Billson and Mrs Joyce Nickolay wished to be recorded as having abstained from voting on this motion.]

[Note 2: Councillors Marilyn Ashton, Arnold, Billson and Mrs Joyce Nickolay wished to be recorded as having voted for the motion.]

APPENDIX 2**PROPOSED GRANTS TO VOLUNTARY ORGANISATIONS 2006/2007**

Further to Recommendation 3, the following "in principle" decisions were made in relation to the applications for grants from the Edward Harvist Trust in 2006/07.

<u>Organisation</u>	<u>Decision</u>	<u>Reason/Comments</u>
Association of Senior Muslim Citizens	860	It was noted that the organisation could also apply for funding from the North West London Community Foundation.
Catholic Church of Our Lady and St. Thomas of Canterbury	1500	It was noted that the organisation could also apply for funding from Harrow Heritage or the North West London Community Foundation.
Combat Stress	740	
Flash Musicals	2,000 reserved	
Force Wheelchair Basketball Club	800	It was noted that the organisation could also apply for funding from the Harrow Sports Council.
Friends of Cannons Park	314	It was moved that the proposed level of funding be increased to £500. Upon being put to the vote, this was not carried. (See Note 1 below).
Harrow Bengalee Association	3,000 reserved	It was noted that the organisation could also apply for funding from People First and the North West London Community Foundation.
Harrow Community Transport	1,000	
Harrow Fuchsia Society	500	
Horn Community	2,170 reserved	Members requested further information on whether the organisation was in receipt of funding from other bodies.
Ivanaaji Somali Disabled Association of Harrow and Hillingdon	1,500	It was noted that the organisation could also apply for funding from the North West London Community Foundation.
New Life Bible Church	2,000	
Pulse Harrow	2,286	It was noted that the organisation could also apply for funding from the North West London Community Foundation.
Rayners Lane Islamic Welfare and Cultural Association	1,000	
6 th Wealdstone Guides	750	

[Note 1: Councillors Marilyn Ashton, Arnold, Billson and Mrs Joyce Nickolay wished to be recorded as having voted to increase this allocation.]

APPENDIX 3DECLARATIONS OF INTEREST

1. The following Members declared personal and prejudicial interests in the items indicated below arising from their involvement with the organisations listed. Accordingly they left the room and took no part in the discussion or voting on the applications relating to those organisations:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation and nature of interest</u>
9. Grants to voluntary organisations 2006/07 - applications	Councillor Omar	* Harrow Council for Racial Equality (HCRE) , Executive Member
	Deven Pillay, Adviser	* Harrow Council for Racial Equality (HCRE) , Executive Member

2. The following Members declared an interest in the items indicated below arising from their involvement with the organisations listed. They remained and took part in the discussion and voting on the applications relating to these organisations:

<u>Agenda Item</u>	<u>Member</u>	<u>Organisation and nature of interest</u>
8. Grants to Voluntary Organisations 2006/07 - Appeals	Councillor Nana Asante	* Harrow Crime Prevention Panel - The Member is a member of a Scrutiny Review Group on Reducing the Fear of Crime. * Harrow Weald Common Conservators - attended presentation of Open Spaces Review Group. * Harrow Women's Centre - attended International Women's Event in 1997. Councillor Margaret Davine who chairs the organisation is the Member's ward councillor. * Harrow Refugee Forum - have known the secretary Alex Da Costa for a number of years. The Member attended their AGM in October at his invitation. * Russian Immigrants Association - was at Community Premises when the Member organised a fundraiser to buy a microwave for the kitchen. Attended interview of organisation in October 05, as part of Review of Community Premises.
	Councillor Marilyn Ashton	* Harrow Weald Common Conservators - Council appointed representative.
9. Grants to Voluntary Organisations 2006/07 – 2nd Round	Councillor Nana Asante	* Flash Musicals – The Member had attended a performance by the organisation.

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| | | <p>* HCRE - The Member worked with Chairperson Trevor Chisholm on Black History Month matters early this year.</p> |
| | Councillor Bluston | <p>* Flash Musicals – The Member had attended a performance by the organisation.</p> <p>* Friends of Canons Park – Personal interest</p> <p>* Catholic Church of Our Lady and St Thomas of Canterbury – the Member had discussed a grant application with the Church’s Priest.</p> <p>The Member was a trustee of the North West London Community Foundation.</p> |
| 10. Edward Harvist Trust Applications 2006/07 | Councillor Nana Asante | <p>* Harrow Council for Racial Equality - attended their conference at the Civic Centre. Chairperson Trevor Chisholm worked with the Member on Black History Month early this year.</p> |
| | Councillor Bluston | <p>* Edward Harvist Trust - Council appointed representative.</p> |

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
14 MARCH 2006

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 14 March 2006 there were five 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>
H111	10	Whitmore
H112	9	Bentley Wood
H113	10	Bentley Wood
H114	10	Harrow
H115	10	Rooks Heath

PART II - MINUTES
535. Attendance by Reserve Members:

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

536. 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.

537. 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.(a) Admissions to County Schools	The applications detailed in this report had been received after the main agenda was printed and circulated. Members were asked to consider this report, in order to allocate appropriate places to the applicants.

(2) the items appearing in Part II of the agenda be considered with the press and public excluded on the grounds indicated below:

<u>Agenda item</u>	<u>Reason</u>
8. Admissions to County Schools	These items were considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to individuals.
8. (a) Admissions to County Schools	

538. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on 3 January 2006 and 17 January 2006, having been circulated, be taken as read and signed as correct records;

(2) the minutes of the meetings held on 14 February 2006 and 28 February 2006 be deferred until printed in the next Council Bound Minute Book.

539. **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).

540. **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).

541. **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).

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

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

(Signed) COUNCILLOR KEITH TOMS
Chair

**EDUCATION ADMISSIONS AND AWARDS
ADVISORY PANEL**
30 MARCH 2006

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 30 March 2006 there was one 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>
H116	10	Whitmore

PART II - MINUTES
543. Attendance by Reserve Members:

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

544. 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.

545. Arrangement of Agenda:

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to an individual.

546. Minutes:

RESOLVED: That (1) the minutes of the meetings held on 14 February 2006 and 28 February 2006, having been circulated, be taken as read and signed as correct records; and

(2) the minutes of the meeting held on 14 March 2006 be deferred until printed in the next Council Bound Minute Volume.

547. 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).

548. **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).

549. **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).

550. **Admissions to County Schools:**

(See Recommendation 1 above).

(Note: The meeting having commenced at 5.00 pm, closed at 5.03 pm)

(Signed) COUNCILLOR KEITH TOMS
Chair

STRATEGIC PLANNING ADVISORY PANEL

14 MARCH 2006

Chair: * Councillor Burchell

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

Non-voting Councillor Branch
 Co-opted Member:

* Denotes Member present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Responses to the Statutory Consultation on the Draft Access for All Supplementary Planning Document (SPD) and its Accompanying Sustainability Appraisal (SA) and Approval for Adoption**

The Panel received a report of the Executive Director (Urban Living), which outlined how the responses to the statutory consultation that had taken place during November and December 2005 had been incorporated into the SPD and SA. The final versions of the SPD and SA had been circulated with the agenda, and the Panel was asked to consider whether to recommend these documents to the Portfolio Holder for adoption.

The Panel agreed the proposed changes to the draft SPD and its accompanying SA and

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

That (1) the SPD and its accompanying SA be cleared and agreed;

(2) the SPD and its accompanying SA be adopted.

[**REASON:** To ensure that access considerations form an integral part of the development process and that local services and facilities are accessible to everyone].

(See also Minute 96).

RECOMMENDATION 2 - Draft Accessible Homes Supplementary Planning Document (SPD) and Accompanying Sustainability Appraisal (SA) - Consideration of Responses to the Statutory Consultation

The Panel received a report of the Executive Director (Urban Living) which outlined how the responses to the statutory consultation that had taken place during December 2005 had been incorporated into the SPD and SA. The final versions of the SPD and SA had been circulated with the agenda, and the Panel was asked to consider whether to recommend these documents to the Portfolio Holder for adoption.

Officers advised that, since the agenda had been circulated, it had been proposed that further amendments be made to the SPD and SA. A summary of the proposed amendments and a revised version of the documents incorporating the changes was tabled at the meeting.

During the discussion on the report, the following issues were raised:

- Once adopted, the SPD would most likely be sent to developers in CD format, as the document would be costly to print. Development Control officers would be made aware of the content so that they could advise developers accordingly.
- The Panel agreed that it would be useful for training on the document to be built into the Member Training process.

The Panel agreed the proposed changes to the draft SPD and its accompanying SA and

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

That (1) the SPD and its accompanying SA be cleared and agreed;

(2) the SPD and its accompanying SA be adopted.

[REASON: To ensure that new residential developments, including conversions and extensions, are of good quality in order to maintain and enhance the residential component and character of the Borough, and to provide and retain a good range of housing types and sizes, of a high standard and design, to meet the varied physical and economic needs of the Borough's residents].

RECOMMENDATION 3 - Conservation Area Appraisal and Management Strategy for Rayners Lane Conservation Area

The Panel received a report of the Executive Director (Urban Living), which included a draft of the Rayners Lane Conservation Area Appraisal and Management Strategy which had been revised following public consultation. Officers had recommended that the revised draft be recommended to the Portfolio Holder for formal adoption.

A document detailing changes that had been made to the document since the agenda had been printed and circulated was tabled.

A Member expressed concern that the Conservation Area Appraisal contained a number of subjective statements such as "startlingly cheap" (page 299 of the agenda). The Panel agreed that the tone of the document should be objective.

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

That the revised draft, amended in accordance with the comments made by the Panel, be formally adopted.

[REASON: To enable to Council to work towards its statutory requirements and towards improving its performance against BVPI 219 on conservation areas].

(See also Minute 99).

RECOMMENDATION 4 - Conservation Area Appraisal and Management Strategy for Old Church Lane Conservation Area

The Panel received a report of the Executive Director (Urban Living), which included a draft of the Old Church Lane Conservation Area Appraisal and Management Strategy which had been revised following public consultation. Officers had recommended that the revised draft be recommended to the Portfolio Holder for formal adoption.

A document detailing changes that had been made to the document since the agenda had been printed and circulated was tabled. Officers advised that these were mainly historical and factual corrections that had been made as a result of consultation responses received.

A Member commented that the sentence beginning "Drawing the area together..." (page 346 of the agenda) could be reworded to make the meaning clearer.

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

That the revised draft, amended in accordance with the comments made by the Panel, be formally adopted.

[REASON: To enable to Council to work towards its statutory requirements and towards improving its performance against BVPI 219 on conservation areas].

RECOMMENDATION 5 - Conservation Area Appraisal and Management Strategy for Edgware High Street Conservation Area

The Panel received a report of the Executive Director (Urban Living) which contained the first draft of the Edgware High Street Conservation Area Appraisal and Management Strategy. Officers had recommended that the draft go forward for public consultation.

An additional map of the area was tabled at the meeting.

During the discussion on the report, the following issues were raised:

- Officers confirmed that Members of the Panel and Ward Councillors would be advised of the date of the consultation meeting.
- The Panel agreed that one of the main issues in relation to this conservation area was its location adjacent to another borough, which meant that development in the locality was not within Harrow's control. Members were pleased that the report highlighted the importance of making links with the London Borough of Barnet.

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

That the draft be approved for public consultation.

[**REASON:** To enable to Council to work towards its statutory requirements and towards improving its performance against BVPI 219 on conservation areas].

PART II - MINUTES

89. **Attendance by Reserve Members:**

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

90. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest made by Members present relating to business to be transacted at this meeting:

- (i) Councillor Marilyn Ashton declared a personal interest arising from the fact that she was a Local Authority appointee to the Harrow Weald Common Board of Conservators. Accordingly, she would remain in the room and take part in the discussion and decision-making.
- (ii) Councillor Anne Whitehead declared a personal interest arising from the fact that she was a Local Authority appointee to the Harrow Weald Common Board of Conservators. Accordingly, she would remain in the room and take part in the discussion and decision-making.

91. **Arrangement of Agenda:**

RESOLVED: That (1) agenda items 10 and 15 be taken before agenda item 8;

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

92. **Minutes:**

RESOLVED: That (1) the minutes of the ordinary meeting held on 1 December 2005 and of the Special meeting on 4 January 2006, having been circulated, be taken as read and signed as correct records;

(2) the Chair be given authority to sign the minutes of the Special meeting held on 14 February 2006, those minutes having been circulated, as a correct record, once printed in the Council Bound Minute Volume.

93. **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).

94. **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).

95. **Deputations:**
Having been informed that a late request had been received for a deputation, the Panel
- RESOLVED:** To suspend Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution) in order to receive a deputation from Mr Jack Pine in relation to agenda item 15 – Conservation Area Appraisal and Management Strategy for Grimsdyke Estate and Brookshill Drive Conservation Area.
96. **Responses to the Statutory Consultation on the Draft Access for All Supplementary Planning Document (SPD) and its Accompanying Sustainability Appraisal and Approval for Adoption:**
Further to Recommendation 1 above, the Panel unanimously commended and thanked officers for an accessible and informative report.
- RESOLVED:** That the above be noted.
97. **Draft Accessible Homes Supplementary Planning Document (SPD) and Accompanying Sustainability Appraisal (SA) - Consideration of Responses to the Statutory Consultation:**
(See Recommendation 2 above).
98. **Harrow Conservation Areas Supplementary Planning Document and Accompanying Sustainability Appraisal Scoping Report - Progress Report:**
The Panel received a report of the Executive Director (Urban Living), which detailed progress made on the Sustainability Appraisal (SA) Scoping Report, and outlined ideas for the development of the Harrow Conservation Areas Supplementary Planning Document (SPD). Officers emphasised that the SA and SPD circulated with the agenda were working drafts and, as such, contained incomplete sections, such as the statistical items on page 264 of the agenda.
- During the discussion on the report, the following issues were raised:
- Referring to the Panel's decision at its meeting held on 1 December 2005 to recommend to Cabinet that a single, overarching SPD covering all Harrow's conservation areas be produced, a Member, who had voted against the Panel's decision, reiterated the view that she did not support the single SPD approach.
 - In response to a question from a Member regarding the opportunity that would be afforded to Members of the Panel and Ward Councillors to comment on the content of the SA and SPD, the Chair requested that Members of the Panel liaise with officers outside of the meeting if they wished to make detailed comments on the content. Officers confirmed that Ward Councillors would be consulted on the content of the SA and SPD.
- RESOLVED:** That the working drafts of the SA and SPD be noted.
99. **Conservation Area Appraisal and Management Strategy for Rayners Lane Conservation Area:**
Further to Recommendation 3 above, which recommended to the Portfolio Holder that the revised draft be formally adopted, some Members noted that the former cinema was described as "in need of substantial repair" (page 303 of the agenda).
- RESOLVED:** That officers be requested to investigate whether the building was supposed to be maintained under the terms of a Section 106 Agreement.
100. **Conservation Area Appraisal and Management Strategy for Harrow School Conservation Area:**
The Panel received a report of the Executive Director (Urban Living), which included a draft of the Harrow School Conservation Area Appraisal and Management Strategy which had been revised following public consultation. Officers had recommended that the revised draft be recommended to the Portfolio Holder for formal adoption.
- A document detailing changes that had been made to the document since the agenda had been printed and circulated was tabled. Some Members expressed concern that there appeared to have been a large number of changes made, and stated that it would not be possible for Members to read the revisions at the meeting, in order to make an informed decision. Members were of the view that they would wish to read the revised documents outside of the meeting, and inform officers of any comments they wished to make on the content.

A Member stated that, in her view, the five days' notice which had been given for the public consultation meeting was inadequate, and this was reflected in the fact that the meeting had only been attended by approximately fifteen people. The Member also felt that the consultation had not extended far enough. In response to the Member's suggestion that it might be beneficial to undertake a further period of consultation, the Chair confirmed that a revised report would need to be resubmitted to the Panel before a decision on further consultation could be made.

RESOLVED: That (1) the recommendation of the Executive Director (Urban Living) be not agreed; and

(2) officers be requested to revisit the document in light of Members' comments and resubmit it to the Panel for consideration.

101. **Conservation Area Appraisal and Management Strategy for Old Church Lane Conservation Area:**

(See Recommendation 4 above).

102. **Conservation Area Appraisal and Management Strategy for Edgware High Street Conservation Area:**

(See Recommendation 5 above).

103. **Conservation Area Appraisal and Management Strategy for Grimsdyke Estate and Brookshill Drive Conservation Area:**

The Panel received a report of the Executive Director (Urban Living), which contained the first draft of the Grimsdyke Estate and Brookshill Drive Conservation Area Appraisal and Management Strategy. Officers had recommended that the draft go forward for public consultation.

The Panel also heard a deputation on this matter.

A number of additional maps of the area were tabled at the meeting, and Members requested that these be annotated with building names, and enlarged to a whole page, before being distributed as part of the consultation. Officers advised that page 396 of the agenda contained an error: the heading "Management Plan" should read "Summary of the Key Problems and Pressures".

During discussion on the report, Members expressed concern regarding references in the report to the use of redundant agricultural buildings, particularly in relation to housing development. Members cited the sentence beginning "Should the search..." in relation to 'Redundant agricultural buildings' (page 398 of the agenda), and the two sentences beginning "Every agricultural/rural option..." in relation to 'Pressure from new development/demolition and residential use' (page 399 of the agenda) as examples of references that should be deleted. A Member cautioned against imposing a total restriction on the development of redundant agricultural buildings as to do so could prevent the buildings from being used for a purpose that might assist agricultural use.

RESOLVED: That (1) the recommendation of the Executive Director (Urban Living) be not agreed;

(2) officers be requested to revisit the document in light of Members' comments and those of the depute, and resubmit it to the Panel for consideration.

(See also Minute 95).

(Note: The meeting having commenced at 7.30 pm, closed at 9.58 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair

