

2006 – 2007  
March 2007 Volume 10



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**  
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*[\*Note: A meeting of the Personnel Appeals Panel commenced and adjourned on 13 March 2007 and is currently due to reconvene on 30 April 2007; the minutes of that meeting will therefore be included in the Minute Volume for the month in which that meeting is concluded].*

COUNCIL  
AND  
COUNCIL  
COMMITTEES



STANDARDS  
COMMITTEE



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**REPORT OF STANDARDS COMMITTEE (SPECIAL)**


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**MEETING HELD ON 1 MARCH 2007**


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|                      |                                  |                     |
|----------------------|----------------------------------|---------------------|
| Chairman:            | * The Right Revd Peter Broadbent |                     |
| Councillors:         | * B E Gate                       | * Joyce Nickolay    |
|                      | * Mrs Kinnear                    | * Phillip O'Dell    |
|                      | * Jean Lammiman                  | * Jeremy Zeid (3)   |
| Independent Persons: | † Ms Sheila Darr                 | * Mr Mohammad Rizvi |
|                      | * Dr J Kirkland                  |                     |

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

[Note: Councillors Thaya Idaikkadar and Mrs Sasi Suresh also attended this meeting to speak on the item indicated at Minute 43 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**39. 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 Mrs Janet Cowan | Councillor Jeremy Zeid |

**40. 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.

**41. Arrangement of Agenda:**

**RESOLVED:** That (1) the order of the agenda be amended to consider agenda item 6, Register of Interest, before item 5, Consultation on the Draft Code of Conduct; and

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

**42. Minutes:**

**RESOLVED:** That the minutes of the meetings held on 19 September and 5 December 2006 be deferred until the next ordinary meeting due to be held on 26 March 2007.

**43. Register of Interest:**

The Chairman provided an oral report setting out the background to this item. He explained that the former Director of Corporate Governance had indicated concerns with two Councillors who may not have understood the completion of the Members' Register of Interests form. It had been suggested that they be invited to a meeting of the Standards Committee to obtain assistance from the Committee in the completion and understanding of the Register, and identify any training needs required.

The Committee felt that it was unfair to have singled the two Members out as other Members had also allegedly failed to comply with the Regulations relating to the completion of the Register and they had not been invited to the meeting. The Committee did not want the two Members to feel that they had been invited to the meeting to be questioned or given a warning. In addition, the Committee and the two Members concerned felt that an indication as to why they had been invited should have been made clear before the meeting.

Responding, the Chairman explained that the two Members had been invited to the meeting as they had omitted an item from their Register of Interests form and the purpose of the invitation was to identify any training needs or assistance they might need in completing the form. He also indicated that the matter was further complicated by the fact that if the whole Committee was asked to consider an alleged breach of the code it might prejudice the Standards Committee when acting as a Hearing Panel. He sought suggestions on how such allegations ought to be dealt with.

Following debate, it was:

**RESOLVED:** That (1) a six monthly reminder to Members concerning the need to keep their entry in the Register of Interests up to date be sent via the Legal and Governance Services Department;

(2) a training session on the Members' Register of Interests be arranged following approval of the revised Code of Conduct;

(3) the following procedure be followed when a breach of the Code in relation to the Members' Register of Interests is reported:

The relevant officer should notify the Member concerned in the first instance. If the breach has not been rectified within 28 days, it should be reported to the Chairman of the Standards Committee. If the Member continues to be in breach the matter should then be reported to the Standards Committee and also be referred to the Member Development Panel in order to address the Member's training needs.

44. **Consultation on the Draft Code of Conduct:**

The Director of Legal and Governance Services introduced the report which detailed the Government's proposed changes to the Code of Conduct, together with the Authority's response to questions raised by them.

The consultation document had been circulated to all Members and Co-opted Members for their views, which were referred back to the Committee for discussion. The closing date to submit any views was 9 March 2007, following which it was anticipated that a clearer and simpler Code would be introduced by legislation in early April and come into force some time in May 2007.

Further to the submissions already made, Members raised the following points:

- Bullying ought to be clearly defined.
- There was a need to clarify the behaviour outside official duties that would be considered bringing one's office or the Authority into disrepute.
- Councillors were never off duty and could be approached at any time by a member of the public, which made it difficult to distinguish between being on duty or not.
- Clearer guidance was required in relation to Members with a prejudicial interest, making a representation and knowing when they should speak, answer questions, whether they could remain for the debate and when they should leave the room.

Following discussion, it was

**RESOLVED:** That (1) the Director of Legal and Governance Services include the additional comments of the Committee in the formal response to the consultation;

(2) a further Special meeting of this Committee to consider the new Model Code of Conduct be arranged for some time in April 2007 on a date to be agreed.

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

(Signed) THE RIGHT REVD PETER BROADBENT  
Chairman

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**REPORT OF STANDARDS COMMITTEE**

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**MEETING HELD ON 26 MARCH 2007**

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Chairman: \* The Right Revd Peter Broadbent

Councillors: \* Mrs Janet Cowan \* Jean Lammiman  
\* B E Gate \* Joyce Nickolay  
\* Mrs Kinnear \* Phillip O'Dell

Independent Persons: \* Ms Sheila Darr \* Mr Mohammad Rizvi  
\* Dr J Kirkland

\* Denotes Member present

**PART I - RECOMMENDATIONS**

**RECOMMENDATION I - Protocol for Dealing with Complaints**

Your Committee received the draft of a proposed Protocol for dealing with complaints of breaches of the Code of Conduct for Councillors and/or Local Protocols. Members noted that adoption of the Protocol would demonstrate that arrangements were in place to ensure that the Committee would carry out their responsibilities in a regularised manner. It was noted that the Protocol would be in effect from now until April 2008, when changes were expected following the Local Government Bill.

Members suggested two amendments to the draft, the first making clear Members' right to make representations during an investigation, and secondly that 'consider' should be inserted into the flow chart.

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

That the revised Protocol for Dealing with Complaints, incorporating the comments above, be adopted.

(See also Minute 51).

**PART II - MINUTES**45. **Attendance by Reserve Members:**

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

46. **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.

47. **Arrangement of Agenda:**

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

| <u>Item</u>  | <u>Special Circumstances / Grounds for Urgency</u>  |
|--|---|
| 9. Protocol for Dealing with Complaints - The Draft Protocol | There were delays in finalising the draft Protocol at the time the agenda was printed and circulated. Members were requested to consider this item, as a matter of urgency. |

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

48. **Minutes:**

**RESOLVED:** That (1) the minutes of the ordinary meetings held on 19 September and 5 December 2006 be taken as read and signed as correct records;

(2) the minutes of the Special meeting held on 1 March 2007 be deferred until printed in the Council Bound Minute Volume.

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

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

50. **Whistleblowing Policy:**

Members considered a report of the Head of Human Resources, which introduced a revised Whistleblowing Policy, following contributions from a previous meeting of the Standards Committee.

Members were informed that the draft policy now included improved guidance on the whistleblowing procedure and detailed how to raise a concern. An officer reminded Members that a flowchart with a list of regulatory bodies was appended to the draft which would assist an employee if they felt they required assistance outside the Authority or if the matter was outside the Authority's jurisdiction.

A Member queried the references of the Public Interest Disclosure Act 1988 and suggested that a simplified explanation be provided within the Policy. In addition, the officer was asked to replace the word "verbally" throughout the Policy with the word "orally", and correct errors in the numbering of paragraphs.

**RESOLVED:** That, subject to the suggested amendments above, the revised Whistleblowing Policy be approved.

51. **Protocol for Dealing with Complaints:**

Further to Recommendation I above, the Chairman informed the Committee that the four Independent Members of Harrow had attended a cross borough event in Brent on the Code of Conduct. The event was hosted by Peter Keith-Lucas who had spoken of good practice in relation to the Code within authorities. The Chairman advised that Harrow appeared to be following the best practice as suggested by Mr Keith-Lucas and wished to congratulate Harrow's officers on the high quality of work and briefings provided to Members.

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

52. **Briefing on The Local Government and Public Involvement in Health Bill:**  
The Committee received a report of the Director of Legal and Governance Services, which updated Members on the progress and timescale for the introduction of the Local Government and Public Involvement in Health Bill, particularly in relation to the development of standards and governance.

The Director outlined the increased impact that there would be on the Standards Committee once the Standards Board had downsized its responsibilities and taken on a redefined, more strategic role. Allegations of misconduct would be referred to the Standards Committee in the first instance to decide whether to investigate and a quick turnaround in responding would be expected. Members noted and were concerned by the increased workload and the additional meetings that would be required. The need for a workable system was emphasized and an increase in the size of the Standards Committee membership was suggested, in order to cope with the increased workload. Members were opposed to a Joint Standards Committee and Sub-Committee with Brent Council to hear complaints, as it was felt that each borough had its own systems and ways of working.

**RESOLVED:** That (1) the implications of the Local Government and Public Involvement in Health Bill be noted; and

(2) the consideration of any necessary steps in anticipation of the introduction of the Bill be deferred until the autumn meeting of the Standards Committee.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.47 pm).

(Signed) THE RIGHT REVD PETER BROADBENT  
Chairman



LICENSING  
AND GENERAL  
PURPOSES  
COMMITTEE



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**REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE**


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**MEETING HELD ON 5 MARCH 2007**


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Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Robert Benson \* Ashok Kulkarni  
 \* Don Billson \* Mrs Vina Mithani  
 \* Mrinal Choudhury \* John Nickolay  
 \* G Chowdhury \* Phillip O'Dell  
 \* Mano Dharmarajah \* Raj Ray  
 \* Thaya Idaikkadar \* Tom Weiss  
 \* Nizam Ismail \* Jeremy Zeid

\* Denotes Member present

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

**RESOLVED:** To note that the following interest was declared:

| <u>Agenda Item</u>   | <u>Nature of Interest</u>   |
|--|---|
| 8. Delegation of Function to Licensing Panels and Officers | Councillor Tom Weiss declared a personal interest in that he had worked as a consultant for companies which produced gambling machines. He remained in the room whilst this matter was considered and voted upon. |

**38. Arrangement of Agenda:**

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

| <u>Agenda Item</u>   | <u>Special Circumstances / Grounds for Urgency</u>  |
|--|---|
| 10. Determination of an Application under Regulation 31(6) of the Local Government Pension Scheme Regulations 1997 | This report was not available at the time the agenda was printed and circulated. Members were requested to consider this item as a matter of urgency. |

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

| <u>Agenda Item</u>   | <u>Reason</u>   |
|--|---|
| 10. Determination of an Application under Regulation 31(6) of the Local Government Pension Scheme Regulations 1997 | The report contained exempt information under 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. |

**39. Minutes:**

**RESOLVED:** That the minutes of the ordinary meeting held on 27 November 2006 and the Special meeting held on 19 February 2007 be deferred until printed in the Council Bound Minute Volume.

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

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

41. **Delegation of Function to Licensing Panels and Officers:**

The Committee received a report of the Executive Director (Urban Living) which sought Members' approval of the delegations to officers and the Licensing Panel in relation to the forthcoming legislative changes arising from the Gambling Act 2005.

Members were referred to a table which summarised officers' and Licensing Panels' responsibilities, and were advised that the final Gambling Policy would have to be approved by Council.

The officer emphasised that, unlike the Licensing Act 2003, the Gambling Act 2005 allowed the Council as a Licensing Authority to act as a "responsible authority", and it was therefore allowed to make representations in relation to the determination and review of applications. Responding to queries as to how this would work and as to personal and prejudicial interests within the Licensing Team, the officer explained that the Team would be split, with half the Team being involved with processing applications, and the other half acting as the responsible authority and submitting representations when applicable.

It was noted that the fees for applications were restricted by government, and could not exceed the cost of the Department's overheads.

**RESOLVED:** That (1) the Licensing Panels comprised of Members of the Committee may discharge the functions delegated to this Committee by the Gambling Act 2005;

(2) the Director of Community and Environment Services or the Chief Environmental Health Officer may discharge the power in the Gambling Act 2005 for the Licensing Authority (as a responsible authority) to make representations to itself;

(3) the Chief Environmental Health Officer or delegate may discharge the functions ascribed to officers in the matrix in section 2.2 of the report (with the exception of fee setting which is not a function delegated to this Committee).

42. **Flexible Retirement Policy:**

Members considered a report of the Director of People, Performance and Policy, which sought endorsement of the proposed flexible retirement policy following the introduction of flexible retirement into the Local Government Pension Scheme.

Her Majesty's Revenue and Customs (HMRC) had amended their rules, which permitted pension scheme members over 50 years of age to receive their pension benefits whilst continuing to work in a lower graded post or reduced hours of employment, and continuing to contribute to their pension scheme. The officer outlined positive reasons for this proposed policy:

- to effect a smoother transition from work to retirement;
- to retain the skills of more experienced employees;
- to offer an alternative to reducing staff by other means, such as efficiency;
- to transfer skills to new recruits.

The officer explained that each application for flexible retirement would require the relevant Department to present a sound financial business case, and would require final approval by officers and the Officer Sub-Group.

During discussion, it was moved and seconded that the wording of the second and sixth bullet points of the proposed policy be amended. Following separate votes on these two items, the amendments were agreed.

**RESOLVED:** That (1) the proposed policy outlined in 2.18 of the report, as amended below, be agreed effective from 1 April 2007:

- All requests for flexible retirement will be considered (a flow diagram could be produced so the process is clear to all and there would need to be a check at service level to avoid influx of requests for figures).
- Approval will only be granted where the business case demonstrates at least a saving of 10% in the first year on the general account.
- Pension benefits will only be considered for early payment where there is no strain on the pension fund. Where the actuarial reduction will not fully cover the cost of placing the pension into payment, there will have to be a sufficient reduction in the employee's grade or hours to ensure that the pension fund is reimbursed for any shortfalls;

- The reduction which must at least equate to the financial strain on the pension fund is to be identified as part of the business case;
- The waiving of any early retirement actuarial reduction (either in part or in full) will not be considered;
- Flexible retirements must be approved by a Director and the Officer Sub-Group, and agreed by the Early Retirement Sub-Committee.

(2) the policy be reviewed in six months' time at the Ordinary meeting scheduled for 10 September 2007.

[Note: Councillors Mrinal Choudhury, Mano Dharnarajah, Nizam Ismail, Thaya Idaikkadar, Phillip O'Dell and Raj Ray wished to be recorded as having abstained from voting on the amendment to the second bullet point of the flexible retirement policy].

43. **Determination of an Application under Regulation 31(6) of the Local Government Pension Scheme Regulations 1997:**

The Committee received a confidential report of the Director of People, Performance and Policy which detailed an application under Regulation 31(6) for the Authority to make immediate payment of retirement benefits on the grounds of ill-health to a former employee.

**RESOLVED:** That the pension benefits be placed into payment with effect from 13 February 2007.

[Note: Councillor John Nickolay wished to be recorded as having abstained from voting on the above item].

(Note: The meeting, having commenced at 7.30 pm, closed at 9.30 pm).

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman



LICENSING AND  
GENERAL PURPOSES  
PANELS



## PENSION FUND INVESTMENTS PANEL

7 MARCH 2007

Chairman: \* Councillor David Ashton

Councillors: \* Mano Dharmarajah \* Richard Romain  
\* Nizam Ismail (2)Co-optee \* Mr Howard Bluston  
(Non-voting):\* Denotes Member present  
(2) Denotes category of Reserve Member[Note: Other Attendance: Mr George Henshilwood of Hymans Robertson attended in an advisory role, as the Council's Actuary/Adviser.]**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**35. **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 Thaya Idaikkadar | Councillor Nizam Ismail |

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

| <u>Member</u>             | <u>Nature of Interest</u>  |
|---------------------------|--|
| Councillor David Ashton   | Councillor David Ashton declared personal interests in that he had personal funds with Fund Managers and had recently joined the Financial Services Authority Regulatory Decisions committee. Accordingly, he remained in the room and took part in the discussion and decision-making on all agenda items.  |
| Councillor Richard Romain | Councillor Richard Romain declared a personal interest in that he had personal funds with Fund Managers. Accordingly, he remained in the room and took part in the discussion and decision-making on all agenda items.   |
| Mr Bluston                | Mr Bluston declared personal interests in that he had personal funds with Fund Managers, had worked with Pension Investment Research Consultants (PIRC) who were advisors to the Local Authority Pension Fund Forum and had had lunch with the Chief Executive of PIRC. Accordingly he remained in the room and took part in the discussion and decision-making on all agenda items. |

37. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present with the exception of the following items for the reason set out below:

- | <u>Item</u>  | <u>Reason</u>  |
|--|--|
| 10. Pension Fund Actuarial Valuation   | These reports contained exempt 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)  |
| 11. Performance of Fund Managers – Quarter ending 31 December 2006   |  |
| 12. Private Equity and Currency Management   |  |
| 13. Performance Presentation by Fund Managers  |  |
| 38. <b><u>Minutes:</u></b>   |  |
|  | <b>RESOLVED:</b> That the minutes of the meeting held on 13 November 2006 be taken as read and signed as a correct record.   |
| 39. <b><u>Public Questions:</u></b>  |  |
|  | <b>RESOLVED:</b> To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.   |
| 40. <b><u>Petitions:</u></b>   |  |
|  | <b>RESOLVED:</b> To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 16.   |
| 41. <b><u>Deputations:</u></b>   |  |
|  | <b>RESOLVED:</b> To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.   |
| 42. <b><u>Membership of Local Authority Pension Fund Forum (LAPFF) and National Association of Pension Funds (NAPF):</u></b> |  |
|  | The Panel received a verbal update from the Panel's co-optee on events he had attended since the Council joined the Local Authority Pension Fund Forum and the National Association of Pension Funds. The co-optee advocated the continuous role of the Council in both the NAPF and LAPFF who wanted Local Authorities to be actively involved. He sought the Panel's permission to explain, at a future NAPF meeting, the tendering process used by the Council for Private Equity and Currency Management and would continue to update the Panel. |
|  | <b>RESOLVED:</b> That the above be agreed.   |
| 43. <b><u>Pension Fund Actuarial Valuation:</u></b>  |  |
|  | The Panel received a confidential verbal report of the Director of Financial and Business Strategy, which informed Members of early indications in relation to the Pension Fund Actuarial Valuation.   |
|  | <b>RESOLVED:</b> That the verbal report be noted.  |
| 44. <b><u>Performance of Fund Managers - Quarter ending 31 December 2006:</u></b>  |  |
|  | The Panel received a confidential report of the Director of Financial and Business Strategy, which informed Members of the performance of the Fund Managers for the quarter ending 31 December 2006.   |
|  | <b>RESOLVED:</b> That the performance of the Fund Managers be noted.   |
| 45. <b><u>Private Equity and Currency Management:</u></b>  |  |
|  | The Panel received a confidential report of the Director of Financial and Business Strategy, which provided Members with a briefing note from Hymans Robertson on Private Equity and Currency Management.  |
|  | <b>RESOLVED:</b> That (1) the briefing provided by Hymans Robertson LLP on the progress of implementing the recent decision to place Pension Fund investments in Private Equity and Currency Management be noted;  |
|  | (2) the investment with Mellon be delayed until the flat fee option was available;   |

(3) the implementation of the Record mandate be delayed until 1 April 2007 to avoid the need for a two-stage change to the equity manager benchmarks.

46.

**Performance Presentation by Fund Managers:**

Representatives from Baillie Gifford and UBS Global Asset Management made formal presentations to the Panel detailing their strategies and performance since the last Fund Manager reports. The presentations were received in the private session of the meeting.

Members of the Panel asked questions of the Fund Managers and discussed issues arising. Upon conclusion of each of the presentations, the Fund Managers were thanked for their attendance.

**RESOLVED:** That (1) the Fund Manager presentations be received and noted;

(2) the Fund Managers be requested to make presentations to the meeting on 12 November 2007.

(Note: The meeting having commenced at 6.33 pm, closed at 9.47 pm)

(Signed) COUNCILLOR DAVID ASHTON  
Chairman



## PERSONNEL APPEALS PANEL

14 &amp; 21 MARCH 2007

Chairman: \* Councillor Mrs Camilla Bath

Councillors: \* Bob Currie \* Salim Miah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**57. **Appointment of Chairman:**

**RESOLVED:** To appoint Councillor Mrs Camilla Bath as Chairman of the Panel for the purposes of the meeting.

58. **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.

59. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

60. **Minutes:**

(See Note at conclusion of these minutes).

61. **Disciplinary Appeal:**

Following careful consideration of both the verbal and written evidence presented by the appellant and management, the Panel

**RESOLVED:** That the appeal be upheld.

(Note: The meeting having commenced at 9.45 am on 14 March 2007, adjourned at 5.32 pm, and reconvened at 2.00 pm on 21 March 2007 and closed at 4.35 pm.)

(Signed) COUNCILLOR CAMILLA BATH  
Chairman

[Note: Personnel Appeals Panel minutes are:-

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

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



## LICENSING PANEL

19 MARCH 2007

Chairman: \* Councillor Robert Benson

Councillors: \* John Nickolay \* Phillip O'Dell

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**90. **Appointment of Chairman:**

**RESOLVED:** That Councillor Robert Benson be appointed Chairman of the Panel for the purposes of the meeting.

91. **Declarations of Interest:**

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

92. **Arrangement of Agenda:**

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

93. **Minutes:**

(See Note at conclusion of these minutes).

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

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

95. **Licensing Procedures:**

The Chairman asked the Panel Members, officers, Responsible Authorities and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda. The Chairman asked the objectors (local residents) whether they wished to nominate a spokesperson for the group. The residents indicated that they all wished to make individual statements.

96. **Application to Vary Premises Licence, Kingsfield Arms:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application to vary a Premises Licence for the Kingsfield Arms Public House, 111 Bessborough Road, Harrow, HA1 3DF. The Kingsfield Arms had not sought to alter any timings or add licensable activities, but to convert an existing yard area into a further garden area with a new polycarbonate roof. This would create an area where customers could smoke after the national smoking ban came into effect on 1 July 2007.

The applicant also sought to replace the existing rear door with a fully glazed door, and to replace the existing rear bay window with new clear toughened glass. Removal of Condition 3 requiring that external drinking areas be cleared by 23.00 was additionally sought.

The application was made by Greene King Retailing Limited and had been referred to the Panel as unresolved representations had been received from the Environmental Health Authority, the Metropolitan Police and Interested Parties. Sergeant Carl Davis was in attendance on behalf of the Metropolitan Police. Also present were Louise Roberts, Environmental Health Officer, Richard Wormald, Counsel for the applicant, Bob Luke, Regional Manager for Greene King Retailing Limited, James McLaughlin, manager of the Kingsfield Arms and Karlie Wallace, the designated premises supervisor. The Interested Parties (local residents) in attendance were Dr Alexandra Xanthaki, M McCardle, Dr Richard Race, Catherine Mulroy and Katie Ravenscroft.

The applicant produced a plan of the proposed alterations to the premises and showed photos of the yard area in which it was proposed to create a new smoking area. The applicant highlighted that the proposed new yard area would open in line with the hours in which the Public House could serve alcohol. It was explained by the applicant that it was intended to make the yard an 'unappealing' area to deter people from lingering

there. The applicant confirmed that there would be some tables and chairs present in the yard where people could sit and have a cigarette. It was also confirmed by the applicant that there would be no application for music to be piped into the proposed yard area.

Objectors and the panel then questioned the applicant. In response to questions from local residents, the applicant stated that, if the application were successful, staff would closely monitor noise from the area. The applicant was also asked by residents why it was proposed that tables and chairs be allowed in the yard area if it was meant as an area people should spend minimal time. The applicant was also asked what the maximum amount of people that were allowed in the yard area was. An officer advised that the capacity would be known due to fire regulations. Local residents inquired as to how the building conversion was going to occur. It was stated by the applicant that it would be a partially covered yard. An officer stated that any covering would have to leave the area partially open in order to comply with the smoking ban in July 2007.

In response to a question from Louise Roberts, the applicant confirmed that the fire service had seen their application. The applicant stated that the fire service had withdrawn their representations.

In response to a question from Sergeant Davis, the applicant confirmed that digital CCTV was present at the premises and that the lighting of the yard would be sufficient for the CCTV to work. The applicant agreed that if the application were to be successful, the local crime reduction unit would be contacted.

Following agreement by all parties, the Panel adjourned to study a plan of the premises.

Following resumption of the meeting, in response to questions from Members, the applicant confirmed that the yard area in question was currently used to store rubbish. If the yard was converted into a 'smoking area' there would still be ample storage for rubbish and the 'biffa bin' that was currently there would be adequate for the premises' needs. The applicant also confirmed that combustibles would be locked up and that the necessary provisions for smokers such as ashtrays and buckets of sand would be available. In response to a question from a Member, the applicant also confirmed that they would be prepared to limit the number of those in the smoking area to between 15 and 18. The applicant also stated that they did not believe it was practical to have staff on the door to the yard area.

In her representation, M McCardle stated that the current provision of CCTV at the premises was a concern to her, and reported that last year, after a burglary had occurred locally and the applicant was asked to provide CCTV for evidence, there had been none available that had been recorded. M McCardle also stated that she believed that noise including the use of abusive language from the premises' garden was a problem and noted how on one occasion she had come home to find an intoxicated man who had been to the Public House sitting on her doorstep. M McCardle stated that on one occasion she had also found an intoxicated man lying nearby in a gutter.

Ms K Ravenscroft stated that she strongly opposed removing condition 3. Ms C Mulroy stated that she had concerns about the noise from the pub.

In her representation, Louise Roberts, Environmental Health Officer expressed concern about the noise from the Premises. Ms Roberts stated that an acoustic survey would be necessary and that the amount of people allowed in the proposed yard area would have to be limited. Ms Roberts also stated that the area must be made to look as uninviting as possible and that clear and prominent notices which make people aware it was a residential area should be displayed. Ms Roberts suggested that one option the Panel had would be to make it a condition that no alcohol be allowed in the yard area.

The applicant and Panel then questioned the objectors. In response to a question from a Member, Louise Roberts stated that it would be difficult to determine how much noise the proposed polycarbonate roof in the yard would restrict.

Sergeant Davis in his representation stated that he had no further comments to make.

In response to a question from a Member, Sergeant Davis stated that the current 'alcohol-free' zone around the pub was of no particular comfort to residents. Sergeant Davis also stated that the provision of door staff was one possible way to control noise.

In their closing statement, local residents stated that their main concern about this application was the possibility of increased noise, which was already a problem. It was also stated by one resident that if the application was granted, they particularly wanted to limit the hours that the proposed yard was open.

In their closing statement, the applicant stated that they were perfectly happy to control hours of the yard but that the provision of SIA door staff was not a possibility, as it would change the nature of the pub. The applicant stated that they believed that the experience of the smoking ban in Ireland highlighted that people would go onto the streets to smoke, causing further disturbance to local residents.

The Panel considered all the facts and evidence presented before them and

**RESOLVED:** That the application be granted with the exception that Condition 3 remain, as outlined below:

3. External drinking areas to be vacated at 23.00.  
**REASON:** The prevention of public nuisance.

97. **Application to Vary a Club Premises Certificate, Tithe Farm Social Club:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application to vary a Club Premises Certificate for Tithe Farm Sports and Social Club, 151 Rayners Lane, HA2 OXH. The club had sought to change the hours of certain licensable activities.

Mr Andrew Marshall, who was present at the hearing, had made the application. Mr Marshall was the secretary for Tithe Farm Social Club. The applicant stated that he had instructed his solicitor to apply for a Premises Licence, but the solicitor had submitted an application for a variation to a Club Licence. Mr Marshall advised that he did not wish to withdraw the application.

Due to an increased use of the club by county sports teams, different hours were being sought for licensable activities. The applicant advised that the timings shown in the application were wrong, and confirmed that the hours he wished to apply for were as follows:

Plays: No change

Indoor Sporting Events: Tuesday and Thursday to 23.30

Live Music: Monday to Sunday 20.00 – 01.00

Recorded Music: No Change

Performance of Dance: Monday to Sunday 20.00 - 01.00

Anything similar to live and recorded music and performance of dance: Monday to Sunday 20.00 - 01.00

Facilities for Making Music: Monday to Sunday 20.00 - 01.00

Supply of alcohol: Friday and Saturday 12.00 - 02.00, Monday to Thursday 12.00 – 01.00, Sunday 12.00 – 00.00

In response to questions from Sergeant Davis, the applicant confirmed that he had been club secretary for one and a half years. The applicant also confirmed that he was aware of any unlicensed use of the premises. The applicant confirmed that the premises had digital colour CCTV and that tapes were kept for 31 days.

In response to questions from Members, the applicant confirmed that the club had 640 members, approximately 300 of which were regular members. The applicant also stated that in order to counter problems with nuisance, CCTV and door swipe systems had been implemented at the club and that bar staff regularly monitored the behaviour of club members.

In his representation, Sergeant Davis stated that he had had to deal with occasions where club members had violated club rules. Sergeant Davis was concerned that by extending the hours that the club could serve alcohol then members would stay longer, increasing the possibility of disturbance to local residents.

In his closing statement, Sergeant Davis stated that he wholly opposed the application and that he had nothing to add.

In his closing statement, the applicant stated that during the club's existence, the police had been called out only a few times.

The Panel considered all the facts and evidence presented before them and

**RESOLVED:** That the application be wholly rejected.

**REASON:** The prevention of crime and disorder and the prevention of public nuisance.

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

(Signed) COUNCILLOR ROBERT BENSON  
Chairman

[Note: Licensing Panel minutes are:-

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

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

**LICENSING PANEL****22 MARCH 2007**

Chairman: \* Councillor G Chowdhury

Councillors: \* Nizam Ismail \* Tom Weiss

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**98. **Appointment of Chairman:****RESOLVED:** That Councillor G Chowdhury be appointed Chairman of the Panel for the purposes of this meeting.99. **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.100. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.101. **Minutes:**

(See Note at conclusion of these minutes).

102. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.103. **Licensing Procedures:**

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

104. **Application for a new Premises Licence for Mama's Kitchen, 2 Alexandra Parade, Northolt Road, South Harrow:**

The Panel received a report of the Chief Environmental Health Officer, which detailed an application for a new Premises Licence for Mama's Kitchen, 2 Alexandra Parade, Northolt Road, South Harrow, Middlesex, HA2 8HE. The restaurant sought a late night refreshments licence to be able to extend their opening hours until 2.00 am all week.

The application had been made by Mr Ingram and had been referred to the Panel as there were two unresolved representations from Responsible Authorities, the Metropolitan Police and the Planning Authority.

Mr Ingram stated that the restaurant had previously closed at 1.00 am, but now closed at 11.00 pm following notification from the authority that he was in breach of his licence. He explained that even though he had applied for opening hours until 2.00 am, he intended to close at 2.00 am on Fridays and Saturdays and at 1.00 am from Sunday to Thursday.

In response to questions from Sergeant Davies, the applicant confirmed that a colour CCTV system was in place and that tapes were kept for one week, a panic button was fitted, the till was regularly skimmed and no money was kept on the premises after closing.

In response to questions from a representative of the Planning Authority the applicant stated that he was not aware that any planning issues had to be resolved prior to the Premises Licence Application. The representative of the Planning Authority informed the applicant that if the Premises Licence was granted there was no guarantee that the Planning Application would be granted.

Sergeant Davies informed the Panel if the hours were reduced and provided the applicant met the recommendations as set out in his representation he would not have

an objection. The applicant confirmed to the Panel that he would comply with all police requirements.

The Panel considered all the facts and evidence presented before them and

**RESOLVED:** That the application for Mama's Kitchen, 2 Alexandra Parade, Northolt Road, South Harrow, Middlesex, HA2 8HE be granted with the following amendments to the opening and late night refreshment hours and subject to the following conditions:

**AMENDED HOURS**

Sunday to Thursday 12 noon – 1.00 am

Friday to Saturday 12 noon – 2.00 am

**ADDITIONAL CONDITIONS**

1. Before closing each day any litter be removed from the front of the premises and be disposed of lawfully.  
**REASON:** The prevention of public nuisance.
2. A minimum of 4 staff members be present on site after midnight.  
**REASON:** Public safety and the prevention of public nuisance and prevention of crime and disorder.
3. Prominent, clear and legible notices 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:** The prevention of public nuisance.
4. Tills be regularly skimmed during opening hours.  
**REASON:** The prevention of crime and disorder.
5. A CCTV system be maintained and operated in good working order and to the satisfaction of Metropolitan Police Crime Prevention Officer's reasonable requests. The medium upon which the images are recorded will be clearly identifiable, stored securely, retained for a period of not less than 31 days, and it will be made available to Council and Police Officers on request.  
**REASON:** The prevention of crime and disorder.
6. A centrally monitored alarm system with panic button facility be installed, maintained and operated in good working order and to the satisfaction of the Metropolitan Police Crime Prevention Officers.  
**REASON:** The prevention of crime and disorder.

(Note: The meeting having commenced at 10.00 am, closed at 11.00 am)

(Signed) COUNCILLOR GOLAM CHOWDHURY  
Chairman

[Note: Licensing Panel minutes are:-

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

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

STANDING ADVISORY  
COUNCIL FOR  
RELIGIOUS  
EDUCATION



**STANDING ADVISORY COUNCIL FOR  
RELIGIOUS EDUCATION****8 MARCH 2007**Representatives of the LEA

Councillors: † Ms Nana Asante \* Mrs Anjana Patel  
 \* Councillor Mrs Lurline  
 Champagne (Chairman)

Representatives of Christian and Other Religious Denominations and Faiths

|                               |                        |
|-------------------------------|------------------------|
| * Zia Baig                    | Brother L Lindsay      |
| * Mrs M Besser                | Mrs S Lynn             |
| * Mr M Bishop                 | * Councillor Asad Omar |
| † Mrs N Desai                 | Mrs S Panjwani         |
| * Mrs P Gan-Kotwal            | * Mr Neville Ransley   |
| * Mrs M Hale                  | Rabbi D Roselaar       |
| † Dr V Kapashi                | Prof H Singh           |
| Councillor Dhirajlal Lavingia | Mr P Singh-Kohli       |
| * Mr Don Liversedge           |                        |

Representatives of the Church of England

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

Representatives of Teachers

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

Co-opted Members

|                   |                |
|-------------------|----------------|
| * Mr Jagdish Dave | * Ms P Stevens |
| Mr M Shah         |                |

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**47. **Apologies for Absence:**

**RESOLVED:** To note that apologies for absence had been received from Councillor Ms Nana Asante, Mrs N Desai, Dr V Kapashi, Mr P O'Dwyer and Mrs A Stowe.

48. **Attendance by Reserve Members:**

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

49. **Declarations of Interest:**

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

50. **Minutes of the Meeting held on 7 December 2007:**

**RESOLVED:** That the minutes of the meeting held on 7 December 2006 be taken as read and signed as a correct record subject to the following amendment:

Minute 42 – Collective Worship  
 Replace “National Teacher Research Conference” with “Farmington Institute”.

51. **Matters Arising**

- (a) Contacts with London SACREs:  
The Chairman, Councillor Mrs Lurline Champagnie, explained that pressure of work had prevented a meeting between Councillor Ms Nana Asante, Pat Stevens and herself to discuss the suggested open day.

**RESOLVED:** That the meeting take place and report its ideas to the next SACRE.

- (b) SACRE Showcase for Councillors:  
Pat Stevens confirmed that she and Patrick O'Dwyer were planning an event to include an overview of Harrow's faiths and philosophies. This was to include photographs and statistical material, information about Harrow SACRE, samples of Harrow Agreed Syllabus for Religious Education, sample primary and secondary lessons for Councillors led by SACRE teacher members and a question and answer session. Don Liversedge suggested that the history of Harrow SACRE be included, with details about Humanist involvement. This was agreed.

**RESOLVED:** That the Chairman suggest a date for the showcase, once the meeting dates for the Municipal Year 2007-2008 were known.

- (c) SACRE Constitution:  
There was a wide-ranging discussion of drafts produced by Mike Bishop and Pat Stevens of amendments to the SACRE constitution, a nomination form and possible sources of nomination.

**RESOLVED:** That (1) the updated constitution, nomination form and list of nominating groups be circulated with the minutes of the meeting;

(2) nomination of all members be ratified at the beginning of each Municipal Year, current members receive a nomination form to be signed by their sponsoring body in order to confirm their nomination, and nomination of new members be sought through the agreed nominating groups;

(3) advice be sought on an appropriate quorum for SACRE, as one representative from the large Group One (representing Christian and other religious denominations reflecting the principal traditions of the area) was felt to be inadequate;

(4) two pupils from the Youth Parliament of Harrow be invited to attend meetings of SACRE as non-voting members, to represent the views of pupils of their experiences of religious education and collective worship;

(5) a working party consisting of Mike Bishop, Shruti Mistry, Pat Stevens and Stephen Thompson meet to discuss a strategy for youth involvement in SACRE and report to the next meeting.

- (d) Agreed Syllabus for Religious Education and Scheme of Work:  
Pat Stevens reported that the faith contributions for the introduction to the agreed syllabus would be complete in the next few days. The agreed syllabus would be sent for final design, preparation for the Harrow website and printing before the end of March. The accompanying non-statutory units of work would be completed during the Summer Term 2007.

**RESOLVED:** That (1) the revised Harrow agreed syllabus for Religious Education be submitted to the Print Factory for final website design and printing by 30 March 2007;

(2) the website design costs and the printing costs be taken from the SACRE budget 2007-08.

- (e) Baha'i Materials:  
The Chairman reported that Harrow Council would not be able to fund future resource packs from faith communities due to budget cuts. It was reiterated, however, that the rolling programme of provision of resource packs from each faith included for study in the Harrow Agreed syllabus should continue. Approximate costs of the Baha'i packs were £120 for the secondary pack and £90 for the primary pack.

**RESOLVED:** That SACRE seek sources of funding for the Baha'i and future packs, by inviting donations or match funding from the sponsoring faiths and possibly asking schools to make a contribution to the costs.

52. **Determinations:**

**RESOLVED:** To note that there were no determinations to report.

53. **News from the Faith Communities:**

A number of events were discussed, including the Eid-ul-Adha on 6 January 2007, the Harrow Inter Faith Council Prayers for Peace at Harrow Central Mosque on 25 January 2007 and the Youth Conference, sponsored by Harrow Inter Faith Council with a grant from the Faith Communities Capacity Building Fund on 15 February 2007.

Information was given about an occasion of Syrian Vespers, and the Hatch End High School International Evening on Friday 23 March 2007, entitled 'Unity in Diversity', which would include religious drama and refreshments from the various cultures represented in the school.

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

54. **Dates and Venues for Future Meetings:**

Meeting dates for the new Municipal Year would be circulated as soon as they were known. The legal situation with regard to the holding of meetings in religious venues that were outside the Borough was being investigated by Harrow Council.

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

(Note: The meeting having commenced at 7.30 pm, closed at 9.50 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman



STRATEGIC  
PLANNING  
COMMITTEE



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**REPORT OF STRATEGIC PLANNING COMMITTEE**


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**MEETING HELD ON 14 MARCH 2007**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Julia Merison (4)  
 \* Mrinal Choudhury \* Narinder Singh Mudhar  
 \* Keith Ferry \* Joyce Nickolay  
 \* Graham Henson (2)

\* Denotes Member present  
 (2) and (4) Denote category of Reserve Members

[Note: Councillors Chris Mote, Navin Shah, Bill Stephenson and Tom Weiss also attended this meeting to speak on the items indicated at Minute 57 below].

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

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

Ordinary Member

Councillor Manji Kara  
 Councillor Thaya Idaikkadar

Reserve Member

Councillor Julia Merison  
 Councillor Graham Henson

**57. 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 Tom Weiss  
 Councillors Chris Mote, Navin Shah and  
 Bill Stephenson

Planning Application 1/02  
 Planning Application 1/03

**58. 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 1/02 – Comfort Inn Harrow  
 Councillor Narinder Singh Mudhar declared a prejudicial interest in the above application. Accordingly, he would leave the room and take no part in the discussion or decision-making on the item.
- (ii) Planning application 1/03 – Prince Edward Playing Fields  
 Councillor Keith Ferry declared a personal interest arising from the fact that he had attended a football match at Barnet Football Club Stadium. Accordingly, he would remain in the room and take part in the discussion and decision-making on the item.

**59. 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 item

Addendum

Special Circumstances/Grounds for Urgency

This contained information relating to various items on the agenda and was based on information received after the agenda's despatch. 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.

60. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 7 February 2007 as a correct record once they have been printed in the Council Bound Minute Volume.

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

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

62. **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.

63. **Representations on Planning Applications:**

Having received four requests from objectors wishing to make representations in respect of item 1/03 on the list of planning applications it was

**RESOLVED:** That, in accordance with Committee Procedure Rule 18.4, a maximum of two objectors be allowed to speak in relation to item 1/03.

64. **Planning Applications Received:**

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

65. **Planning Appeals Update:**

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

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

66. **Section 106 Agreement relating to Pinner Park Farm, George V Avenue:**

The Committee received a report of the Director of Legal and Governance Services which sought an extension of time to complete a Section 106 Agreement relating to Pinner Park Farm, George V Avenue. Having noted the amendments detailed on the Addendum, the Committee

**RESOLVED:** To extend the time for completion of the Section 106 Agreement by a period of three months from 14 March 2007.

67. **Member Site Visits:**

**RESOLVED:** To note that there were no Member site visits to be arranged.

(Note: The meeting, having commenced at 6.30 pm, closed at 9.51 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 1 – MAJOR APPLICATIONS**

|                   |   |                        |               |
|-------------------|---|------------------------|---------------|
| <b>LIST NO:</b>   | 1/01  | <b>APPLICATION NO:</b> | P/3229/06/CFU |
| <b>LOCATION:</b>  | EDF site, substation adjacent to 102 Roxeth Green Avenue, South Harrow  |                        |               |
| <b>APPLICANT:</b> | Mrs Rebekah Jubb for Zed Homes  |                        |               |
| <b>PROPOSAL:</b>  | Construction of 12 flats with parking, amenity space and wind turbines / solar panels   |                        |               |
| <b>DECISION:</b>  | <p>(1) GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported and with the following additional condition:-</p> <p><u>Condition 15 be added:</u><br/>         "Prior to the commencement of works on the site, a detailed investigation of the site should be carried out to assess the effect of any residual contamination on the proposed development. The method and extent of this investigation shall be agreed in writing with the local planning authority in consultation with the Environment Agency Thames Region prior to the commencement of the investigation."</p> <p>(2) RESOLVED that the Traffic and Road Safety Advisory Panel be requested to investigate the poor surface of Stanley Road.</p> <p>[Notes: (1) During discussion on the above item, it was moved and seconded that the application be deferred for a site visit. Upon being put to a vote, this was lost;</p> <p>(2) Councillors Mrinal Choudhury, Keith Ferry and Graham Henson wished to be recorded as having voted for the application to be deferred;</p> <p>(3) subsequently it was moved and seconded that the application be refused for the following reasons:</p> <ul style="list-style-type: none"> <li>(i) Limited car parking forcing parking onto outlying roads.</li> <li>(ii) Overdevelopment of site.</li> <li>(iii) The height of the development would cause overlooking in an obtrusive way.</li> </ul> <p>(4) upon being put to the vote this was lost, the Chairman having used her second and casting vote;</p> <p>(5) Councillors Mrinal Choudhury, Keith Ferry and Graham Henson wished to be recorded as having voted against the decision to grant the application].</p> |                        |               |

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|                   |  |                        |            |
|-------------------|--|------------------------|------------|
| <b>LIST NO:</b>   | 1/02   | <b>APPLICATION NO:</b> | P/9/07/CFU |
| <b>LOCATION:</b>  | Comfort Inn Harrow, 2-12 Northwick Park Road, Harrow, HA1 2NT  |                        |            |
| <b>APPLICANT:</b> | DPDS Consulting Group for Comfort Inn  |                        |            |
| <b>PROPOSAL:</b>  | Demolition of 57 Gayton Road and extension and alterations to hotel  |                        |            |
| <b>DECISION:</b>  | <p>REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reasons:</p> <ul style="list-style-type: none"> <li>(i) The proposed additional 18 bedrooms together with additional conference facilities will be detrimental to the residential amenities of No. 59 Gayton Road and the amenities in the locality by reason of the additional activity associated with hotel use.</li> <li>(ii) The three storey extension by reason of excessive depth would be visually obtrusive and overbearing when viewed from the rear garden of No. 2 Manor Road.</li> </ul> |                        |            |

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

(2) Councillors Marilyn Ashton, Don Billson, Julia Merison and Joyce Nickolay wished to be recorded as having voted for the decision to refuse the application;

(3) Councillors Mrinal Choudhury, Graham Henson and Keith Ferry wished to be recorded as having abstained from voting;

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

(See also Minute 58).

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|                   |   |   |   |
|-------------------|---|---|---|
| <b>LIST NO:</b>   | 1/03  | <b>APPLICATION NO:</b>  | P/2/07/CFU  |
| <b>LOCATION:</b>  | Prince Edward Playing Fields, St. David's Drive, Edgware  |   |   |
| <b>APPLICANT:</b> | RPS Planning for Barnet Football Club Holdings  |   |   |
| <b>PROPOSAL:</b>  | Redevelopment for enlarged football stadium and clubhouse, floodlights, games pitches, banqueting facilities, health and fitness facility, internal roads and parking |   |   |
| <b>DECISION:</b>  | INFORM the applicant that:  |   |   |
|                   | (a)   | a decision to grant will be subject to the withdrawal of the objection by the Environment Agency and the completion of a legal agreement within three months of the date of the committee's decision on this application relating to:   |   |
|                   |   | (i)   | Travel Plan;  |
|                   |   | (ii)  | Planning Administration charge of £750;   |
|                   |   | (iii)   | The developer or successor in title shall fund all costs of public consultation, analysis, reporting and implementation of local onstreet parking restrictions, at any time within 3 years of the first taxable occupation if in the Council's opinion a monitoring period shows unacceptable local on street parking, up to a maximum of £15,000 index linked. |
|                   | (b)   | a formal decision notice granting permission for the development in the application and submitted plans, and subject to the planning conditions and informatives reported as amended on the Addendum, will be issued only upon the completion, by the applicant, of the aforementioned legal agreement. |   |

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

(2) the applicant was present but indicated that he did not wish to respond;

(3) during discussion on the above item, it was moved and seconded that the application be deferred for a site visit for the following reasons:-

- (i) Flood Risk – To negotiate and obtain prior approval of the Environment Agency to remove or minimise any risk of flooding that could affect over 371 properties downstream;
  - (ii) Transport Assessment – To review and amend the Transport Assessment Report incorporating: A) Assessment of the School & Belmont Football Club Proposals on William Ellis Playing Fields Site; B) Consideration of increased capacity from the original 4000 to 7,751 e.g. 94% increase. In the light of the assessment of the new capacity, car parking provision would need to be increased;
-

- (iii) Section 106 Agreement – To amend the proposed agreement, in addition to the current requirements, to incorporate Football First's Community Use Agreement and all aspects of Community Use Proposals contained in the 2003 (amended) 106 agreement together with provision of car parking spaces and right of way to the occupiers of 212-322 Camrose Avenue and contribution by the applicant towards the cost of improving pedestrian links between the site and public transport;
- (iv) Restriction on hours of use: To establish in conjunction with the applicant hours of use for the facilities and uses proposed on the site and include any such restrictions to be incorporated as a planning condition;
- (v) Flood-Lighting – To agree the detailed design of flood-lighting prior to the consideration of the application and the hours of use of operation be incorporated as a planning condition;
- (vi) To investigate and confirm the level of professional football that will be allowed by the various leagues in the two football arenas that are proposed.

Upon being put to a vote, this was lost].

(See also Minute 58).

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|                   |  |                        |               |
|-------------------|--|------------------------|---------------|
| <b>LIST NO:</b>   | 1/04   | <b>APPLICATION NO:</b> | P/3523/06/CCO |
| <b>LOCATION:</b>  | The Grove, Warren Lane, Stanmore   |                        |               |
| <b>APPLICANT:</b> | Davies Arnold Cooper for Crest Nicholson (Chiltern) Ltd  |                        |               |
| <b>PROPOSAL:</b>  | Retention of amendments to Block C   |                        |               |
| <b>DECISION:</b>  | GRANTED permission for the development described in the application and submitted plans, subject to the condition and informatives reported. |                        |               |

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

|                   |  |                        |               |
|-------------------|--|------------------------|---------------|
| <b>LIST NO:</b>   | 3/01   | <b>APPLICATION NO:</b> | P/3616/06/COU |
| <b>LOCATION:</b>  | Townsend House, 160-174 Northolt Road, South Harrow, HA2 0PG       |                        |               |
| <b>APPLICANT:</b> | Kenneth W Reed & Associates for Mr M Patel                         |                        |               |
| <b>PROPOSAL:</b>  | Change of use of part ground floor from B1 (office) to A1 (retail) |                        |               |
| <b>DECISION:</b>  | WITHDRAWN by the applicant   |                        |               |

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|                   |  |                        |                   |
|-------------------|--|------------------------|-------------------|
| <b>LIST NO:</b>   | 3/02   | <b>APPLICATION NO:</b> | P/3625/06/CFU/DC3 |
| <b>LOCATION:</b>  | 152-154 High Street, Wealdstone, HA3 7AT                         |                        |                   |
| <b>APPLICANT:</b> | MPS Architects – Michael Seston for G & F Phelps Ltd             |                        |                   |
| <b>PROPOSAL:</b>  | Redevelopment to provide 3 storey block of 14 flats with parking |                        |                   |
| <b>DECISION:</b>  | WITHDRAWN by the applicant                                       |                        |                   |

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OVERVIEW AND  
SCRUTINY  
COMMITTEE



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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 27 MARCH 2007**


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Chairman: \* Councillor Jean Lammiman

|              |                     |                     |
|--------------|---------------------|---------------------|
| Councillors: | * B E Gate          | * Anthony Seymour   |
|              | * Julia Merison (2) | * Navin Shah (4)    |
|              | * Mrs Myra Michael  | * Mrs Rekha Shah    |
|              | * Jerry Miles       | * Stanley Sheinwald |
|              | * Christopher Noyce | * Jeremy Zeid (5)   |

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

[Note: Councillor Paul Osborn, Portfolio Holder for Legal Services and Issues Facing Young People, in his capacity as Support Member for Access Harrow, also attended this meeting to speak on the item indicated at Minute 107 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**98. 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 Salim Miah      | Councillor Jeremy Zeid   |
| Councillor Mark Versallion | Councillor Julia Merison |
| Councillor Mitzi Green     | Councillor Navin Shah    |

**99. Declarations of Interest:**

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

- (i) Agenda Item 10 - Business Transformation Partnership  
During consideration of this item, Councillor B E Gate declared a personal interest due to his professional interest in Call Centres. He would remain in the room whilst the matter was considered and voted upon.
- (ii) Agenda Item 19 – Standing Scrutiny Review of National Health Service (NHS) Finances – Interim Report  
Councillor Julia Merison declared a personal interest in that her husband was receiving treatment at Northwick Park Hospital and that her son, who suffered from a handicap, received support from the Council and treatment by the NHS. She would remain in the room whilst the matter was considered and voted upon.

Councillor B E Gate declared a personal interest in that his sister had received treatment at Northwick Park Hospital and, during consideration of this item, he further declared that his wife worked for the NHS.

**100. Arrangement of Agenda:**

The Chairman reported that item 17 – Strategic Performance Report: Quarter 3 – would be considered after item 12 – Corporate Assessment.

**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>   |
|---|--|
| 9. Changes in Membership of Scrutiny Sub-Committees and Appointment of Chairman of Sustainable Development and Enterprise | This report was being consulted on at the time of the dispatch of the agenda and was not received in its final form in time to be included on the original agenda. Members were requested to consider this item as a matter of |

Scrutiny Sub-Committee urgency, so that the changes in the membership could be implemented with immediate effect.

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

101. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 29 January 2007 be taken as read and signed as a correct record.

102. **Public Questions:**

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

1.

**Questioner:** Mrs Ann Freeman

**Asked of:** Councillor Jean Lammiman, Chairman of Overview and Scrutiny Committee

**Question:** "What is Scrutiny's response to the concerns raised by The Independent Steering Group with the submitted paper 'Questions for Scrutiny to consider'?"

2.

**Questioner:** Mrs Joan Penrose

**Asked of:** Councillor Jean Lammiman, Chairman of Overview and Scrutiny Committee

**Question:** "An international survey of research into the best ways of returning disabled people to work, entitled 'What works with Tackling Worklessness' concludes with the following statement:

"... it is important to ensure that training is properly designed with a work focus, including where possible an element of 'on the job' training ..."

Why has the Council contravened the Cabinet decision of 18 January 2007 by instructing Wiseworks staff to cease trading, thus denying users of 'on the job' training recommended by all relevant research?"

3.

**Questioner:** Mrs G Wright

**Asked of:** Councillor Jean Lammiman, Chairman of Overview and Scrutiny Committee

**Question:** "It appears extraordinary that the day following an agreement by the Cabinet that Wiseworks continue operating as normal, they were told to stop trading. Does the word of the Cabinet stand for nothing?"

[Notes: (1) Overview and Scrutiny Procedure Rule 8.7 was suspended to allow Mr Patrick Stoupe to ask questions 2 and 3 on behalf of the questioners who were not present at the meeting;

(2) an oral answer was provided to all questions. Under the provisions of Overview and Scrutiny Procedure Rule 8.4, each of the questioners asked a supplementary question. The Chairman answered the supplementary question by questioner 1. Supplementary questions to 2 and 3 were referred to the Portfolio Holder for Adult and Community Care Services and Issues Facing People with Special Needs to answer at the next meeting of the Overview and Scrutiny Committee;

(3) the Chairman undertook to look into providing a written response to questioner 1].

103. **Petitions:**

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

104. **Deputations:**

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

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

**RESOLVED:** To note that no reports were received.

106. **Changes in Membership of Scrutiny Sub-Committees and Appointment of Chairman of Sustainable Development and Enterprise Scrutiny Sub-Committee:**

Councillor Stanley Sheinwald was welcomed to his first meeting of the Overview and Scrutiny Committee. Members thanked the outgoing Chairman of Sustainable Development and Enterprise Scrutiny Sub-Committee for his valuable contribution to its work programme. They wished him well for the future.

The Committee also sent their best wishes to the Vice-Chairman of the Overview and Scrutiny.

**RESOLVED:** That (1) the revised memberships of the Overview and Scrutiny Sub-Committees - Children and Young People, Safer and Stronger Communities, Sustainable Development and Enterprise, Call-In Sub-Committee and Call-In Sub-Committee (Education) - as set out in the report attached to the supplemental agenda be approved for the remainder of the Municipal Year 2006/07;

(2) Councillor Stanley Sheinwald be appointed Chairman of the Sustainable Development and Enterprise Scrutiny Sub-Committee for the remainder of the Municipal Year 2006/07.

107. **Business Transformation Partnership:**

The Chairman welcomed the Portfolio Holder for Legal Services and Issues Facing Young People to the meeting. The Portfolio Holder, speaking in his capacity as Support Member on Access Harrow, together with the relevant Directors, addressed the meeting on a number of issues relating to Access Harrow.

**Web-Refresh Project**

The Portfolio Holder briefed Members on the Web Refresh Project and outlined the proposed improvements. A copy of the proposed pages for the website was circulated to Members. The Portfolio Holder stated that the existing website was sub-optimal and that improvements were overdue. It was intended to raise awareness of the Council's website and make it accessible, thereby increasing its usage, which would result in efficiency savings for the Council. The 'Home' Page had been redesigned and a new 'Search' facility would be incorporated, which would make navigation easier and the website more user friendly.

The Portfolio Holder responded to various questions from Members on the technical elements of the website and assured them that:

- focus groups had been used for research purposes;
- visibility testing would be carried out;
- the new website would allow service areas to update their pages so that up-to-date information was available;
- income generation had been built into the software;
- a facility for local firms to advertise on the Council's website would be available;
- alternative methods of payments would be investigated in due course;
- the hardware would be refreshed thereby making the website faster;

- residents would be able to access details relevant to their postcode area, such as details of their GPs, current planning applications and receive updates by emails;
- the Council was committed to the project and would continue to 'champion' it;
- the Council would engage with the Youth on this matter.

In response to additional questions, the Portfolio Holder stated that the capital cost of the Web-Refresh Project was £400,000 and that officers would report back on the revenue costs. He reiterated that the Web-Refresh would result in long term savings for the Council and identified how savings would be achieved. He undertook to investigate various suggestions from Members which would give Harrow prominence on the website and make it interactive.

The Portfolio Holder thanked officers for their participation in the Project to transform the Council's website.

#### Access Harrow

The Director of Business Transformation briefed Members on the difficulties associated with the decline in performance and expanded on the reasons, which were set out in her report.

The Director identified solutions to these problems and reported on the improved budget position for the financial year 2007/08. She stressed that there was a need to balance the needs of staff and customers and assured Members that this was reviewed on a regular basis.

The Director responded to questions from Members about their individual experiences on the length of time taken to answer their telephone calls. She stated that resources would be increased during the peak hours and agreed that the standards of answering telephone calls in the telephony service needed improving. Members were briefed on the types of training provided to staff working in Access Harrow and the protocols for dealing with telephone calls from residents whose first language was not English.

In response to questions about the number of staff employed, the Director stated that up to 88 staff would be required to achieve a 'gold' standard of service. Currently, up to 35 FTE staff were employed and that analysis had shown that Access Harrow was understaffed when compared with the volume of telephone calls that it received. The Portfolio Holder for Legal Services and Issues Facing Young People stated that an integrated approach was required and assured Members that the introduction of the new improved website would reduce the volume of calls received. Work was being done on how to engage with people who did not have access to the internet.

#### Management Information System (MIS)

The Director of People, Performance and Policy responded to the Chairman's question on the progress made to enable Members to use the data on the MIS. He stated that workshops for Members would commence in the next financial year.

The Chairman thanked the Portfolio Holder and the Directors for their reports and welcomed the assurances that the Committee's suggestions would be investigated.

**RESOLVED:** That (1) the Director of Business Transformation supply a copy of the protocols referred to in the preamble above to the Leader of the Labour Group;

(2) details of negative experiences in relation to Access Harrow be sent to the Director of Business Transformation;

(3) it be noted that the revised structure of Access Harrow was available from the Director of Business Transformation on request;

(4) details of revenue costs be provided to the Committee;

(5) staff in Access Harrow be thanked for their work, which was often done in difficult circumstances.

(See also Minute 99).

108. **Procurement Update:**  
The Director of Financial and Business Strategy introduced the report, which provided an update on various aspects of procurement, details of which were set out in the report. She outlined the various initiatives which would deliver savings for the Council, as purchasing was being carried out more effectively than in previous years. In addition, the Council was making a considerable saving having become a full member of London Insurance Mutual to procure its insurance services without the need to reduce levels of service provided.

In response to questions from Members, the Director stated that:-

- Capita were expected to deliver savings of £3.3m by end of financial year 2007/08;
- the Council had to incur initial expenditure in order to accrue/achieve necessary savings over the lifetime of the contract;
- she would discuss the issue of recycling IT equipment and its impact on maintenance agreements with relevant officer(s), and respond to the query relating to the tender for the meals on wheels service.

The Director explained that there would be instances where the services of a specialist company would be required because of the technical elements or nature of the contract, such as the Street Lighting Private Finance Initiative (PFI) where the Council had engaged the services of Price Waterhouse Coopers (PWC). However, in most cases, guidelines were in place to decide whether the service procurement projects would be supported by Council staff or Capita.

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

(2) the Director of Financial and Business Strategy respond on the query relating to the procurement of the meals on wheels service, as set out on page 15 of the agenda.

109. **Corporate Assessment:**  
The Committee received a presentation from the Director of People, Performance and Policy in this regard. He circulated an Executive Summary to Members for information and stated that the full document was available on request.

The Director reported that the Council's Corporate Assessment (CA) rating of 2-star for 2006, branded "the Harder Test", had been maintained under a challenging financial situation. He identified the strengths and areas where improvements were necessary.

Members commented on the process applied by the Inspection Team for the CA and stated that, when compared with that for the JAR (Joint Area Review), it had not been as positive or constructive. They felt that the inspection team had had a preconceived notion of the Council's performance.

In summing up, the Chairman stated that the preparatory work done by the Council had been helpful, but she had been disappointed with the structure of interviews which, in her opinion, had been poor.

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

110. **Strategic Performance Report - Quarter 3:**  
The Director of People, Performance and Policy introduced the report, which identified key improvers and challenges for the Council. The Council had received a 2-star rating and a label of improving adequately for the Comprehensive Performance Assessment (CPA). However, the assessment was branded "the Harder Test" and the rating had been maintained under a challenging financial situation.

The Director referred to the national satisfaction survey which, since the last survey in 2003/04, showed that the customer satisfaction had dropped. He identified services that had improved their individual score, and the challenges for the Council in light of the rating and the survey results.

The Director responded to Members' questions and, following further discussion, it was

**RESOLVED:** That (1) the Sustainable Development and Enterprise Scrutiny Sub-Committee invite the Portfolio Holder for Housing to discuss the indicators relating to housing and homelessness;

(2) the Director of People, Performance and Policy note that the traffic light system needed to make clear where small changes in figures make significant performance changes, such as the position on homelessness/Children Looked After, and that the 'true' position be reflected in future reports so that the trends were easier to understand;

(3) the performance report and the actions being taken be noted.

111. **Quality of Life Survey:**

The Director of People, Performance and Policy introduced the report, which outlined the outcome of the negotiations with MORI following suggestions made by the Committee at its November 2006 meeting. Members noted the positive outcomes.

The Director responded to Members' questions and acknowledged that, as part of the Web-Refresh project, an opportunity existed for online surveys. He reported that the MORI Quality of Life survey was carried out annually in May in order to compare 'like for like', and that consideration was being given to how best the results could be utilised fully.

**RESOLVED:** That (1) the views of MORI on ideas to amend both the questions and survey methods used for the annual Quality of Life Survey be received and welcomed;

(2) the Director of People, Performance and Policy report back on the proposals for the Business Warehouse System.

112. **Standing Scrutiny Review of NHS Finances – Interim Report:**

In opening this report for Members' comments, the Chairman of the Committee thanked the Scrutiny officers for work on this project.

The Chairman of the Standing Scrutiny Review of NHS Finances also congratulated Scrutiny officers on this project, which had been delivered during competing priorities. She thanked the Council's partners for their co-operation.

An officer introduced the report, which identified emerging issues and outlined the programme of work for the future. She briefed Members on work done by the Review Group and highlighted the products of joint working, communication and co-operation. She stated that the adverse impact of NHS funding crossed borough boundaries and that the evidence/findings of the Review Group could contribute positively to the pan-London representations regarding NHS funding.

Members supported the working of the Review Group and Scrutiny's role in leading the benefits of openness, transparency and accountability. At the request of some Members, the Chairman of the Review Group undertook to broaden its membership by involving medical practitioners. She stated that the Review Group had agreed to involve GPs.

An officer informed Members that there was a statutory responsibility for the Chief Executives of Health Authorities to be accountable to Scrutiny and that such powers would be extended to the Police Authorities as well.

In conclusion, the Chairman thanked the Trust for welcoming Members on their visit to Northwick Park Hospital and looked forward to continuing working with them on this important Standing Scrutiny Review.

**RESOLVED:** To (1) note the progress that had been achieved by the standing review;

(2) note the emerging issues;

(3) agree the future programme of work, as set out below:

(a) to continue to monitor the turnaround plans of local NHS trusts with regard to their impact on local people;

(b) to continue to monitor the impact of the turnaround plans on Council budgets;

(c) to facilitate round table discussions between the Council and NHS trusts to identify collective responses to financial difficulties;

- (d) to develop the body of evidence of the impact of financial difficulties locally for submission as part of regional/national evidence as appropriate. In particular to undertake work with local carers and GPs.

(See also Minute 99).

113. **New Ways of Working:**

The Committee received a report from the Director of People, Performance and Policy, which evaluated the scrutiny methodologies adopted and proposed how these could be further improved. An officer highlighted emerging issues and drew attention to the observations of Executive Members and the Corporate Management Team, as set out in the report. It was important that financial costings were provided when recommending proposals.

The Chairman stated that scrutiny had been innovative in its working. She commended the new ways of working developed by scrutiny as an effective means of optimising the resources available and achieving its objectives.

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

(2) the new methodologies be endorsed as useful additions for scrutiny, subject to the need to improve the processes as per the findings of the pilot;

(3) the need for the scrutiny work programme to be driven by the principles agreed in the Scrutiny Principles and Protocols document be re-stated;

(4) the criteria for inclusion in the scrutiny work programme be augmented to include achievement of the targets of the Local Area Agreement and delivery of the improvement plans resulting from the Corporate Assessment and Joint Area Review;

(5) the scrutiny work programme be refreshed on an annual basis to ensure it remained focused on highest priority issues;

(6) the programme of fundamental service reviews be considered as a part of the work programme refresh in order to determine what role, if any, scrutiny would like to take in delivering the programme;

(7) in the interest of improved co-ordination, synergy and to reduce duplication, the agreed work programme be offered to the Cabinet and the Corporate Management Team (CMT) for information along with proposed project scopes;

(8) the revised reporting process be agreed, to include the production of a response report incorporating indicative potential costs.

114. **Performance Management:**

Members received a report of the Director of People, Performance and Policy, which set out proposals for a new method for scrutiny to monitor its own performance. An officer stated that the most efficient way of monitoring performance on a regular basis was through a 'balanced scorecard' approach with results and outcomes assessed according to measured targets. It was intended to include the scorecard on the Management Information System (MIS).

Members were informed that the framework and methodology would be tested in the form of a 'back-test' and a snapshot would be available to Scrutiny Members. It was important for scrutiny to monitor its own performance and inspectors, when assessing the overall performance of the Council, would look at it favourably.

In supporting the proposals, the Chairman suggested that scrutiny consult stakeholders, Directors and Members and the information be analysed and included in the performance report.

**RESOLVED:** That the establishment of a performance management system for the scrutiny function, as set out in the scrutiny scorecard and attached as appendix 1 to the report, be agreed.

115. **Extension and Termination of the Meeting:**  
In accordance with the provisions of Overview and Scrutiny Procedure Rule 6.7(ii)(b), it was

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

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

(Note: The meeting, having commenced at 7.30 pm, closed at 10.39 pm).

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman

SCRUTINY  
SUB-COMMITTEES



**ADULT HEALTH AND SOCIAL CARE SCRUTINY  
SUB-COMMITTEE****20 MARCH 2007**

Chairman: \* Councillor Mrs Myra Michael

Councillors: \* Mrs Margaret Davine \* Julia Merison  
\* David Gawn Joyce Nickolay  
\* Ashok Kulkarni (2) \* Mrs Rekha ShahAdvisers (non-voting): Jean Bradlow  
Owen Cock\* Denotes Member present  
(2) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**65. **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 Mrs Vina Mithani | Councillor Dinesh Solanki |

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

| <u>Member</u>             | <u>Nature of Interest</u>   |
|---------------------------|---|
| Councillor Julia Merison  | Declared a personal interest in that her husband was receiving treatment at Northwick at Hospital, and that a family member was in receipt of mental health services. |
| Councillor Mrs Rekha Shah | Declared a personal interest in that she was an employee of Brent Council Social Services   |

67. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.68. **Minutes:****RESOLVED:** That the minutes of the meetings held on 31 October 2007 and 12 December 2007 be taken as read and signed as correct records.69. **Public Questions:****RESOLVED:** That the following question be received under the provisions of Overview and Scrutiny Procedure Rule 8:

1.

**Questioner:** Mrs Ann Freeman**Asked of:** Councillor Myra Michael, Chairman, Adult Health and Social Care Scrutiny Sub-Committee**Question:** Would the catalogue of serious incidents that have taken place over last 18 months at houses for those with mental health problems, that have housing related support from 'Supporting People', have been avoided if carers and families had been involved in the contract and performance monitoring of the service?

[Note: An oral answer was provided at the meeting. In addition, a supplemental question was asked, which was referred to the Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs for a written response.]

70. **Petitions:**

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

71. **Deputations:**

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

72. **Social Care and the New Corporate Procurement Procedures:**

The Sub-Committee received a verbal update on social care and the new corporate procurement procedures.

The Sub-Committee heard that the pre-qualification phase of the re-tendering process had been completed, and that of 100 questionnaires distributed to organisations, 68 had been returned. The officer explained that this would be followed by a formal tendering process due to commence in March 2007, with the tenders received undergoing evaluation in either May or June 2007. Provisional contracts would then be awarded, with an intended start date of 1 December 2007. A key change would be a move to cost and volume rather than block, outcome-based contracts, which would provide increased value for money and efficiency.

On opening the item to questions, the Sub-Committee was advised that contracts would be monitored through logging of complaints and assessment of the quality of service delivery, as well as through assessments by organisations such as Age Concern and the Scrutiny process itself. In addition, the contracts formed part of the regulatory framework upon which the Council was assessed.

The officer informed the Sub-Committee that provisions for the representation of service users and carers were being written into the proposed contracts.

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

73. **NHS Trusts - Declarations for the Health Care Commission**

(a) **Harrow Primary Care Trust:**

The Director of Operations, Harrow Primary Care Trust, (PCT) introduced the Trust's draft declaration. The Sub-Committee heard that the PCT anticipated compliance with all but one core standard, relating to Child Protection, although compliance concerning waste management standards was also in doubt.

The Director stated that the summary of core standards presented to the Sub-Committee contained information relating to remedial actions to be taken where these were needed, and anticipated scores. The Sub-Committee was also informed that work was continuing to evidence all the standards listed.

The Sub-Committee was advised that the Harrow PCT Patient and Public Involvement forum (PPI) had also been consulted on the declaration, and that the PCT would receive their comments shortly.

(b) **Royal National Orthopaedic Hospital:**

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

The Sub-Committee heard that it had been a challenging year for the Trust, with delays to the proposed redevelopment of the Stanmore site. Nevertheless the Trust had performed well across a range of areas, including restricting the spread of MRSA and other drug-resistant infections. Progress had also been made in relation to the recruitment and training of paediatric nurses, affecting core standard C11 which the Trust failed in 2005/06.

The Director indicated that there were still difficulties relating to the environment in which health care was provided, as significant obstacles were

posed by the age and condition of the buildings at the Stanmore site. Proposals were being developed to remedy this.

The Sub-Committee was advised that the Trust would declare itself as 'fair' against developmental standard relating to safety and clinical and cost effectiveness, although these standards were only being assessed provisionally in 2006/2007 and would not form part of the overall score received from the Healthcare Commission.

(c) North West London Hospitals' Trust:

Catherine Thorne, Standards for Better Health Lead, and Nick Hulme, Director of Operations North West London Hospitals Trust (NWLHT), presented the Trust's draft declaration to the Sub-Committee.

The Sub-Committee was informed that the Trust had formerly been classified as weak in terms of use of resources in 2005/2006, but that improvements had been made over the past year. The Trust stated that compliance had been achieved against all core standards with the exception of one element of a standard relating to organisational development (standard 8b), which was under examination in respect of Black and Minority Ethnic forums and mentoring schemes.

The Trust stated that it would be declaring itself as 'fair' in relation to developmental standards focusing on safety and clinical and cost effectiveness. A rating of 'fair' was also anticipated in relation to the Hygiene Code 2006.

In response to Members' questions, the Director of Operations stated that the Trust was working to ensure standards of hygiene and the appropriate use of disinfectants by hospital staff and visitors.

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

The Sub-Committee heard from Dr Alex Lewis, Medical Director, Central and North West London Mental Health Trust (CNWLMHT) that the Trust would be declaring full compliance against all core standards for the current year.

In addition, the Sub-Committee was advised that the Trust would be declaring itself as 'fair' against developmental standards relating to clinical and cost effectiveness, and as compliant against the requirements of the Hygiene Code 2006.

74. Mental Health Services in Harrow:

The Sub-Committee received a presentation from the Chief Executive, North West London Mental Health Trust, providing information on the provision of mental health services in the Borough. The presentation included the following points:

- provision for adults included services for 24 hour crisis resolution, 3 local community mental health teams, and an assertive outreach and intensive community support team;
- inpatient services included 2 acute care wards at Northwick Park Hospital and one inpatient ward, and rehabilitation units at Rosedale Court and the Roxbourne Complex;
- an 'Admiral' nursing service was provided for carers and an Early Onset Dementia Team for younger service users suffering from dementia;
- substance misuse services were provided at Bessborough Road;
- the Trust had been awarded four stars in the Healthcare Commission review, which placed it in the top three Mental Health Trusts in London;
- a Section 31 agreement was being developed with the Local Authority in order to provide integrated mental health services.

In addition, the Sub-Committee was informed of progress regarding the Trust's application to become a Foundation Trust. The Sub-Committee heard that a successful application would result in greater accountability to staff and local people, who would have the option to become members and governors, and that the Trust

would benefit from improved financial stability through legally binding contracts. There would also be greater freedom to develop services according to the needs of those communities served.

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

(Note: The meeting having commenced at 7.34 pm, closed at 9.35 pm)

(Signed) COUNCILLOR MYRA MICHAEL  
Chairman

**SUSTAINABLE DEVELOPMENT AND  
ENTERPRISE SCRUTINY SUB-COMMITTEE****28 MARCH 2007**

Chairman: \* Councillor Stanley Sheinwald

Councillors: \* Graham Henson \* Narinder Singh Mudhar  
 \* Ashok Kulkarni \* Phillip O'Dell (2)  
 \* Jerry Miles \* Dinesh Solanki (1)

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**43. **Appointment of Chairman:**

**RESOLVED:** To note (1) the appointment of Councillor Stanley Sheinwald at the meeting of the Overview and Scrutiny Committee on 27 March 2007 as Chairman of the Sub-Committee for the remainder of the Municipal Year 2006/07;

(2) the changes in the membership for the remainder of the Municipal Year 2006/07 agreed at the meeting of the Overview and Scrutiny Committee on 27 March 2007.

44. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Mrs Vina Mithani  
 Councillor Ms Nana Asante

Reserve Member

Councillor Dinesh Solanki  
 Councillor Phillip O'Dell

45. **Declarations of Interest:**

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

46. **Arrangement of Agenda:**

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

47. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 28 November 2006 be taken as read and signed as a correct record.

48. **Public Questions:**

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

49. **Petitions:**

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

50. **Deputations:**

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

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

**RESOLVED:** To note that no reports were received.

52. **Question and Answer Session with the Portfolio Holder for Planning, Development and Enterprise:**

The Chairman welcomed the Portfolio Holder for Planning, Development and Enterprise to the meeting. Members put their questions to the Portfolio Holder. Members also asked supplemental questions, which were duly answered.

**Question 1:** *What can the Council do to stop the trend amongst developers of demolishing houses in order to construct flats, many of which are unaffordable to the residents of Harrow who most need them?*

The Portfolio Holder responded to the question as follows:

- the role of planning committees was to decide each planning application on its own merit and that such applications could only be refused on planning grounds and not personal preferences. However, such applications in conservation areas could be treated differently. The Portfolio Holder added that some areas benefited from homes being converted to flats or demolished to build flats;
- with regards to the issue of affordability, it was market forces that influenced the price of property, not Government. The Portfolio Holder stated that the Unitary Development Plan (UDP) required an element of housing to be provided. The Council ensured such provision for 'key' people. She added that the London Plan had set the Council a target of 4000 additional units to be provided between 2008 and 2016 and that the policy was sound. It was noted that eventually the Local Development Framework would replace the Unitary Development Plan when certain policies would be deleted. However, the policy on affordable housing (H5) would be retained.

In response to a supplementary question, the Portfolio Holder reiterated that it was necessary for each planning application to be judged on its merits and that rudimentary policies could not be developed to protect the character of the area where public houses and petrol stations were being replaced by housing.

In response to another question, the Portfolio Holder agreed to provide the number of affordable houses provided in Harrow; annual targets for affordable housing were however thought to be approximately 150-200 units per calendar year. The Portfolio Holder confirmed that an increasing amount of higher density homes had been built in Harrow but that they had been design led.

**Question 2:** *What are the Portfolio Holder's views on the transfer of certain local development control powers to the Mayor of London?*

The Portfolio Holder considered this move and the process to be undemocratic as there was no right of appeal against the Mayor's decision. In response to a supplementary question, the Portfolio Holder did not agree that there were certain advantages as the Mayor had a pan-London view. The Portfolio Holder stated that it was critical that local elected representatives with local knowledge decided on local issues, including planning applications, for the benefit of their constituents. The Portfolio Holder highlighted the current situation where she stated that she believed there was an open democratic process. It was noted that London Councils had submitted a motion against the transfer of powers.

**Question 3:** *How might the Council's planning service and transportation department work together to fully assess the impact upon the local community of the planned developments at the Prince Edward Playing Fields and the Hindu School at the William Ellis Playing Fields?*

The Portfolio Holder confirmed that the proposed development at Prince Edward Playing Fields had been granted planning permission subject to the Environment Agency withdrawing its objections. The Portfolio Holder also confirmed that officers in the transport and planning departments worked closely together and that transport issues were factored into reports on planning applications. In response to a supplementary question, the Director of Planning Services confirmed that previously, the Traffic and Road Safety Advisory Panel received reports on planning applications. However this situation had changed. The Director noted that it was for the planning committees to decide planning applications and that these committees could not be fettered by decisions reached by other committees. Good governance and the timelines of decisions to meet targets were of importance.

**Question 4:** *How will the changes made to the Local Development Framework (LDF) affect the granting of planning permission for the conversion of houses in Harrow into homes in multiple occupation (HMO)?*

In response, the Portfolio Holder stated that the changes made to the Local Development Framework would not affect the granting of planning permission for the conversion of houses in Harrow into HMOs, as appropriate policies were contained in the London Plan. In response to a supplemental question, the Portfolio Holder stated that, on the advice of officers, policies H9 and H12 were deleted from the LDF to ensure consistency. The Portfolio Holder was comfortable there was now the right balance of policies in the LDF, which was supported by the policies contained in the London Plan.

**Question 5:** *What steps is the Portfolio Holder taking to ensure that new developments in the borough are environmentally sustainable, and that developers follow best practice in the field, and are provided with incentives to innovate to maximise energy efficiency and minimise their environmental footprint?*

The Portfolio Holder stated that every effort was made to promote environmentally sustainable developments. The policies in the LDF had not been 'saved' because they were old. However, the policies in the London Plan were sufficient. The Portfolio Holder added that she was exploring possible incentives for people who made their homes environmentally friendly and that the Council would do everything it could to ensure that developments were carbon neutral and environmentally friendly.

The Portfolio Holder mentioned that the Council would explore ways in which residents living in older properties could be encouraged to apply for grants and make their properties carbon free. The Council would progress the Nottingham Agreement and she would report back on the agreement's details. A report would be submitted to Cabinet setting out the intent of the Council and an action plan devised thereafter.

**Question 6:** *What is the current position regarding the process for the approval of plans for redevelopment of sites in the town centre?*

The Portfolio Holder stated that Urban Initiatives (UI) had been appointed by the Council to prepare a strategy for Harrow Town Centre. She added that no planning applications had yet been considered by the Council. There had been a stakeholder meeting on the proposals from UI, which would culminate in a public consultation exercise in May 2007. It was intended to have the Gayton Road site, to include an arts centre and a library, developed by 2010.

In response to a supplemental question, the Portfolio Holder stated that, in order to tackle the problem of vacant shops in the Town Centre and the negative perception this created, a number of initiatives were being explored. It was intended to de-clutter the Town Centre and she hoped to encourage businesses in the St. Ann's Centre to extend their opening hours. These initiatives might bring about confidence for investment. However, it was not the responsibility of the Council to subsidise private business but to create the right environment to attract and encourage businesses to grow. The creation of Business Improvement Districts might also help.

In response to another supplemental question, the Portfolio Holder confirmed that development was unlikely on the open space across from Harrow College. The Portfolio Holder and the Director of Planning Services stated that it was intended to transform the Town Centre into a distinctive and attractive environment and that investment from the Council would help encourage business to locate in Harrow. The Town Centre looked 'tired' and 'old fashioned' and the creation of a café culture and piazzas might help rejuvenate the area.

**Question 7:** *What support is the Council putting in place to support social enterprise in the Borough and raise awareness of the value of ethical business?*

In response to this question, the Portfolio Holder responded that the Council supported social enterprise. However with regards to ethical business, the Portfolio Holder stated that while the Council could encourage such businesses, it was not for the Council to tell businesses what they could sell. In response to a supplemental question, the Portfolio Holder explained how as part of her economic development remit, there were ways of encouraging small businesses to develop in Harrow. The Portfolio Holder confirmed that the Council was facilitating negotiations on the Kodak site in Harrow and that she was keen to develop incubator units for small businesses on various sites in Harrow together with larger units when businesses grow. Apart from providing such

units, both Harrow in Business and the University of Westminster provided support to businesses in various ways.

In response to a further question, the Portfolio Holder confirmed that the Council wanted to open up Wealdstone High Street to traffic. However, this was subject to the agreement of Transport for London (TfL). It was hoped this would bring back the 'footfall' and improve the area.

The Chairman thanked the Portfolio Holder for Planning, Development and Enterprise and the Director of Planning Services for responding to questions.

53. **Preliminary discussion on 2007/08 Work Programme:**

Following a discussion, Members suggested that the following areas be included in the work programme for 2007/08:

- a light touch review of the program in the Local Development Framework (LDF);
- developing the demography project.;
- transport, in particular the 140 bus route, which would benefit from an in-depth review.
- housing and its performance indicators;
- homelessness;
- promoting grants for people who adopted environmentally friendly practices;
- encouraging businesses to establish in Harrow.

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

(2) that the Portfolio Holder for Housing be invited to the next meeting for a question and answer session.

54. **Scrutiny Annual Report for 2006/07:**

Members thanked scrutiny officers for their work and it was

**RESOLVED:** That the wording of the annual report, as attached in Appendix 1 to the officer report, be agreed.

55. **Any Other Business:**

Councillor Richard Romain

Members thanked the outgoing Chairman of the Sub-Committee for his valuable contribution to its work programme and

**RESOLVED:** That this message be conveyed to him.

(Note: The meeting having commenced at 7.30 pm, closed at 9.18 pm)

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman

AUDIT  
COMMITTEE



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**REPORT OF AUDIT COMMITTEE**


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**MEETING HELD ON 29 MARCH 2007**


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Chairman: \* Councillor John Cowan

Councillors: \* Archie Foulds \* Richard Romain  
\* Nizam Ismail (2) \* Stanley Sheinwald

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

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

46. **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 Thaya Idaikkadar | Councillor Nizam Ismail |

47. **Declarations of Interest:**

**RESOLVED:** To note that the following interest was declared by a Member in relation to the business to be transacted at the meeting:

| <u>Agenda Item</u>                        | <u>Member</u>         | <u>Nature of Interest</u>   |
|---|-----------------------|---|
| 9. Internal Audit Annual Work Plan 2007/8 | Councillor John Cowan | During the course of the meeting the Member declared an interest in relation to item 9, in that his wife was a Blue Badge holder. |

48. **Arrangement of Agenda:**

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

| <u>Item</u>   | <u>Special Circumstances/Grounds for Urgency</u>  |
|---|---|
| 9. Internal Audit Work Plan 2007/8                        | These reports were not available at the time the agenda was printed and circulated as they were undergoing officer consultation across Council directorates. Members were requested to consider these items as a matter of urgency. |
| 10. Internal Audit Development Strategy 2007/8 to 2009/10 |   |

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

| <u>Item</u>   | <u>Reason</u>   |
|---|---|
| 12. Internal Audit Escalation Report – Identity Fraud | These reports contained exempt information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information in relation to the financial or business affairs of any particular person (including the authority holding that information). |
| 13. Amber and Green Audit Reports                     |   |

49. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 25 January 2007 be deferred until printed in the Council Bound Minute Volume.

50. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19 (Part 4B of the Constitution).

51. **Petitions:**

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

52. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).

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

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

54. **Internal Audit Annual Work Plan 2007/8:**

The Committee received a report of the Director of Financial and Business Strategy, setting out the proposed Internal Audit annual work plan for 2007/8. The report had undergone extensive consultation across Directorates. Minor changes had been made since its presentation to the Corporate Management Team, namely the addition of reviews of governance of the property disposal process and of readiness in relation to the Planning Gains Initiative, as well as a short budgeting and monitoring review of an individual care establishment.

The production of an annual, as opposed to a three-year, plan was in line with the new Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.

Members requested that Portfolio Holders should be involved and kept updated on any developments within their remit. Officers agreed to alert Portfolio Holders to relevant sections of the work programme.

Members wished to compare the work programme with the Customer Charter and Risk Register, which officers agreed to provide in future. The plan would be reviewed at the next meeting.

**RESOLVED:** That the plan be approved subject to Members viewing the Customer Charter and Risk Register.

(See also Minute 47).

55. **Internal Audit Development Strategy 2007/8 to 2009/10:**

The Director of Financial and Business Strategy reported on the proposed Internal Audit development strategy for 2007/8 - 2009/10.

Members agreed to take part in a workshop later in the year to help complete the CIPFA self-assessment checklist.

Members raised the need to distinguish between primary roles and consultancy non-assurance work. They took the view that it should be made clear that work would be carried out subject to available resources. Officers stated that in practice resources did not stretch to non-assurance work, but agreed that it would be helpful to add the phrase "subject to available resources".

**RESOLVED:** That the Strategy be approved subject to the minor amendment set out above.

56. **Internal Audit Escalation Report – Identity Fraud:**

Members considered a confidential report of the Director of Financial and Business Strategy, which updated Members on a review of identity fraud.

Members noted the introduction of a new software package which, among other things, would provide for a system of identifying and assessing risks.

**RESOLVED:** That the information item be noted.

57. **Amber and Green Audit Reports:**  
The Committee received a confidential report of the Director of Financial and Business Strategy, which updated Members on current green and amber internal audit reports.

Members noted that an overview of trends would be included in the year-end report.

**RESOLVED:** That the information item be noted.

58. **Any Other Urgent Business:**  
The Director of Financial and Business Strategy briefed Members on the timetable and preparations for the Annual Audit. She reported that the 2006/07 out-turn was on target and in line with the budget, although there were issues around the extent of Government funding. Members declared their willingness to attend the meeting with auditors in May, which officers would arrange. The Director undertook to consult with Members about dates after Easter.

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

(Note: The meeting, having commenced at 7.30 pm, closed at 8.20 pm).

(Signed) COUNCILLOR JOHN COWAN  
Chairman



DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 29 MARCH 2007**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Manji Kara  
 \* Mrinal Choudhury \* Narinder Singh Mudhar  
 \* David Gawn (1) \* Joyce Nickolay  
 \* Thaya Idaikkadar

\* Denotes Member present

(1) Denotes category of Reserve Member

[Note: Councillors Robert Benson, Paul Scott and Bill Stephenson also attended this meeting to speak on the items indicated at Minute 68 below].

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

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

Ordinary Member
Reserve Member

Councillor Keith Ferry

Councillor David Gawn

**68. 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 Robert Benson Planning Applications 2/04, 2/05, 2/08, 2/10 and 2/14

Councillor Paul Scott Planning Applications 2/04, 2/05, 2/08, 2/10 and 2/14

Councillor Bill Stephenson Planning Application 2/07

**69. 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 2/01 – 69 Brampton Grove, Harrow  
 Councillors Marilyn Ashton declared that all Conservative Members of the Committee had a prejudicial interest in the above application. Accordingly, they would leave the room and take no part in the discussion or decision-making on the item.

(ii) Planning application 2/06 – 3 Hodgkins Mews, Stanmore  
 Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that her son and daughter-in-law lived in Hodgkins Mews but not close to the premises. Accordingly, she would remain in the room and take part in the discussion and decision-making on the item.

(iii) Planning application 2/10 – Grims Dyke Hotel, Old Redding, Harrow Weald  
 During the discussion on the above application, Councillor Marilyn Ashton declared a personal interest in the above application arising from the fact that her son had married at the premises in August 2006. Accordingly, she would remain in the room and take part in the discussion and decision-making on the item.

70. **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 despatch. 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.

71. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 28 February 2007 as a correct record once printed in the Council Bound Volume.

72. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19 (Part 4B of the Constitution).

73. **Petitions:**

**RESOLVED:** To note receipt of the following petition, which related to planning application 2/07:

- (i) Petition calling for Harrow Council to refuse planning permission for 37 Oxford Road  
Jane Perry presented the above petition, which had been signed by 340 people.

74. **Deputations:**

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

75. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 2/05, 2/06, 2/07 and 2/08 on the list of planning applications.

76. **Planning Applications Received:**

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

77. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.

**RESOLVED:** To note the report.

78. **Member Site Visits:**

**RESOLVED:** That Member visits to the following sites would take place on Saturday 14 April 2007 from 9.30 am:

- 2/05 - Land R/O 28 Bellfield Avenue, Harrow
- 3/01 and 3/02 - John Lyon School, Middle Road, Harrow
- 33/34 Pinner Park Gardens & Land R/O 323/325 Harrow View

79. **Any Other Urgent Business:**(i) **Permitted Development Legislation**

The Chairman reported that, in accordance with the Committee's decision at the meeting held on 28 February 2007, she had written to Ruth Kelly, Secretary of State for Communities and Local Government and Minister for Women, requesting consideration be given to permitted development legislation. The letter had also been sent to Gareth Thomas MP and Tony McNulty MP.

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

(ii) **Meeting Dates**

The Chairman reported that changes had been proposed to the schedule of Development Management Committee (DMC) and Strategic Planning Committee (SPC) meetings. A document showing the proposed changes was tabled and it was

**RESOLVED:** (1) To note that the SPC meeting scheduled for 9 January 2008 had been moved to 16 January 2008;

(2) that the DMC meeting scheduled for 19 September 2007 be cancelled;

(3) that the changes detailed below be agreed:

The meeting scheduled for

- Wednesday 2 May 2007 become DMC (currently SPC)
- Wednesday 16 May 2007 become SPC (currently DMC)
- Wednesday 6 June 2007 become DMC (currently SPC)
- Wednesday 27 June 2007 become SPC (currently DMC)
- Tuesday 17 July 2007 become DMC (currently SPC)
- Wednesday 25 July 2007 become SPC (currently DMC)
- Thursday 6 September 2007 become DMC (currently SPC)
- Monday 10 October 2007 become SPC (currently DMC)
- Thursday 1 May 2008 become DMC (currently SPC)
- Wednesday 14 May 2008 become SPC (currently DMC).

(Note: The meeting, having commenced at 6.31 pm, closed at 9.25 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01                      **APPLICATION NO:** P/3563/06/DCO

**LOCATION:** 69 Brampton Grove, Harrow

**APPLICANT:** Mr V Mithani

**PROPOSAL:** Retention of front porch

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

[Notes: (1) The Chairman, Councillor Marilyn Ashton, and the Vice-Chairman, Councillor Joyce Nickolay, having declared a prejudicial interest in this item and left the room, Councillor Thaya Idaikkadar was duly elected Chairman for this item;

(2) at the conclusion of this item, Councillor Marilyn Ashton resumed the Chair].

(See also Minute 69).

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**LIST NO:** 2/02                      **APPLICATION NO:** P/3598/06/CFU

**LOCATION:** Winter Garden, 130 Wood Lane, Stanmore

**APPLICANT:** Preston Bennett Planning for Mr M Hollis

**PROPOSAL:** First floor side extension

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

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**LIST NO:** 2/03                      **APPLICATION NO:** P/0233/07/CFU

**LOCATION:** 2 Fauna Close, Stanmore

**APPLICANT:** Mr and Mrs Clive Burnett

**PROPOSAL:** Demolition of existing conservatory; single story rear extension

**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the following reason:

(i) The replacement of a conservatory with a larger brick built structure would not respect the openness and character of the Green Belt contrary to HUDP Policy EP34.

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

(2) the Head of Planning had recommended that the above be granted].

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**LIST NO:** 2/04                      **APPLICATION NO:** P/2827/06/COU

**LOCATION:** 16 Bellfield Avenue, Harrow Weald

**APPLICANT:** Geoffrey T Dunnell for Mrs Nita Miller Clark

**PROPOSAL:** Outline: Layout and access for two storey detached house

**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the following reason:

(i) The proposal does not preserve the character and appearance of the West Drive and Bellfield Avenue Conservation Area and would

not respect the spaces between the buildings.

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

(2) the Head of Planning had recommended that the above be granted].

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**LIST NO:** 2/05                      **APPLICATION NO:** P/3446/06/DFU  
**LOCATION:** Land R/O 28 Bellfield Avenue, Harrow  
**APPLICANT:** James Ross Architects for Mrs A M Lewis  
**PROPOSAL:** Two storey detached dwellinghouse, parking and access via Templars Drive  
**DECISION:** DEFERRED for a Member site visit  
(See also Minute 78).

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**LIST NO:** 2/06                      **APPLICATION NO:** P/0043/07/DFU  
**LOCATION:** 3 Hodgkins Mews, Stanmore  
**APPLICANT:** Arthur J Hedges – Planning for Dr N Ali  
**PROPOSAL:** Single storey rear extension  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the following reason:

(i) The proposal would not respect the design, balance and attractiveness to the back of the detached dwellings along this part of the road and will appear to be incongruous and visually obtrusive when viewed from Lady Aylesford Avenue and will give rise to a loss of visual amenity to the detriment of the character of the area.

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

(2) during discussion on the above item, it was moved and seconded that the application be refused. Upon being put to the vote, this was carried;

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

(See also Minute 69).

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**LIST NO:** 2/07                      **APPLICATION NO:** P/3639/06/DFU  
**LOCATION:** 37 Oxford Road, Harrow  
**APPLICANT:** Benjamin Associates Ltd for Mr I Dhanji  
**PROPOSAL:** Conversion of single dwelling house to two flats together with single storey rear extension  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reasons:

(i) The proposal provides for no parking, which will give rise to an unacceptable increase in the pressure for parking spaces on the highway to the detriment of the amenities within the locality and the free flow and safety of traffic on the highway.

(ii) The forecourt does not offer enough space to satisfactorily accommodate six wheelie bins together with an acceptable level of landscaping in accordance with HUDP policy D9, which will give rise to a loss of residential amenity to the future occupiers and will be

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detrimental to the appearance of the property in the street scene.

- (iii) There is no access to amenity space from first floor flat, which will be to the detriment of the residential amenities of the future occupiers.

[Notes: (1) Prior to discussing the above application, the Committee received representations from two objectors, and the applicant, which were noted;

(2) during discussion on the above item, it was moved and seconded that the application be refused. Upon being put to the vote, this was carried;

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

(See also Minute 73).

|                   |   |                        |               |
|-------------------|---|------------------------|---------------|
| <b>LIST NO:</b>   | 2/08  | <b>APPLICATION NO:</b> | P/3560/06/CFU |
| <b>LOCATION:</b>  | 112 Uxbridge Road, Harrow Weald   |                        |               |
| <b>APPLICANT:</b> | Gillett Macleod Partnership Ltd   |                        |               |
| <b>PROPOSAL:</b>  | Redevelopment to provide detached two storey house with rooms in roof space   |                        |               |
| <b>DECISION:</b>  | <p>GRANTED permission for the development described in the applicant and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported, and with the following additional condition:</p> <p>9. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the building(s), or the completion of the development, whichever is the sooner. Any existing or new trees or shrubs, which, within a period of 2 years from the completion of the development, die, are removed, or become seriously damaged or diseased, shall be replaced in the next planting season, with others of a similar size and species, unless the local planning authority agrees any variation in writing.</p> <p>[Note: Prior to discussing the above application, the Committee received representation from an objector, and the applicant's representative, which were noted].</p> |                        |               |

|                   |  |                        |               |
|-------------------|--|------------------------|---------------|
| <b>LIST NO:</b>   | 2/09   | <b>APPLICATION NO:</b> | P/0029/07/CFU |
| <b>LOCATION:</b>  | Park High School, Thistlecroft Gardens, Stanmore   |                        |               |
| <b>APPLICANT:</b> | Tony Welsh Associates for Park High School   |                        |               |
| <b>PROPOSAL:</b>  | Two single storey teaching units for temporary two year period   |                        |               |
| <b>DECISION:</b>  | <p>(1) GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported;</p> <p>(2) RESOLVED that the Education Consultative Forum be made aware that a petition received in relation to the application expressed concerns about pupil behaviour, which the Forum might wish to raise with the school's governing body.</p> |                        |               |

|                   |   |                        |                  |
|-------------------|---|------------------------|------------------|
| <b>LIST NO:</b>   | 2/10  | <b>APPLICATION NO:</b> | P/3521/06/CFU/JW |
| <b>LOCATION:</b>  | Grimsdyke Hotel, Old Redding, Harrow Weald                    |                        |                  |
| <b>APPLICANT:</b> | Marsh Grochowski LLP for Paul Follows, Skerrits of Nottingham |                        |                  |
| <b>PROPOSAL:</b>  | New arbour in existing sunken rose garden                     |                        |                  |

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

(See also Minute 69).

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**LIST NO:** 2/11                      **APPLICATION NO:** P/3279/06/CCO  
**LOCATION:** Grove Farm, 3 Warren Lane, Stanmore  
**APPLICANT:** Shire Consulting for Mr K Clifford  
**PROPOSAL:** Continued use as riding school and livery stable, retention of external alterations to main barn  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

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**LIST NO:** 2/12                      **APPLICATION NO:** P/3591/06/CFU  
**LOCATION:** Whitmore High School, 8 Porlock Avenue, Harrow  
**APPLICANT:** Tony Welch Associates for Whitmore High School  
**PROPOSAL:** Three single storey temporary buildings to provide 5 additional classrooms  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

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**LIST NO:** 2/13                      **APPLICATION NO:** P/3461/06/DFU  
**LOCATION:** The Power House, 87 West Street, Harrow  
**APPLICANT:** Orchard Associates for Sydney Newton plc  
**PROPOSAL:** Second floor extension to form additional office suite (revised)  
**DECISION:** REFUSED permission for the development described in the application and submitted plans, for the following reason:

(i) The proposal would not preserve or enhance the character or appearance of the Harrow on the Hill Village Conservation Area and Area of Special Character and would appear to be incongruous, visually obtrusive and at odds with its surroundings when viewed from the locality by reason of the design, materials and scale.

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

(2) Councillors Mrinal Choudhury, Keith Ferry and Graham Henson wished to be recorded as having voted against the decision to refuse the application;

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

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**LIST NO:** 2/14                      **APPLICATION NO:** P/2839/06/CFU  
**LOCATION:** Stamford Cottage, Stamford Close, Harrow  
**APPLICANT:** Vision Mill Architects for Tayross Homes Ltd  
**PROPOSAL:** Two storey detached dwellinghouse with detached single garage; new vehicular access

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

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**LIST NO:** 2/15                      **APPLICATION NO:** P/0504/07/DDP

**LOCATION:** 19 Mepham Gardens, Harrow

**APPLICANT:** Space Craft Architects for Warden Housing Association

**PROPOSAL:** Approval of details pursuant to conditions numbers 3 (soft and hard landscaping works) and 8 (modifications to front and rear elevations) attached to planning permission ref P/2378/06/DFU dated 15/12/2006 for part two, part three storey block of five terraced houses with parking.

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

---

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

**LIST NO:** 3/01                      **APPLICATION NO:** P/0415/07/CFU/DC3

**LOCATION:** John Lyon School, Middle Road, Harrow

**APPLICANT:** Kenneth W Reed & Associates for John Lyon School

**PROPOSAL:** Demolition of single storey building and elements of music school, construction of single and two storey extensions to form dining hall

**DECISION:** DEFERRED for a Member site visit  
(See also Minute 78)

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**LIST NO:** 3/02                      **APPLICATION NO:** P/0417/07/CCA

**LOCATION:** John Lyon School, Middle Road, Harrow

**APPLICANT:** Kenneth Reed & Associates for John Lyon School, Middle Road, Harrow

**PROPOSAL:** Demolition of single storey building and elements of music school

**DECISION:** DEFERRED for a Member site visit  
(See also Minute 78)

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



CABINET



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**REPORT OF CABINET**

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**MEETING HELD ON 15 MARCH 2007**

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Chairman: \* Councillor Chris Mote

Councillors: \* David Ashton \* Janet Mote  
\* Marilyn Ashton \* Paul Osborn  
\* Mrs Camilla Bath † Mrs Anjana Patel  
\* Miss Christine Bednell \* Eric Silver  
\* Susan Hall

\* Denotes Member present  
† Denotes apologies received

[Note: Councillors B E Gate and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 202 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION I - Local Development Framework - Preparation of a Joint Waste Development Plan Document (DPD)**

The Director of Planning Services introduced the report, which set out the latest position in West London on the production of a Joint Waste Development Plan Document (DPD). The report advised that the constituent boroughs were reporting to their respective Executives/Full Councils on formal agreement to produce a Joint Waste DPD, and the Memorandum of Understanding underlying the process, including financial commitments.

The Director added that this was an important piece of partnership work, which would support implementation of the joint waste initiative and provide value for money.

**Resolved to RECOMMEND:**

That (1) the Council participate in the production of a Joint Waste DPD for West London;

(2) the timetable for production of the Joint Waste DPD be included in the updated Local Development Scheme;

(3) membership of the Steering Group be delegated to the Director of Planning Services (or his nominated representative);

(4) the Director of Planning Services be authorised to enter into the service level agreement to be agreed;

(5) the Portfolio Holder for Planning, Development and Enterprise be nominated to represent the Council.

**Reason for Recommendation:** The West London boroughs have progressed their joint working to a stage whereby formal agreement is required.

**PART II - MINUTES**197. **Declarations of Interest:**

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

198. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 February 2007 be taken as read and signed as a correct record.

199. **Arrangement of Agenda:**

The Chairman indicated that he would be taking the items in the order set out in the agenda. He indicated that he was not prepared to waive the time limit in relation to Public and Councillor Questions, as set out in Executive Procedure Rules 16.2 and 17.1 respectively.

**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>   |
|---|--|
| 4(a). Petitions: Petition submitted to Council on 22 February 2007  | This item was inadvertently omitted from the main agenda. It was submitted to this meeting in order that it may be considered at the earliest opportunity. |
| 17(a). Urgent Business: Proposal for Organisational Review – Motion Referred by Council on 22 February 2007 | This item was inadvertently omitted from the main agenda. It was submitted to this meeting in order that it may be considered at the earliest opportunity. |

(2) 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>   |
|--|---|
| 18. Council Insurance Renewals 1 April 2007 (Supplementary Paper and Appendix) | The supplementary paper and appendix to the report at item 10 on the agenda contained exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it related to the financial or business affairs of any particular person (including the authority holding that information). |

200. **Petitions:**

Cabinet received a petition that had been submitted to Council on 22 February 2007 and which stood referred to Cabinet for consideration. The Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs stated that the petition contained 49 signatures of residents, objecting to the changes to the meals on wheels service.

**RESOLVED:** That the petition be received and referred to the Portfolio Holders for Adult Community Care Services and Issues Facing People with Special Needs and Lifelong Learning, Cultural Services and Issues Facing Older People for consideration.

201. **Public Questions:**

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

1.

**Questioner:** Mrs Ann Freeman

**Asked of:** Councillor Eric Silver, Adult Community Care Services and Issues Facing People with Special Needs Portfolio Holder

**Question:** Your response, Councillor Silver, to my supplementary question at Council on 22nd February said that "The service (WISEWORKS)

does sell goods and plants but it does not make a profit." Are you aware of the Wiseworks' Trading Account, that shows that their surplus was £29,992 in 2003/04, £42,551 in 2004/05 and £37,130 in 2005/06?

2.

**Questioner:** Mr Dominic Kulcsar

**Asked of:** Councillor Eric Silver, Adult Community Care Services and Issues Facing People with Special Needs Portfolio Holder

**Question:** As Cabinet knows, over the months, many questions have been asked about Wiseworks. Can you explain why the answers have been confusing and contradictory?

3.

**Questioner:** Mr Maurice Hoffman

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** Mr Trehern, Acting Chief Executive wrote to me a letter dated 15 February regarding Wiseworks. He said that the Council was drawing up an Action Plan and drawing up an appropriate programme for prospective users of the service that meet their assessed eligible needs. What consultation has taken place regarding the Action Plan and the drawing up of an appropriate programme?

4.

**Questioner:** Mr Patrick Stoupe

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** To what extent does the Cabinet consider the recommendations of CNWL professionals diagnosis to recommend clients to facilities offered by Wiseworks as part of their ongoing care plan?

5.

**Questioner:** Ms Joan W Penrose

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** Cabinet has assured us an investigation into the 'mistaken letter' regarding ceasing of trading at Wiseworks has started. We would like to be involved in this process and would be grateful therefore to know to whom we should give evidence.

6.

**Questioner:** Ms Linda Holman

**Asked of:** Councillor Eric Silver, Adult Community Care Services and Issues Facing People with Special Needs Portfolio Holder

**Question:** What arrangements have been made to provide advocacy support for Wiseworks users when assessments are carried out regarding eligibility criteria?

[Note: An oral answer was provided to all questions. Under the provisions of Executive Procedure Rule 16.4, each of these questioners, except questioners 2 and 5, asked a supplementary question which was additionally answered.]

202. **Councillor Question Time:**

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

1.

**Questioner:** Councillor B E Gate

**Asked of:** Paul Osborn – Legal Services and Issues Facing Young People Portfolio Holder

**Question:** As the Conservative lead Spokesperson on the Constitution Working Group; of how much importance is it to you and your colleagues to uphold our constitution and ensure we adhere to the correct procedures for its revision and amendment?

2.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** How many trees have been planted in the financial year 2006/2007 and how many trees is it intended to plant in the financial year 2007/2008 excluding those coming under PATs?

3.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor Eric Silver, Adult Community Care Services and issues facing People with Special Needs Portfolio Holder

**Question:** In the consultation on the eligibility criteria for Fair Access to Care Services, it is proposed to consult under Option 1 on whether to 'To continue the existing policy to meet assessed needs at both substantial and critical bands.' Could Cllr Silver clarify whether this means that the needs of **everyone** who is assessed as having substantial needs will be met or whether, as at present, the needs of those assessed as having substantial needs are met insofar as financial resources allow on a priority basis?

4.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** Has the Leader of the Council noted that in the consultation on proposed changes to Adult Community Services the Council is following (national) Cabinet guidelines on good practice by undertaking informal consultation with stakeholders while proposals are at a formative stage. Would he agree that this has come about because of the call-in on the Wiseworks proposals, which pointed out that the Council was not following best practice. Would he not further agree that this particular call-in served an extremely useful purpose in not only calling attention to this matter but by also getting the whole matter re-considered.

[Notes: (i) An oral answer was provided to all questions. Under the provisions of Executive Procedure Rule 17.4, each of these questioners asked a supplementary question which was additionally answered;

(ii) in accordance with Executive Procedure Rule 34.1, and in the interests of transparency, Cabinet suspended Executive Procedure Rule 17.1 to enable question 1 to be asked, as it was not a matter in relation to which the Executive had powers or duties.]

203. **Strategic Performance Report - Quarter 3 - 2006/07:**

The Director of People, Performance and Policy introduced the report, which identified key improvers and challenges for the Council. The Director was pleased to report that the Council's Comprehensive Corporate Assessment rating of 2-star for 2006, branded "the Harder Test", had been maintained under a challenging financial situation. He identified services that had improved their individual scores and thanked colleagues, Members and partners for their contributions in sustaining the 2-star rating.

The Director informed the Cabinet that the incoming Chief Executive would lead on the drive for improvements, which would involve Members and partners, and that work had already been started on this.

The Leader stated that, with regard to customer satisfaction, there were some pleasing results from the May 2006 Quality of Life Survey, some of which had been carried forward in the autumn Best Value Performance Indicator (BVPI) survey. However, in other areas, perceptions had dropped which presented the Council with a challenge. He was pleased with the significant improvements made in libraries and open spaces, which reflected positively on the investment in these areas. He thanked officers and partners for their support during the self-assessment process.

The Deputy Leader, also speaking in his capacity as Portfolio Holder for Finance and Business Matters, added that the BVPIs formed a pivotal role and that each Portfolio Holder would be responsible for improvements in their respective portfolios. There was a need to enhance the Council's performance and that, having brought financial management under control, Members would be making it a priority to "raise the game" on performance management by scrutinising and driving performance improvements.

Individual Portfolio Holders highlighted the improvements made by services under their respective portfolios and identified areas where further work was needed. They thanked officers, particularly those in the Children's Services, the Planning Service and in the libraries for their work, often carried out in difficult staffing circumstances.

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

(2) Portfolio Holders work with officers to achieve improvement against key challenges, and receive monthly updates;

(3) Cabinet identify any adaptations it wishes to see in the Strategic Performance Report.

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

204. **Forward Plan 1 March 2007 - 30 June 2007:**

**RESOLVED:** To note the contents of the Forward Plan for the period 1 March – 30 June 2007.

205. **Appointment of Assistants to Portfolio Holder for Housing:**

Further to the agenda, it was moved by the Leader of the Council that Councillor Tom Weiss remain as Assistant (Support Member) and it was

**RESOLVED:** That (1) Councillor Tom Weiss remain as Assistant (Support Member) to the Portfolio Holder for Housing;

(2) Councillor G Chowdhury be also appointed as Assistant (Support Member) to the Portfolio Holder for Housing.

206. **Key Decision - Council Insurance Renewals 1st April 2007:**

An officer introduced the report, which set out developments in establishing the insurance mutual since November 2006 and sought approval for procuring the Council's insurance business. He highlighted the key points and drew Members' attention to the supplementary paper and appendix circulated at the meeting, which were confidential.

The Portfolio Holder for Finance and Business Matters referred to paragraph 2.5.1 of the report and stated that the figures were indicative only and were subject to evaluation. He added that overall, a saving was anticipated by becoming a full member of London Insurance Mutual.

**RESOLVED:** That (1) officers be authorised to enter into insurance contracts with insurers, as set out in the appendix to the supplementary officer report;

(2) the Portfolio Holder for Finance and Business Matters be authorised to make any further decisions regarding the Council's participation in the mutual as matters progressed;

(3) a payment of up to £177,000 for the Council's contribution towards an initial contingency guarantee required by the Financial Services Authority be authorised.

**Reason for Decision:** To authorise officers to purchase the Council's insurance protection for 2007/08.

207. **Key Decision - Determination of Admission Arrangements for 2008/09:**

An officer introduced the report, which set out the recommendations from the Harrow Admissions Forum following consideration of the consultation results on admission arrangements for Harrow.

The Portfolio Holder for People First – Children's Services highlighted the reasons why this matter was before the Cabinet, as set out in Section 2 of the officer report, and it was

**RESOLVED:** (1) To give first priority to Looked After Children in the oversubscription criteria;

(2) to agree the co-ordinated admissions schemes, as set out in the consultation document;

(3) to amend the medical criterion so that parents can, in wholly exceptional circumstances, make a medical claim for a school that was not the closest to their home address provided this was the most appropriate school and the claim was supported by evidence from a Hospital Consultant. In assessing these applications advice, as appropriate, would be sought from Harrow's Special Education Needs Panel (officer panel);

(4) to clarify the tie-breaker so that where applicants live equi-distant from the preferred school and places cannot be offered to both children, the oldest child would have the first available place. This would also be the case in the event of multiple births;

(5) to reduce the planned intake for Cedars First, Cedars Middle, Grange First and Grange Middle Schools from 90 to 60;

(6) that, in order to eliminate instances of multiple offers, parents who asked for their child's name to be placed on the waiting list for another school after a school place had been allocated, be advised that they were indicating they preferred this school to the school already allocated. If at a later date a place was offered from the waiting list, this new offer would supersede any previous offer, which would automatically be withdrawn;

(7) to change the closing date for Reception applications from early November to end of January, with offer letters being sent at the end March/beginning of April (depending on when the spring break falls);

(8) to admit all children to Reception class in one intake in September, noting the right of a parent to defer their child's entry, as set out in the School Admissions Code of Practice.

**Reason for Decision:** There was a statutory requirement under the School Standards and Framework Act 1998 for admission authorities to determine admission arrangements by 15 April in the determination year (ie. by 15 April 2007).

208. **Amalgamation of Cedars First and Middle Schools:**

An officer introduced the report, which sought approval to enable a new combined two form of entry school to open in September 2007. The report advised that no objections had been received to the proposed amalgamation of Cedars First and Middle Schools.

The Portfolio Holder for People First – Children's Services recommended the report to the Cabinet and mentioned that the governing body of the schools had been unanimous in its decision to recommend that the schools be amalgamated and move to two forms of entry. She drew attention to the circumstances in which the proposal to combine the schools had arisen, as set out in paragraph 2.2 of the officer report.

**RESOLVED:** That (1) the proposals to close Cedars First School and Cedars Middle School and to create a new combined school be agreed;

(2) the admission arrangements for the new combined school for 2007/2008 academic year and for 2008/2009 academic year at two forms of entry (60 pupils per year group from Reception to Year 7) be agreed.

**Reason for Decision:** The Council's Amalgamation Policy required the Governing Bodies of all separate first and middle schools to consider combining the two schools when specified circumstances arose.

209. **Urgent Key Decision - Consultation on Proposed Changes to Adult Community Care Services – Spring 2007:**

An officer introduced the report, which set out the views expressed by invited stakeholders who had participated in a formative process prior to commencement of a formal consultation on the proposed changes to Adult Community Care Services. The report sought confirmation of the options on which consultation should take place.

In recommending the options set out in the officer report, the Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs stated that the pre-consultation event had been well attended and assured Cabinet that every effort had been made to ensure that this informal consultation was meaningful.

**RESOLVED:** That (1) in respect of the proposed changes to the Eligibility Criteria under 'Fair Access to Care Services', consultation be carried out on Options 1 and 2, as set out in paragraph 2.2 of the officer report;

(2) in respect of the proposed introduction of charges for attendance at Day Centres, consultation be carried out on Options 1 and 2, as set out in paragraph 2.3 of the officer report;

(3) authority be delegated to the Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs to approve the final consultation document.

**Reason for Decision:** To enable the 12 week formal consultation to be carried out.

210. **Key Decision - Implementing the Clean Neighbourhoods and Environment Act 2005:**

The Portfolio Holder for Urban Living – Community Safety and Public Realm introduced the report, which set out the options on enforcement contained within the Clean Neighbourhoods and Environment Act 2005. The report sought agreement for the Act to be implemented. She highlighted the key aspects of the report.

The Leader highlighted the need to 'educate' people on this important issue.

**RESOLVED:** To (1) agree that the Council implement the use of Fixed Penalty Notice Enforcement following consultation and publication of an Environmental Crime Enforcement Strategy followed by a promotional campaign and well publicised lead-in period to raise awareness;

(2) agree to set the level of fixed penalty fines in respect of fixed penalty notices as outlined in the ALG TEC Section 101 joint agreement between all London Local Authorities shown at Appendix 2;

(3) agree that the proposed Enforcement Strategy for Environmental Crime be brought to Cabinet for approval following the recommended consultation process, prior to implementation;

(4) agree to prepare a Draft Dog Control Order for all land that was open to the air to which the public had access and, following consultation, to bring the Order to Cabinet for formal approval;

(5) delegate the authority to the Executive Director - Urban Living, in consultation with the Portfolio Holder for Urban Living – Community Safety and Public Realm, to enter into negotiation with and delegate the authority to the Police to issue fixed penalty notices, including the use of receipts received as a result of this action.

**Reason for Decision:** To develop a response to tackling our Envirocrime Enforcement, deliver key corporate priorities and reduce risk through formal challenge.

211. **Key Decision - Local Development Framework – Preparation of a Joint Waste Development Plan Document (DPD):**  
(See Recommendation I).

212. **Urgent Key Decision - Local Development Scheme 2007: Saved Policies:**  
The Cabinet received a report of the Director of Planning Services, which set out the requirement for the Council to review the saved Harrow Unitary Development Plan (HUDP) policies against various criteria, and to submit its revised list to the Secretary of State by 1 April 2007. The report contained, as an appendix, the policies that officers were recommending be saved and which were subject to the amendments proposed by the Council's Local Development Framework Panel.

The Director of Planning Services reported that a thorough review of the Council's existing policies had been carried out.

The Portfolio Holder for Planning, Development and Enterprise thanked officers for this meticulous piece of work and stated that the Local Development Framework Panel had decided not to 'save' policies H12 (Homes in Multiple Occupation) and H9 (Conversion of Houses and Other Buildings to Flats).

**RESOLVED:** That, in order to request an extension of the saved policies beyond 27 September 2007, the report on the Review of Saved Policies be agreed, as amended by the LDF Panel at its meeting on 26 February 2007 and that it be submitted to the Secretary of State before 1 April 2007.

**Reason for Decision:** To request an extension of the saved policies beyond 27 September 2007.

213. **Any Other Urgent Business:**

(i) **Proposal for Organisational Review – Motion referred by Council on 22 February 2007**

The Cabinet received a report of the Acting Chief Executive on the motion referred by Council on 22 February 2007 in relation to the Organisational Review.

The Leader stated that the administration had involved all parties in the organisational review and would continue to do so.

**RESOLVED:** That the Motion referred by Council on 22 February 2007 in relation to the Organisational Review be not adopted.

**Reason for Decision:** Under the provisions of Council Procedure Rule 15.6, the subject matter of the Motion referred to matters within the powers of the Executive and therefore stood referred to the Cabinet. To receive the motion.

(ii) **Member Training – Quarterly Briefing**

The Leader reminded Members of the training scheduled to take place on 19 March 2007 at 6.30 pm, which would include a briefing session on the organisational review.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.41 pm).

(Signed) COUNCILLOR CHRIS MOTE  
Chairman

CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****6 MARCH 2007**

Chairman: Councillor Mrs Janet Cowan

Councillors: \* Mrinal Choudhury (Vice-Chairman) (in the Chair) \* Joyce Nickolay

Advisers: † Mr D A Jones (Vacancy)

\* Denotes Member present  
† Denotes apologies received

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

On 6 March 2007, there were 3 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

**Resolved to RECOMMEND:**

That an offer of admission to a school be made as follows:

| <u>Reference</u> | <u>Year Group</u> | <u>Admitting School</u> |
|------------------|-------------------|-------------------------|
| H122             | 10                | Bentley Wood            |
| H123             | 10                | Rooks Heath             |
| H124             | 10                | Hatch End High          |

[Note: An additional case was added to the agenda after case H123; this became H124.]

**PART II - MINUTES**119. **Attendance by Reserve Members:**

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

120. **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.

121. **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>  |
|------------------------------------|---|
| 8.(a) Admissions to County Schools | The application detailed in this report was received after the main agenda was printed and circulated. Members were asked to consider this application, in order to allocate an appropriate place to the applicant. |

(2) 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 | These items were considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) in that they contained |
| 8.(a) Admissions to County      |  |

Schools

information relating to any individual.

122. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 7 November, 21 November, 5 December and 19 December 2006 be taken as read and signed as a correct record;

(2) the minutes of the meetings held on 9 January, 23 January and 6 February 2007 be deferred until printed in the Council Bound Minute Volume.

123. **Public Questions:**

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

124. **Petitions:**

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

125. **Deputations:**

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

126. **Admissions to County Schools:**

(See Recommendation 1).

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

(Signed) COUNCILLOR MRINAL CHOUDHURY  
Vice-Chairman (in the Chair)

## GRANTS ADVISORY PANEL

7 MARCH 2007

Chairman: \* Councillor Joyce Nickolay

Councillors: \* Ms Nana Asante \* Mrs Anjana Patel  
\* Marilyn Ashton (1) \* Mrs Rekha Shah  
\* Don Billson \* Stanley Sheinwald  
\* Ashok Kulkarni \* Mrs Sasi Suresh  
\* Asad Omar

Adviser: \* Deven Pillay, Chief Executive, Mencap

\* Denotes Member present

(1) Denotes category of Reserve Member

[Note: Councillor Navin Shah also attended this meeting to speak on the item indicated at Recommendation 1 and Minute 55 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Main Grant Applications 2007/08 - Appeals**

The Panel received a report of the Director of Financial and Business Strategy which set out details of correspondence received from voluntary organisations appealing funding allocated at the Panel's previous meeting.

An officer stated that a letter had previously been despatched to organisations regarding the Council's financial position, and which also set out the appeals criteria.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) the organisations that did not meet the appeals criteria not be considered;

(2) funding to organisations that did meet the criteria be revised as set out at Appendix 1 to these minutes;

(3) funding to Bentley Priory Nature Reserve, as a special case, be revised from £1,900 to £2,200.

**[REASON:** To finalise the allocation of funding to Voluntary Organisations in 2007/08].

[Note: Councillors Ms Nana Asante, Asad Omar, Mrs Rekha Shah and Mrs Sasi Suresh wished to be recorded as having voted against (1) above].

(See also Minutes 49 and 55).

**RECOMMENDATION 2 - Main Grant Applications 2007/08 - Reserved**

The Panel received a report of the Director of Financial and Business Strategy, setting out grants which had been reserved from the Panel's meeting on 22 January 2007.

On considering the applications, it was

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) £1,000 remain reserved for Flash Musicals, pending the outcome of discussions regarding lease arrangements;

(2) £500 be released to Harrow Gingerbread;

(3) £4,500 be released to Home Start Harrow.

**[REASON:** To finalise the allocation of funding to voluntary organisations in 2007/08].

**RECOMMENDATION 3 - Edward Harvist Trust Charity - Grant Applications 2007/08**

The Panel received a report of the Director of Financial and Business Strategy, setting out applications to the Edward Harvist Trust Fund.

An officer explained that there was a balance of £7,843 of Trust monies to be allocated in 2007/08.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That (1) £500 be allocated to Friends of Canons Park;

(2) £80 be allocated to Harrow Public Transport Users Association;

(3) £2,000 be allocated to Stanmore Baptist Church;

(4) £940 be allocated to Survive and Save Club.

**[REASON:** To consider the allocation of funding to voluntary organisations from monies received from the Edward Harvist Trust in 2007/08].

#### **RECOMMENDATION 4 - Street Collection Applications for 2007**

The Panel received a report of the Director of Financial and Business Strategy, which presented requests by Harrow Multiple Sclerosis Therapy Centre and Mencap Hillingdon North to sponsor their applications for street collection permits.

**Resolved to RECOMMEND:** (To the Portfolio Holder, Finance and Business Matters)

That the applications received from Harrow Multiple Sclerosis Society and Mencap Hillingdon North for street collection permits for 2007 be sponsored.

**[REASON:** To enable the organisations to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date].

#### **PART II - MINUTES**

##### 48. **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 Myra Michael | Councillor Marilyn Ashton |

##### 49. **Declarations of Interest:**

**RESOLVED:** To note that (1) the following Members declared a prejudicial interest arising from their involvement with the organisations listed. Accordingly, they left the room and took no part in discussions or voting relating to these organisations:

| <u>Member</u>                      | <u>Organisation</u>                |
|------------------------------------|------------------------------------|
| Councillor Asad Omar               | Harrow Council for Racial Equality |
| Deven Pillay, Adviser to the Panel | Harrow Council for Racial Equality |

(2) the following Members declared a personal interest arising from their involvement with the organisations listed. Accordingly, they took part in discussions and voting relating to these organisations:

| <u>Member</u>             | <u>Organisation</u>  |
|---------------------------|--|
| Councillor Ms Nana Asante | Bridge Trust<br>Flash Musicals<br>Harrow Association of Voluntary Services<br>Harrow Women's Centre<br>Stanmore Baptist Church |
| Councillor Joyce Nickolay | Bentley Priory Nature Reserve<br>Harrow Association of Voluntary Services<br>Harrow Citizens Advice Bureaux                    |
| Councillor Mrs Rekha Shah | Harrow Association of Voluntary Services   |

50. **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. Main Grant Applications<br>2007/08 - Appeals | The report had not received the necessary clearances at the time the agenda was circulated. Members were requested to consider the report as a matter of urgency. |

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

51. **Minutes:**

**RESOLVED:** That (1) the minutes of the meetings held on 20 November 2006 and 18 December 2006 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 22 January 2007 be deferred until printed in the Council Bound Minute Volume.

52. **Public Questions:**

**RESOLVED:** That the following question be received under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution):

1.

**Questioner:** Mrs Sahida Mughal

**Asked of:** Councillor Joyce Nickolay

**Question:** The dependence of many Voluntary organisations to make use of inexpensive and local community/school halls is imperative to hold events and/or provide the service to the Community. However, costs to hire schools facilities are extortionate. In light of the current cuts, and the influence the Council has with schools, is it not possible for the Council to create an intermediary relationship to allow voluntary organisations to make use of facilities at reduced or no cost?

[Note: An oral response was given to the question. In addition, one supplemental question was asked, which was additionally answered.]

53. **Petitions:**

In accordance with Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution), the Panel received a petition from Blossom Fitness, containing 185 signatures. The terms of the petition cited the potentially adverse effects of a cut in funding on the activities of the organisation, and presented information relating to group members.

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

54. **Deputations:**

**RESOLVED:** That Committee Procedure Rule 15.7 (Part 4E of the Constitution) be suspended in order to receive deputations from the Harrow Association of Voluntary Services, KSIM Senior Citizens Association, and Blossom Fitness, in relation to agenda item 8, Main Grant Applications 2007/08 Appeals.

(See also Minute 55).

55. **Main Grant Applications 2007/08 - Appeals:**

Further to Recommendation 1 above, prior to the discussion on this item, the Panel received deputations from Harrow Association of Voluntary Services, KSIM Senior Citizens Association, and Blossom Fitness. Deputies felt that the reduction in the grants budget for 2007/08 would jeopardise the work of their organisations, as well as those of voluntary groups throughout the Borough. It was felt that the Council had not entered into appropriate consultation with voluntary groups when making the

reductions, particularly in relation to those organisations holding Service Level Agreements (SLAs) with the Council.

An officer stated that there had been appropriate consultation with organisations regarding the grants budget, including documentation published through the Council's website and Harrow People, and several public meetings regarding the Council's financial position. It was added that discussions were continuing with those organisations holding SLAs regarding funding levels.

Further to this, a motion was put and seconded proposing restoration of funding to those voluntary organisations holding SLAs. Upon being put to a vote, the motion was not carried.

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

(See also Minutes 49 and 54).

56. **Main Grant Applications 2007/08 - Reserved:**  
(See Recommendation 2).

57. **Edward Harvist Trust Fund Applications:**  
(See Recommendation 3).

58. **Street Collections:**  
(See Recommendation 4).

(Note: The meeting having commenced at 7.34 pm, closed at 9.28 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

APPENDIX 1

| <b>Organisation</b>  | <b><u>Funded Recommended</u><br/>2007/08 (£)</b> | <b><u>Revised Recommendation</u><br/>(£)</b> |
|--|--|--|
| Harrow Emerald Circle  | Nil  | 450  |
| Harrow Youth & Community Project   | 1,800  | 2,000  |
| K.S.I.M Senior Citizen Association   | Nil  | 2,000  |
| Navnat Vanik Association of the United Kingdom (on behalf of Navnat Yuva Vadil Mandal) | Nil  | 450  |
| Harrow Tamil Association   | Nil  | 2,000  |



## TOWN CENTRE AND MAJOR PROJECTS PANEL

13 MARCH 2007

Chairman: \* Councillor Marilyn Ashton

Councillors: \* David Ashton \* Phillip O'Dell  
\* Susan Hall \* Bill Stephenson (1)  
\* Chris Mote

Advisers (non-voting): \* Mr Abe Hayeem – Canons Park Residents' Association  
\* Mr David Summers – Harrow Agenda 21  
\* Mrs J Verden – Harrow Heritage Trust  
\* Mr A Wood – Harrow Public Transport Users' Association

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**31. **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 Navin Shah  | Councillor Bill Stephenson |

32. **Declarations of Interest:**

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

Agenda Item 8 – Projects Update

- (i) Councillors David Ashton and Marilyn Ashton declared personal interests in that they lived next to Bentley Priory.
- (ii) Councillor Susan Hall declared a personal interest in that her business was situated on Wealdstone High Street.

Accordingly, they would all remain in the room whilst the matter was considered and voted upon.

[Note: Councillor Marilyn Ashton clarified that her interest was personal rather than prejudicial because the report before the Panel was for noting only].

33. **Arrangement of Agenda:**

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

34. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 30 January 2007 be deferred until printed in the Council Bound Minute Volume.

35. **Appointment of an Adviser:**

**RESOLVED:** That David Summers, representing the Harrow Agenda 21, be appointed as a non-voting adviser to the Panel, in place of Mr John Palmer, for the remainder of the Municipal Year 2006/07.

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

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

37.

**Projects Update:**

The Panel received an oral progress report from the Director of Planning Services on a range of projects that had strategic importance within the Borough. The projects would have an impact on the Borough in terms of the range of services available to the community, their physical presence and environmental impact. The officer informed Members that progress reports would be submitted regularly to the Panel together with a timetable for the various projects.

In order to assist the Panel the officer circulated the progress report, which had been submitted to the meeting on 30 January 2007. The officer used this to remind Members of the various ongoing projects occurring throughout the Borough and to provide a further update on each of them.

**Harrow Town Centre****Harrow on the Hill Station**

The Director of Planning Services reported that Harrow College had now secured a grant from the Learning and Skills Council to relocate to the south side of Harrow on the Hill Station. Meetings with legal advisers, Harrow College architects, representatives from the Council, Quintains and Dandara had been held in order to integrate a proposed development to include the public open space, Harrow College and residential development on the south side together with the station/transport infrastructure. It was noted that the key issue would be the transport interchange in particular the bus links to the north side connecting to the south side of Harrow on the Hill Station.

The Panel received contributions from its advisory members who made valuable observations in respect of the overall project. Furthermore as seamless interchange between stations was of paramount importance the walkways/bridge linking the station to either sides of the track ought to be made inviting and accessible, with views of the open green spaces and Harrow on the Hill. It was noted that many of the various suggestions put forward had already previously been explored and tested, and some of which had already been taken on board.

**Public Realm and Access Strategy**

Urban Initiatives had recently held a workshop with key stakeholders. The event had proved a success, with Urban Initiatives having received constructive feedback. The next phase intended was to have a wider public consultation planned for later in the year. It was noted that a Special meeting would be required in April/May with a Recommendation to Cabinet to approve the next phase of the project.

**Sites in Gayton Road**

The project was still in its formative stages. It was anticipated that Fairview Estates would bring forward their proposals once the terms of the legal agreement had been settled. It was noted that the project timescale was between 20 months to 2½ years dependent on how the construction was phased in. Members suggested that thought ought to be given into the design of the library and arts centre. It was noted that the Scrutiny Members were going to visit Willesden Library for inspiration.

**Greenhill Road Car Park**

It was noted that the site had been sold at auction and the Authority was awaiting further proposals from the new owners.

**Travis Perkins Site**

It was noted that the Authority was still awaiting a planning application from Transport for London's (TfL's) preferred developer, following the pre meeting regarding a mixed use scheme.

**Greenhill Way Car Park**

The Director of Planning Services reported that there had been no progress since the last meeting.

**Havelock and Adjacent Land**

The Director of Planning Services reported that there had been no progress since the last meeting.

**Wealdstone****Re-opening of Wealdstone High Street**

It was reported that design work had commenced on the High Street to allow some on-street parking whilst maintaining and re-routing some of the bus accesses.

However, although TfL's Bus Operation Team had supported the scheme, TfL's Strategic Bus Network had raised concerns with a particular bus route and the Authority was awaiting their approval. Formal consultation could begin once the bus operation strategy had been approved by the Strategic Bus Network and following public consultation. Ward Councillors would be kept informed.

Station Road including Civic Centre Site

The officer reported that the Civic Centre building was no longer fit for purpose and a number of potential options were being considered, to rationalise its accommodation, consolidate within the existing site or relocate. It was explained that this was a complex exercise, with some of the land being privately owned, however a number of potential opportunities were being considered. Any proposals would have to be reported to Cabinet as a key decision.

Kodak

The officer reported that 8 acres of land adjoining Headstone Lane was being cleared prior to disposal. One option was to relocate staff from the Civic Centre to the Kodak site. It was noted that due to the Authority's financial position such a scheme would need to be undertaken with a development partner.

Leisure Centre/Driving Centre/Byron Recreation Ground

The Director of Planning Services stated that the Leisure Centre was no longer fit for purpose and that the re-provision of services was being investigated. A steering group had been established to look into the project and planning involved, with the assistance of external resources. Funding options were being examined with Leisure Connections to minimise Council expenditure.

Hatch End Arts and Leisure inc Bannister Playing Fields

Leisure Connections, who managed the site, had been in talks with the Authority regarding the re-provision of the facilities. Key concerns such as planning, property and financial issues had to be assessed prior to any proposals.

Stanmore District Centre including the Anmer Lodge site and adjacent land

Members were informed that the users of Anmer Lodge, previously an old persons' home and now providing homeless persons' accommodation were being relocated. The adjoining car park also gave potential development opportunities, which would secure vitality and viability of Stanmore District Centre including enhanced car parking facilities.

Prince Edward Playing Fields

Members were informed that the planning application was due to be heard at the Strategic Planning Committee (SPC) on 14 March 2007. Parking had been taken into consideration when the report was prepared for SPC and the decision would be based on all the relevant information presented to the Committee.

William Ellis Playing Fields

It was reported that a briefing session had taken place on 6 March 2007 with the I Foundation, who were hoping to submit a planning application in one month's time, which would include proposals to consolidate and improve the facilities for Belmont Football Club.

Wood Farm

CP Holdings had not progressed their planning application on the sale of their land, as an ecological survey, which was required, had not yet taken place.

Bentley Priory

The Director of Planning Services reported that public consultation and an exhibition had taken place on the future of RAF Bentley Priory, in particular the Grade II listed building. It was noted that 60 responses had been received and that the Local Development Framework (LDF) Panel would analyse the responses once consultation had ended on 2 April 2007.

38. **Any Other Urgent Business:**

A Member requested an update on Brazier Dairies on Kenton Lane, which had been sold. Responding the Director of Planning Services advised that the buyer was unknown and that they had not received requests for a pre-application meeting for this site.

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

(2) a progress report on Brazier Dairies, Kenton Lane be submitted to the next meeting.

(Note: The meeting having commenced at 7.30 pm, closed at 9.30 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

## PUBLICATIONS ADVISORY PANEL

22 MARCH 2007

Chairman: \* Councillor Paul Osborn

Councillors: Mrs Lurline Champagnie \* Bill Stephenson (1)  
 \* Archie Foulds \* Tom Weiss  
 \* Barry Macleod-Cullinane

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

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**21. **Attendance by Reserve Members:**

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

Ordinary MemberReserve Member

Councillor Keith Ferry

Councillor Bill Stephenson

22. **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.

23. **Arrangement of Agenda:**

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

24. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 7 November 2006 be taken as read and signed as a correct record.

25. **Public Questions:**

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

26. **Petitions:**

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

27. **Deputations:**

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

28. **Web Refresh and Channel Migration Update:**

The Panel received a presentation on Channel Migration and the Web Refresh project.

The Panel was informed that currently the website enabled only a limited amount of transactions to take place. The project would increase the number and variety of transactions. It was explained that transactions were being prioritised for Channel Migration, and that there would be a focused campaign to encourage customers to switch to conducting transactions through the website. This would result in significant efficiency savings as the cost of a website transaction was much lower than a face-to-face or telephone transaction.

Officers reported that, in order for the Channel Migration campaign to take place, the Web Refresh project needed to be completed, as the current website had outdated technology and inconsistent content, which would not support the requirements of the

campaign. Research had taken place and the websites of the other London boroughs had been reviewed. Four focus groups were currently providing feedback on the design of the new Harrow website, carrying out user testing and reviewing the content. Comprehensive testing would be conducted during April and May 2007 and the website would be launched at the end of June 2007. It was confirmed that a campaign team would promote the use of the website and that Channel Migration was a long-term process which would be reviewed during its lifecycle.

Members raised the following concerns about the project:

- the effectiveness of the search facility;
- that payment by 'Paypal' would not be accepted;
- that accessibility to the Harrow website and the content of the homepage needed to be considered;
- that Members had not been provided with a detailed timeline of the stages in the Web Refresh and Channel Migration project.

An officer informed Members that the search facility would prioritise keywords generated from integrated public sector vocabulary and council officers' local experience. It was anticipated that the intranet search engine would be effective. Members were also advised that a professional graphic designer had been used to design the website. The concerns and suggestions raised by Members were noted by officers.

Members commented that background information circulated by officers prior to the meeting had not been sent in an accessible format to all Members and Reserve Members of the Panel.

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

(2) officers provide Members with a detailed timeline of the stages in the Web Refresh and Channel Migration project;

(3) officers resend background information to Members and Members confirm it had been received.

29. **Harrow People Update:**

The Panel received a report which considered the feasibility of replacing the existing Harrow People magazine with a four page, monthly magazine produced by the Council and its partners. The officer informed the Panel that the Council's partners were enthusiastic about the magazine but that their financial commitment was required. It was anticipated that a decision on whether to produce a magazine would be made in June 2007.

In response to questions from Members, the officer explained that Members of the Panel would be consulted on the title of the proposed magazine and that Members would be provided with detailed figures of the financial commitments made by the Council's partners once available. A Member expressed the view that it was not appropriate for the Council to compete with local businesses.

Members commented that the Harrow Strategic Partnership Board should be informed of the proposal, that the distribution methods and readership figures for the current Harrow People needed careful consideration as part of the business case and that a decision on whether the Council should have editorial control needed to be made.

An officer informed the Panel that the next edition of Harrow People would be distributed in April and, prior to this, would be circulated to Members, allowing sufficient time for comments to be made.

Members discussed the options outlined in the report and

**RESOLVED:** That (1) a magazine launch be postponed until September 2007;

(2) a sales representative be employed on a commission basis to reach an income target, the initial costs being met from the existing approved Communications budget;

(3) the Panel receive a further report on the results of the commission and an in-depth business case including detailed figures and uptake of the magazine;

(4) officers report to the Harrow Strategic Partnership Board on the proposal.

30. **Community Notice Boards:**

The Panel received a verbal update on Community Notice Boards. The officer confirmed that a contract had recently been signed for JC Decaux to provide twenty self-standing advertising displays and fifteen new Community Notice Boards which would be placed across the Borough. Ward Members would be consulted on the most effective places for the boards to be situated.

In response to questions from Members, the officer confirmed that charities could place notices on the boards free of charge and that there was a small charge for commercial use. A Member suggested that the notice boards should provide information on how to place a notice on the board as it could generate additional revenue and increase community involvement. An officer confirmed that a leaflet was available from the Council reception advising of the costs for having information displayed for a two-week period.

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

(Note: The meeting having commenced at 7.35 pm, closed at 9.17 pm)

(Signed) COUNCILLOR PAUL OSBORN  
Chairman



CONSULTATIVE  
FORUMS



**TENANTS' AND LEASEHOLDERS'  
CONSULTATIVE FORUM****26 MARCH 2007**

Chairman: \* Councillor Mrs Camilla Bath

Councillors: \* Don Billson  
\* Bob Currie

Phillip O'Dell

\* Denotes Member present

**Tenants and Leaseholders Representatives**

Representatives from the following Associations were in attendance:-

Antoneys Close Tenants' and Residents' Association  
 Borridge Estate Tenants' and Residents' Association  
 Brookside Close Tenants' and Residents' Association  
 Cottesmore Tenants' and Residents' Association  
 Eastcote Lane Tenants' and Residents' Association  
 Harrow Federation of Tenants' and Residents' Associations (HFTRA)  
 Hatch End Tenants' and Residents' Association  
 Leaseholder Support Group  
 Pinner Hill Tenants' and Residents' Association  
 Stonegrove Gardens Tenants' and Residents' Association  
 Weald Tenants' and Residents' Association  
 Woodlands Tenants' and Residents' Association

In total 21 Tenants/Representatives attended.

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES****51. Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members present at this meeting.**52. Declarations of Interest:****RESOLVED:** To note that the following interests were declared:

| <u>Member</u>               | <u>Nature of Interest</u>   |
|-----------------------------|---|
| Councillor Mrs Camilla Bath | Councillor Mrs Camilla Bath declared a personal interest in that the following Housing Estates were in her ward: Woodlands, Cottesmore, Eden Close, Beatty Road and Hague Road. |
| Councillor Don Billson      | Councillor Don Billson declared a personal interest in that the following Housing Estate was in his ward: Grange Farm Close.  |
| Councillor Bob Currie       | Councillor Bob Currie declared a personal interest in that the following Housing Estates were in his ward: Eastcote Lane, Alexandra Avenue and Brookside Close.                 |

**53. Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.**54. Minutes:****RESOLVED:** That the minutes of the meeting held on 24 January 2007 be deferred until printed in the Council Bound Minute Volume.

55. **Public Questions:**

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

56. **Petitions:**

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

57. **Deputations:**

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

58. **Housing Revenue Account (HRA) 5 Year Budget Analysis 2004-05 to 2008-09:**

The Forum received a report of the Director of Financial and Business Strategy, which provided an analysis of the Housing Revenue Account (HRA) budget over a 5 year period from 2004-05 to 2008-09. It compared the budget as originally set out in the HRA business plan with outturn/revised budgets put to and agreed by Cabinet as part of the medium term budget strategy.

An officer informed the Forum that the report anticipated that balances in the account would grow. The balances stood at £6.8 million. It was explained that the HRA was a ring-fenced account and that it would be used to fund housing stock.

In response to a question from a resident regarding the viability of an Arms Length Management Option (ALMO) in light of the HRA surplus, an officer explained that an ALMO was not viable as it would incur extra costs. The officer stated that the reason there was a healthy balance in the HRA was because an ALMO option had not been progressed. In response to a further question from a resident, an officer explained that delivering a housing service through an ALMO was more expensive than through the Council.

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

59. **Housing Capital Programme 2007 - 2010:**

An officer presented a report, which outlined the Housing Capital Programme for 2007-2010 and specifically the programme of work to meet the Decent Homes Standard.

The officer confirmed that amendments had been made following the last meeting of the Forum, as an outcome of resident consultation. In response to concerns from residents, the officer agreed to look into roads missing from the list including Bransgrove Road, Buckingham Road and Whitchurch Avenue. In response to concerns from residents, the officer also agreed to look into means of escape. The officer confirmed that there had been an increase in the budget for Minor Estates Improvement (MEI) and tenant initiatives.

In response to a question from a resident, the Chairman confirmed that the Housing Capital Programme was a rolling programme and that the homes most in need would be considered first. During discussion on the item, in response to queries from Members and residents, officers advised:

- it was an on-going process and that the purpose of the exercise was for the Council to be open to comments;
- the officer would look at the listed properties to ensure there were no duplicates;
- it would be looked into as to whether the flats on Stuart Avenue did require replacement roofs;
- five hundred pounds per annum would be available for adaptations for the disabled. This money was from the Corporate Capital Account and not the Housing Revenue Account.

In response to a query from a Member, the Chairman agreed to investigate the possibility of garages also being refurbished.

In response to a concern raised by a Member, the Chairman agreed that a revised version of the report be circulated before the next meeting of the Forum.

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

(2) a revised version of the report be circulated before the next meeting of the Forum.

60. **Update on the Housing Repairs Service, Delivery of the Decent Homes Programme and the Harrow Integrated Property Services Partnership Project (HIPSP):**

An officer presented an information report of the Interim Head of Property, which detailed progress on the Harrow Repairs Service, Delivery of the Decent Homes Programme and the Harrow Integrated Property Services Partnership project (HIPSP).

Regarding the Decent Homes Programme, an officer stated that recent delays for the Decent Homes Standard were a result of problems with kitchen suppliers.

In relation to HIPSP, an officer explained that the current position was that there was a preferred contractor for minor and major works. The officer stated that the Council had a number of expectations from the new contract including improved employment practice, improved efficiency and better tie up between minor and major works. A resident expressed his support for one of the contractors, and highlighted potential for resident involvement, appointment systems and security, and the possibility of a higher number of tasks being resolved on site first time.

In response to questions from residents, an officer confirmed that there were a number of details to be clarified in the contracts before they were awarded, including tenant signing of job sheets and means by which complaints could be registered. It was confirmed that staff would carry necessary identification when conducting home visits.

In response to a question by a resident, an officer explained that there was a list of contractors the Council could use who could make adaptations for people with special needs.

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

61. **Any Other Urgent Business:**

(i) **Agreement between the London Borough of Harrow and the Harrow Federation of Tenants and Residents Associations**

A resident queried the status of an agreement between the London Borough of Harrow and the Harrow Federation of Tenants and Residents Associations. An officer agreed to study the document in further detail to clarify whether there were any issues arising out of it.

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

62. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum would be held on 24 July 2007.

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

In accordance with the Advisory and Consultative Procedure Rule 13 (Part 4E of the Constitution) it was:

**RESOLVED:** (1) At 10.00 pm to continue until 10.05 pm;

(2) 10.05 pm to continue until 10.10 pm.

(Note: The meeting having commenced at 7.30 pm, closed at 10.08 pm)

(Signed) COUNCILLOR CAMILLA BATH  
Chairman



PORTFOLIO HOLDER  
DECISION MEETING



## PORTFOLIO HOLDER DECISION MEETING

22 MARCH 2007

Councillors: \* Chris Mote

\* Denotes Member present

[Note: Councillors Margaret Davine and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 21 below].

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**15. **Declarations of Interest:**

**RESOLVED:** To note that no interests were declared in relation to the business to be transacted at this meeting.

16. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 30 November 2006 be taken as read and signed as a correct record.

17. **Petitions:**

**RESOLVED:** To note that no petitions were received under the provisions of Executive Procedure Rule 15 (Part 4D of the Council's Constitution).

18. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Executive Procedure Rule 16 (Part 4D of the Council's Constitution).

19. **Matters referred to the Executive Member (if any):**

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

20. **Reports from the Overview and Scrutiny Committee or Sub-Committees (if any):**

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

21. **Urgent Key Decision - Consultation on possible changes to Adult Community Care Services:**

It was noted that the meeting had been convened at short notice for the reasons set out in the agenda.

The Director of Adult and Community Care Services introduced the report, which required the Leader of the Council to determine whether to amend the decision of Cabinet on 15 March 2007 to consult on two options in relation to the Eligibility Criteria under 'Fair Access to Care Services' consultation.

The Leader of the Council explained that, following further advice and, in light of the Council's challenging financial situation, it would be misleading to consult on the option to retain the 'status quo'. However, should the Council's financial situation improve, the matter could be re-visited.

In accordance with Executive Procedure Rule 25.5 (Part 4D of the Council's Constitution), the Leader of the Council invited Members present to address the meeting. They made the following comments:-

- The stakeholders, who had taken part in the pre-consultation, had requested that the option to retain the 'status quo' be consulted on and that this option ought to be retained for the purposes of the wider consultation exercise in order to retain the confidence of the stakeholders. It was then for the Cabinet to decide on their preferred option when the outcome of the consultation was known;

- If the Leader of the Council was minded to amend the decision of the Cabinet, then it should be subject to a caveat;
- A Portfolio Holder had only recently prided on the consultation with stakeholders;

In response, the Leader of the Council stated that he intended to write to all the stakeholders who had taken part in the pre-consultation stage on this matter. He reiterated that it would be misleading to consult on an option, which was unlikely to be adopted.

In response to questions from Members, the Director of Adult and Community Care Services stated that consultees would have an opportunity to provide constructive feedback during formal consultation. In addition, the consultation would set out details of which groups of people would not be affected by the proposed changes.

**RESOLVED:** (1) To amend the decision of the Cabinet on 15 March 2007 to consult on two options and that officers consult only on the following option: "To meet only 'critical band' assessed needs and to stop paying for any assessed needs at 'substantial band' or below";

(2) that a letter be sent to those consulted at the pre-consultation stage to explain the decision taken at this meeting.

**Reason for Decision:** To respond to concerns expressed by a senior Councillor and to allow the planned consultation to proceed.

(Note: The meeting having commenced at 4.04 pm, closed at 4.21 pm)

(Signed) COUNCILLOR CHRIS MOTE



