

2007 – 2008  
April 2008 Volume 11



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

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COUNCIL  
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OVERVIEW AND  
SCRUTINY  
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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 1 APRIL 2008**


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Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* B E Gate * Mitzi Green * Manji Kara * Barry Macleod-Cullinane * Jerry Miles * Mrs Vina Mithani	* Anthony Seymour * Mrs Rekha Shah (4) * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting Co-opted:	(Voluntary Aided) † Mrs J Rammelt Reverend P Reece	(Parent Governors) * Mr R Chauhan * Mrs D Speel

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

[Note: Councillor Husain Akhtar also attended this meeting to speak on the item indicated at Minute 295 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**282. 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 Margaret Davine	Councillor Mrs Rekha Shah

**283. Declarations of Interest:**

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

Agenda Items 9, 10 and 11 – Report from the Scrutiny Policy and Performance Lead Members’ Quarterly Briefings/Annual Health Checks’ – Developing Scrutiny’s commentaries on NHS Trusts’ Declarations to the Healthcare Commission/Brent Birth Centre: Public Consultation Feedback

Councillor B E Gate stated that his spouse and daughter were employed at General Practices in Harrow and Pinner respectively;

Councillor Vina Mithani stated that she was employed by the Health Protection Agency;

Councillor Mrs Rekha Shah stated that that she was employed by Brent Council and that she was Scrutiny Lead Member for Adult Health and Social Care;

Councillor Stanley Sheinwald stated that he was Chair of the Carers’ Partnership Group;

Councillor Yogesh Teli stated that he had been a patient at Northwick Park Hospital and that his uncle was a patient at Northwick Park Hospital. The Councillor added that his wife worked for a Dental Practice in Brent.

**284. 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 detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
10(b). Annual Health Checks – North-West London Hospitals NHS Trust	The report was not available at the time the agenda was printed and circulated because of the requirement of the NWLH to adhere to its own internal procedures prior to releasing the report. Members were requested to consider this item, as a matter of urgency, as part of the overall discussion on Annual Health Checks.
11/12. Brent Birth Centre: Public Consultation Feedback/ Feedback on the RNOH	These reports were not available at the time the agenda was printed and circulated because written reports were requested a couple of days prior to the despatch of the agenda. Members were requested to consider these items, as a matter of urgency, in order to avail themselves of developments on matters that they had previously received reports on.
13. In-Depth Reviews – Scopes (Town Centre Development/ Support to the Voluntary Sector) – revised scope in relation to the Voluntary Sector	The revised scope was not available at the time of publication of the agenda as the Review Group did not meet to finalise the scope until 27 March 2008. Members were requested to consider the revised scope, as a matter of urgency, in order to allow the scope to be approved by the Committee and to enable the review work to continue in a timely manner.

(2) item 14 - Scrutiny Review of Cultural Services – Beacon Centre Case Study – be taken at item 9 and that item 9 - Report from the Scrutiny Policy and Performance Lead Members' Quarterly Briefings - be taken at item 14;

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

[Note: For clarity, business is recorded in the order set out on the agenda.]

285. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 12 February 2008, be taken as read and signed as a correct record.

286. **Public Questions:**

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

287. **Petitions:**

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

288. **Deputations:**

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

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

Post Offices in Harrow - Motion considered by Council

The Chairman referred to the Motion on Post Offices in Harrow considered by Council on 21 February 2008 and circulated at the meeting asking the Overview and Scrutiny Committee to undertake an urgent review of the proposed closures, the effect they would have on the community and the provision and access to Post Offices in Harrow.

**RESOLVED:** That the request be considered in conjunction with agenda item 9 - Report from the Scrutiny Policy and Performance Lead Members' Quarterly Briefings - which, inter alia, addressed the issue of the Post Office closures.

(See also Minute 290).

290. **Report from the Scrutiny Policy and Performance Lead Members' Quarterly Briefings:**

The Scrutiny Manager introduced the report, which set out the items that had been considered by the Scrutiny Policy and Performance Lead Members at their quarterly briefings between January and April 2008. The report detailed recommendations from the Lead Members for action/escalation. She also referred to the reference from the full Council meeting in relation to Post Offices in Harrow (Minute 289 refers) and confirmed that the national consultation on the proposed closures of post offices would end on 2 April 2008.

The Committee agreed to respond appropriately to full Council in relation to the motion on Post Offices in Harrow. Members felt that the letter at pages 36-37 of the agenda ought to be amended to highlight the inadequate level of consultation.

Members discussed the necessity for a Challenge Panel on the Byron Leisure Centre redevelopment, which had been proposed by the Scrutiny Policy and Performance Lead Members for Sustainable Development and Enterprise. They explained how this matter had been raised and the representations they had received from a local resident. Some Members felt that the Challenge Panel would add value to the redevelopment proposals and set out how the Panel would be handled. Other Members felt that the Panel was not justified as it would leave many questions unanswered and raise expectations. These Members were of the view that the redevelopment proposals were beyond the scope of a Challenge Panel and necessitated an in-depth review.

The Scrutiny Manager stated that officers had been of the view that the Challenge Panel would assist the Executive in its deliberations on the redevelopment proposals. However, given the discussion that evening and given the political context, it would be appropriate to seek legal advice on the observance of the 'purdah' on the weeks leading up to the Greater London Authority (GLA) elections. Subject to Members' agreement, this matter could be reconsidered at the next meeting of the Committee scheduled to be held on 22 April 2008.

A Member agreed to provide her questions in relation to the Fair Access to Care Services (FACS) to the Scrutiny Manager with a view to seeking responses from the relevant Portfolio Holder on this matter.

Following agreement that the implementation of the second recommendation under the corporate effectiveness Scrutiny Lead Members report on cultural change ought to be delayed until after May 2008 when the SAP system would be fully operational, it was

**RESOLVED:** That (1) the report from the Scrutiny Policy and Performance Lead Members be received and that the recommendations therein be agreed subject to the following:-

- deferral of the decision on the Challenge Panel for the Byron Leisure Centre redevelopment to the next meeting of the Committee and following receipt of legal advice;
- the implementation of the second recommendation under the corporate effectiveness Lead Members report on cultural change be delayed until after May 2008.
- the letter responding to the consultation in relation to the Post Office Network Change Programme be amended, in consultation with Councillor Barry Macleod-Cullinane, with a view to reflecting the Committee's view that the consultation period had been inadequate and was therefore meaningless;
- the questions in relation to FACS from the Scrutiny Performance Lead Member for Adult Health and Social Care be submitted to the Portfolio Holder for Adult Services.

(2) in relation to the motion from full Council on Post Offices in Harrow, Members be informed that scrutiny considered the nature of the consultation to be flawed and that any work in relation to the proposed closures would be meaningless.

(See also Minute 289).

291. **'Annual Health Checks' - Developing Scrutiny's commentaries on NHS Trusts' Declarations to the Healthcare Commission:**

The Chairman welcomed representatives of the Trusts that served Harrow to the meeting.

A Scrutiny Officer introduced the Interim Divisional Director of Strategy and Improvement's report, which set out the background to the Healthcare Commission's Annual Health Check for NHS Trusts with suggestions for scrutiny's role in providing commentaries to the Trusts. She referred to the core standards set out in the report and stated that commentary from scrutiny had to be based on evidence and submitted to the NHS Trusts by 30 April 2008 for inclusion in their submissions to the Healthcare Commission. Scrutiny was not obliged to comment on all the standards or indeed all the Trusts if it did not have sufficient evidence. Members noted that the Annual Health Check process offered Overview and Scrutiny Committees across the country an opportunity to provide their views on the performance of the NHS Trusts that served their borough.

Timothy Billings from the Healthcare Commission addressed the meeting and stated that the role of the Overview and Scrutiny Committee was to use the work the Committee had done in the past 12 months to provide commentaries to the NHS Trusts that would allow the Healthcare Commission to make judgements on the Trusts that served Harrow. He referred to an aide memoir that he would circulate which identified five key points that the Committee would need to adhere to when providing views on performance of the Trusts. He explained how the Healthcare Commission used the information. It helped the Commission to decide where further action was required.

Sarah Crowther, Chief Executive of Harrow PCT, Fiona Wise, Chief Executive of North West London Hospitals NHS Trust, Claire Murdoch, Chief Executive of Central and North West London NHS Foundation Trust, and Andrew Woodhead, Chief Executive of the Royal National Orthopaedic Hospital NHS Trust, addressed the meeting and introduced their draft declarations of compliance against core standards for the 2007/08 Annual Health Check.

Harrow PCT

Sarah Crowther referred to the action plans developed by Harrow PCT to improve performance where non-compliance against core standards was likely. She identified areas where compliance would be improved. In response to Members' questions, Sarah Crowther replied that issues of hygiene across service areas would remain a high priority. Non-compliance was an issue for the PCT in terms of the message it gave. Whilst there were no financial penalties for non compliance, public perception was of paramount importance. Particular focus would be on ensuring compliance in relation to community services. Performance Management of standards, including in relation to services provided by independent contractors was a key matter for the PCT. She added that the PCT Board would consider the final compliance statement on 6 May 2008.

North-West London Hospitals NHS Trust

Fiona Wise referred to the spot checks made by the Healthcare Commission and identified standards that were non-compliant. She informed the Committee that the Trust was expecting to achieve compliance on the core standard relating to healthcare acquired infections by next year and also identified the work that was being done on organisational and personal development programmes for staff. However, the latter would remain non-compliant because the evaluation work in relation to the framework remained outstanding. She spoke briefly on the other standards detailed in her report and responded to questions from Members. In her answers to questions, she referred to the improvement plan developed to help reduce incidences of MRSA through screening exercises in hospitals and the community. She was proud that the Trust had introduced screening before the national implementation date. Fiona Wise responded to issues around the ineffective use of resources and alluded on the historic borrowing, which was not a reflection on its current use of financial resources. She expected the Trust to be classified as 'weak' in its use of resources for historical reasons.

Central and North West London NHS Foundation Trust

Claire Murdoch, in presenting her report, referred to the scrutiny the Trust had already gone through by way of a self-assessment. Members were briefed on the investment of £7m intended for the provision of a mental health acute inpatient site at Northwick Park Hospital and that the Trust would be consulting on provision of single sex wards. She undertook to provide Members with a report on compliance against standards relating specifically to Harrow, and highlighted the work that had been done during its application for Foundation Trust status on provision of quality/value for money services. The Trust Board was driven by efficiency and service line management would be

introduced as part of its Project Galaxy, a project that matched service provision with cost of providing that service. In responding to Members' questions, Claire Murdoch referred to the investment in staff, which had been received positively, and the need to look at ensuring that staff employed by the Trust were representative of the local community.

The Vice-Chairman suggested that scrutiny adopt the 'deep dive' approach, as used by the CNWL NHS Foundation Trust.

Royal National Orthopaedic Hospital NHS Trust

Andrew Woodhead introduced his report and informed Members that one of the three standards that indicated non-compliance had now been met. The two remaining standards related to the physical environment of the buildings, which were old and outdated. He added that although the environment was not modern, the buildings were adequately maintained and the hospital provided a safe and clean environment for patients and visitors. No cases of MRSA had been identified in the last year but the hospital was not complacent.

Members welcomed the report and stated that the non-compliance with the standards justified the need for redevelopment of the site.

**RESOLVED:** That (1) the reports be used to inform the Committee's discussions around each of the NHS Trusts' draft declarations to the Healthcare Commission and to guide its commentaries to NHS trusts;

(2) the Chairman of the Overview and Scrutiny Committee, in consultation with the two Scrutiny Leads for Adult Health and Social Care (Policy and Performance), approve the final scrutiny commentaries to the NHS Trusts on behalf of the Committee.

(See also Minute 283).

292. **Brent Birth Centre: Public Consultation Feedback:**

The Chief Executive of the North West London Hospitals NHS Trust introduced the report, which provided an overview of the responses received during the Brent Birth Centre public consultation, which had ended on 8 February 2008. The report outlined the next steps in terms of the communication and implementation of the consultation outcome. She confirmed that Option 4 (the transfer of the Midwifery Led Unit Service to Northwick Park Hospital and maintaining Antenatal Care at the Central Middlesex Hospital site) was the preferred option.

In response to Members' questions on use of resources at Brent Birthing Centre, the Chief Executive undertook to provide historical information previously circulated to the Committee but stressed the need for the Trust to move forward. She added that the consultation process had fundamentally changed. It had been thorough and rigorous and, furthermore, the Trust would be seeking the endorsement of Brent Council's Overview and Scrutiny Committee that the final report and consultation process were fair and thorough.

The Chairman agreed that there was a need to cultivate the partnership between the Council and the Trust and stressed the need to support the Chief Executive in her work in this regard.

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

(2) the undertaking given by the Chief Executive to provide Members with the historical information in relation to use of resources be welcomed.

(See also Minute 283).

293. **Feedback on the Royal National Orthopaedic Hospital:**

The Chief Executive of the Royal National Orthopaedic Hospital NHS Trust introduced the report, which set out the status of the proposed development of the hospital and its NHS Foundation Trust application. The Chief Executive, in highlighting the key aspects of the report, thanked the Overview and Scrutiny Committee for its support in this regard.

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

294. **In-Depth Reviews - Scopes (Town Centre Development/Support to the Voluntary Sector):**

The Scrutiny Officers introduced the report of the Interim Divisional Director of Strategy and Improvement, which set out the scopes for the reviews of the Town Centre redevelopment and the Council's support to the voluntary sector for agreement by the Committee. Members' attention was drawn to the revised scope for the Voluntary and Community Sector, as circulated with the second supplemental agenda.

**Town Centre Development**

The Scrutiny Officer informed Members that the project was divided into three streams, each of which would produce an interim report. Site visits would cut across the three streams, details of which would be fed into the review. A final report would be submitted to the Committee in January 2009 for submission to Cabinet thereafter.

In response to questions from the Vice-Chairman, the Chairman of the Review Group and the Scrutiny Officer confirmed that the effect of the redevelopment on the users and the residents of the borough were implicit in the vision. They agreed with the suggestion from a co-opted Member that the views of young people were of importance and agreed to get the schools involved in this regard.

**Support to the Voluntary Sector**

The Scrutiny Officer referred to the revised scope and identified the main changes made by the review group at its meeting held in the last week. She stated that an interim report would be produced in July 2008, which would establish the current position and best practice. The final report would be produced in autumn 2008.

**RESOLVED:** That (1) the scope for the review of the Town Centre redevelopment, as set out on pages 92-94 of the agenda, be agreed;

(2) the scope for the review of delivering a strengthened voluntary and community sector, as set on pages 1-4 of the second supplemental agenda, be agreed.

295. **Scrutiny Review of Cultural Services - Beacon Centre Case Study:**

The Chairman of the Overview and Scrutiny Committee welcomed Tracey Lees, Chief Executive for Home South, and Jeannie Cohen-Brand of Harrow College to the meeting.

The Chairman of the Scrutiny Review Group introduced the report titled 'Review of Cultural Services – Beacon Centre Case Study', which set out the findings and recommendations of the Group that had investigated the operation of the Beacon Centre in Rayners Lane. She explained the reasons behind the review and stressed that the remit of the Review Group was specific to the operation of sport and cultural services at the Beacon Centre. The wider relationships with the Rayners Lane Estate including housing and regeneration issues were not part of its remit.

The Chairman of the Review Group added that the study showed that there were tensions over access to the Beacon Centre, which had culminated with a number of recommendations, the main one being that a Summit ought to be convened to set out a new strategic vision for the Beacon Centre as the first step forward. She explained that scrutiny had tried to perform its role as 'an honest broker' in a difficult situation with a view to charting a way forward for the management and operation of the Beacon Centre. She thanked all those who had participated in the Review, including the Scrutiny Officer for his support. A Member of the Review Group commented on the need to provide value for money and a service to the community at the Beacon Centre.

Members' attention was drawn to an erratum to the report circulated at the meeting, which set out corrections to the report of the Review Group in relation to the work carried out by Harrow College at the Beacon Centre. In addition, a supporting statement was also circulated at the meeting on behalf of Harrow College.

The Chief Executive for Home South, having been invited to address the meeting, stated that Home South was of the view that the report of the Scrutiny Review Group was unbalanced and did not highlight the range of activities provided. The Chief Executive added that whilst Home South was aware that scrutiny was examining the provision of sport and cultural activities at the Beacon Centre, it felt that the matter was being looked at in isolation, as the Rayners Lane Estate, of which Beacon Centre was a part of, was changing for the better. She made the following points:-

- Rayners Lane Estate had the highest levels of need in the borough and that Home South, its landlord, had concentrated on the provision of the needs of the community, which were delivered in partnership with the Council, Harrow

College and other stakeholders. Cultural and art activities together with holiday play schemes were catered for at the Beacon Centre. Home South acknowledged that there were gaps in provision and would welcome the Council's and other stakeholders participation in making improvements;

- Home South provided revenue funding for the Beacon Centre and that £330k provided by the Council was a one-off payment. The Centre was currently running a deficit and Home South's commitment was exemplified by the financial support it provided. The Beacon Centre also needed to serve the wider community, which was charged a commercial rate for the use of the premises, in order to provide a valuable contribution to its financing and to help facilitate other events;
- Home South was committed to working with the Council on the community engagement aspect and acknowledged that the report of the Review Group provided an opportunity to clarify the Council's role in this regard;
- Whilst the majority of the recommendations were welcomed, recommendation 6 was complex and provided particular challenges. It was essential that expectations were not raised as a result. Home South appreciated that more work needed to be done on the community engagement aspect, and would appreciate support from the Council including resources to help increase capacity.

The Chief Executive for Home South stated that it was important that the roles of the stakeholders were clarified, relationships built-on and there was a need to move forward. She responded to Members' questions on experiences that could be drawn from similar schemes run by Home South in the UK, the work done through Forums to resolve tensions at the Beacon Centre and the financial aspects in which the Beacon Centre was expected to be self-financing, as part of its 5-year Business Plan.

The representative of Harrow College also addressed the meeting. She stated that whilst Harrow College was supportive of the recommendations, there were, in the opinion of the College, two factual inaccuracies, which ought to be corrected. These were in addition to those referred to in the erratum to the report of the Review Group circulated at the meeting. She stated that Harrow College had engaged fully with the residents, listened to their needs and had based staff at the Estate. A reflection of the activities provided had been undertaken prior to taking a decision on courses offered. The representative also stressed the need to ensure that expectations that could not be met were not raised.

In responding to questions from Members, the Chairman of the Review Group stressed the need for a dialogue and increased level of communication, with the Council acting as a community leader. She added that the Beacon Centre had heightened the demand for cultural and sporting facilities and the best way forward to resolve the issues identified were for all stakeholders to engage in a dialogue. It was a matter for Cabinet to allocate additional resources should they be thought necessary. The Overview and Scrutiny Committee would check on progress in six months' time.

In light of the aforementioned comments from Home South and Harrow College, some Members suggested the need for a further report prior to taking a decision on the recommendations presented by the Review Group. They added that a fuller report evaluating the depth of concern and the remits of the various stakeholders to be an appropriate way forward. The Scrutiny Manager stressed the purpose of the review and advised that, as there was no dissent from Home South and Harrow College to the recommendations of the Review Group, the most appropriate way forward was to approve the recommendations. She was of the view that recommendations were unlikely to change as a result of the additional information requested by some Members. She suggested that the comments of Home South and Harrow College be appended to any recommendation to Cabinet. The Chairman of the Review Group also noted that Home South and Harrow College had largely supported the recommendations. She acknowledged that although there was further work to be done on the wider issues relating to the estate, the parameters of the review had been to look at the Beacon Centre only.

At this juncture, another Member of the Review Group addressed the meeting. He outlined the remit to which the Group had worked as set out in the original scope of the review. It was essential that the operation of the Beacon Centre was compatible with the needs of residents.

The Chairman of the Overview and Scrutiny Committee welcomed the report of the Review Group and stated that it highlighted the breakdown of communications. He urged stakeholders to address this issue. It was essential in his view that the Council, Home South and Harrow College met to identify challenges before arranging a Summit to which the Portfolio Holder for Community and Cultural Services ought to be invited.

Following a short discussion on the need to append all comments and factual inaccuracies in its recommendations to Cabinet, it was

**RESOLVED:** That (1) the findings of the Review be noted;

(2) the recommendations be endorsed and their implementation monitored;

(3) the report of the Review Group, together with the amendment circulated at the meeting and the inclusion of inaccuracies identified by Harrow College, be recommended to 15 May 2008 Cabinet for approval and to Home South for consideration;

(4) additional comments and evidence submitted by Home Group and Harrow College be appended to the body of the report.

296. **Any Other Business:**

(i) Pan-London Joint Overview and Scrutiny Committee (JOSC)

The Vice-Chairman stated that the action in relation to Minute 265(2) of the minutes of the meeting held on 12 February 2008 remained outstanding. The Chairman agreed to raise this matter with the Leader of the Council.

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

(ii) Awayday

It was noted that the Awayday to consider the reconfiguration of scrutiny would be held on 2 April 2008 at 1.00 pm and was aimed at Scrutiny Chairmen, Vice-Chairmen and Lead Members.

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

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

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

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

(2) at 10.30 pm to continue until the close of business.

(Note: The meeting, having commenced at 7.39 pm, closed at 11.00 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman

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**REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**


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**MEETING HELD ON 22 APRIL 2008**


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Chairman:	* Councillor Stanley Sheinwald	
Councillors:	* Robert Benson (1) * Mrs Margaret Davine * B E Gate * Mitzi Green * Ashok Kulkarni (2) * Barry Macleod-Cullinane	* Jerry Miles * Anthony Seymour * Dinesh Solanki * Yogesh Teli * Mark Versallion
Voting Co-opted:	(Voluntary Aided) * Mrs J Rammelt Reverend P Reece	(Parent Governors) * Mr R Chauhan † Mrs D Speel

\* Denotes Member present  
(1) and (2) Denote category of Reserve Members  
† Denotes apologies received

[Note: Councillor Paul Osborn also attended this meeting to speak on the item indicated at Minutes 308 and 309 below. Councillor Rekha Shah also attended this meeting to speak on the various items on the agenda].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**298. 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 Manji Kara Councillor Mrs Vina Mithani	Councillor Ashok Kulkarni Councillor Robert Benson

**299. Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
16. Maternity Services at Northwick Park Hospital	Councillor B E Gate	Personal Interest due to employment of family members by General Practices in Harrow and Pinner.

**300. Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
12. Town centre Development – In-Depth Review - Scope	The Review was underway and any changes to the Scope needed to be incorporated in the Project Plan.

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

**301. Minutes:**

Arising from Minute 296 a Member advised that she had received a response from the Leader which she read out and requested be circulated to all Members of the Committee. She suggested that consideration be given in future to consultation with

the relevant Members prior to any decision to overturn a resolution of Overview and Scrutiny Committee.

With reference to Minute 295 it was noted that this minute should be attached as an appendix to the relevant Cabinet report to enable full consideration of this Committee's views by Cabinet.

A Member noted that with respect to Minute 292 the information requested remained outstanding and asked that officers ensure this was made available in the near future.

A Member advised that the two questions she had submitted directly to the Head of Scrutiny were not contained within the minutes and it was noted that these had been passed to the relevant Department for response. The questions related to the Council's social care criteria and social care policy and decision-making/judicial review.

**RESOLVED:** That the minutes of the meeting held on 1 April 2008, be taken as read and signed as a correct record when published in the Bound Minute Volume.

302. **Public Questions:**

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

303. **Petitions:**

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

304. **Deputations:**

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

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

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

306. **Report from Lead Members:**

**RESOLVED:** To note that there were no reports from Scrutiny Lead Members.

307. **Maternity Services at Northwick Park Hospital:**

The Chairman welcomed Liz Robb, Director of Nursing Northwick Park Hospital and John Oater, Harrow PCT to the meeting and thanked them for their attendance to respond to the recent tragic occurrences at Northwick Park Hospital.

Liz Robb gave a brief overview of the history of the Hospital, including the circumstances that placed it in "special measures", the Action Plan that had been drawn up and implemented and noted that the Hospital had now been out of special measures for 18 months. She referred to the three recent maternity related deaths at the hospital, stating that all were subject to investigation as to "cause and circumstances" and that this was being combined with an overarching review of all the Hospital's services to ensure that the Action Plan implemented meant all services remained "fit for purpose" and exceeded acceptable clinical practice. The Review Panel would include five external experts including experts within the medical field and an independent non-professional person, all of whom were independent of Northwick Park Hospital to ensure fairness and transparency of the proceedings.

In response to a question from the Chairman, Ms Robb advised that following the Hospital's emergence from "special measures" the Hospital remained subject to external scrutiny by Harrow PCT and other health bodies until September 2007 and additional practices such as monthly performance reports to the Trust Board had been put in place. She further advised that, since the completion of the Action Plan aims, external assessment had improved the hospital's standing from a Level 1 to a Level 2 status. Further the Hospital had been involved in the recent overall review of all maternal services country-wide and had achieved a rating of "fair", one of only eight London hospitals to achieve this level.

A Member queried whether the hospital held comparative data with regard to how its service was performing on average, particularly in view of ten deaths within a three year period. Ms Robb responded that the national average remained six deaths in

100,000. She further noted that the incidences at Northwick Park had all arisen due to rare but recognised childbirth complications.

A Member requested further information concerning what structure was in place to improve the maternity unit and referred to the opening of the Brent Birthing Centre, suggesting that the cost of removing Northwick Park Hospital from “special measures” together with opening a further Unit in the near vicinity indicated a lack of management overview in the provision of service to the community. Ms Robb responded that a significant amount of the expenditure undertaken with regard to Northwick Park Hospital had been utilised for improving the physical environment as this had been identified in the investigation of the original maternal deaths as an area that was not fit for purpose. The other main area of spending had been in relation to staffing with an additional 40 midwives being employed and agreement in place for a further 20 positions. She noted that the maternity service’s vacancy rate at 11% was amongst the lowest in London.

Referring to the Brent Birthing Centre, Ms Robb explained that this had been opened as part of an overall redefinition of services, in line with the recognition of change of associated risk factors affecting patients and reflecting the local population. She advised that a 2004 Risk Analysis Survey had indicated a 50% high risk category for the mix of population within Harrow and Brent, which referred to potential general underlying contributive conditions, for example, diabetes.

The Member continued his questions suggesting that the Hospital should be able to assess the likelihood of an underlying condition and thereby orient its systems to respond to these appropriately. Ms Robb agreed this could be undertaken to a certain extent however, it was not conclusive and this was one of the factors considered when agreeing an overarching review to reconsider all systems and service provision.

A Member referred to the attitudes of staff within the Hospital and the perception of a lack of sensitivity to the local community and Ms Robb agreed that this had been a key feature of the initial review undertaken, as the Hospital recognised that it had not previously done enough to support the needs of the local populations. As part of the outcomes she advised that the Hospital had established close links with diverse members of the community to strengthen this area and had introduced new practices such as interpreters; culturally specific care; diversity training; advocacy and customer care courses for all staff.

The Member stated that, in her opinion, complaints concerning the attitude of staff to patients remained a significant problem and asked how the organisation was responding to drive improvements in this area. Ms Robb agreed that staff attitudes remained one of the top three issues of concern within surveys. However, the Hospital was adopting a “no tolerance” position on the issue and was seeking to address this area of performance in a variety of ways including mandatory customer care courses for all staff. She noted that the overarching review underway was about to focus on the area of first point of contact to measure how this was performing.

In response to a query concerning the Hospital’s Teaching Licence while under “special measures”, Ms Robb advised that this had not been suspended as a result of the recent deaths. The Midwifery Council had agreed that it would not accept any new entry trainee’s while under special measures but, the training programme had been reinstated once the Hospital was moved out of that status.

John Oater, Harrow PCT, then spoke briefly advising that the PCT expected, when a small number of deaths occurred, to see procedures put in place by the hospital concerned to examine all its services and systems. He felt Northwick Park Hospital had responded to the issue and implemented the review very quickly. He advised that Harrow PCT was further reassured by the presence of five independent external representatives within the Review Group and that its focus on an overall and overarching review was the correct one.

A Member queried whether there was any resemblance or common factors between the recent deaths and previous group of ten deaths which led to special measures. Mr Oater responded that it was a key purpose of the Review Group to examine this possibility and advised that currently the Group was being established with its Terms of Reference being clearly defined. It was anticipated the Group would undertake an investigation lasting for four weeks and consider its deliberations during May with a Conclusions Report being produced by early June. He further emphasised that the Group would consider, as part of its investigations, “established best practice models” from other organisations together with the opportunity for learning as part of these. Ms Robb noted that Northwick Park Hospital’s use of a scorecard system for service

provision was an example of such a national best practice model that was now utilised in other hospitals.

A Member asked about the relationship and communication between midwifery and obstetrics services and Ms Robb confirmed that communication between different service teams had previously been an issue of concern. This had now improved as a result of the initial Action Plan. Replying to a question on how the Hospital gained feedback from users, Ms Robb stated that a variety of methods were utilised including the complaints process; patient care feedback sessions; suggestions box; feedback cards; and speaking to the midwives directly. She stated that with regard to complex labour cases a further service was offered to allow clients to talk through the difficulties of the case. Within the feedback gained it was noted that a principal concern was the use of antiseptic hand gel and clients wishing to see this increased which she commented was not unanticipated for a maternity care service.

In discussing the likely areas of the Review, Ms Robb agreed that “hospital acquired infections” was one of the themes that would be considered

A Member referred to the perceived policy to send home new mothers within a short timeframe and Ms Robb advised that this varied from case to case, noting that many new mothers wished to return home as soon as possible. However, she felt that the hospital would not send a new mother home before she was ready to go, whilst recognising that this was a high-demand service-led area. Mr Oater also commented that short hospital stays were positively linked to maternal safety, which was a contributory factor to why new mothers were now sent home as early as safely possible.

A Member queried whether Northwick Park hospital had guidelines in place with respect to its practices and procedures, particularly around staff training and equipment maintenance. Ms Robb confirmed that this was the case and also noted that the hospital benchmarked its services to ensure they remained fit for purpose, agreeing that staff training and equipment were key elements of the services provision. She emphasised that these particular areas had been identified within the initial Action Plan which had been fully implemented.

A Member spoke on the expert staff members brought in when the Hospital was in “special measures” to help resolve the concerns and questioned whether these remained with the Hospital. Ms Robb noted that a leading Obstetrician brought in had put in place strong practices and procedures which were utilised by the Hospital. He had then become President of the Royal College of Midwifery but continued his personal interest in the progress of the Hospital.

During the discussion on the recent deaths at the Hospital Members expressed their sympathy to the families affected by the tragedies and at the conclusion of the debate the Committee sat for a moment’s reflection in memory of those who had died and their families.

**RESOLVED:** That the proposed Review be welcomed and the conclusions of its investigations be received at a future meeting.

308. **Question and Answer Session with the Portfolio Holder for Strategy and Business Support on Strategy for People, Cultural Change within the Organisation and Results of the Staff Survey:**

On behalf of the Committee, the Chairman welcomed the Portfolio Holder for Strategy and Business Support, Interim Divisional Director of Human Resources and Development and Interim Divisional Director of Strategy and Improvement to the meeting.

The session and questions were based around the Strategy for People, Cultural Change within the Organisation and Results of the Staff Survey. Members were invited to put their questions to the Portfolio Holder and Officers relating the areas under discussion. Members also asked supplemental questions, which were duly answered.

**Communications Section Performance**

In response to questions about the service, the Portfolio Holder advised as follows:-

- the service had experienced a marked improvement from a service which was overspending in all areas and in all performance measures was regarded as a lower quartile service. The service was now on target to achieve a “good performer” in the IDeA ratings and, as an example, had achieved
  - 127 articles in the local papers

- 2 BBC / ITV coverage articles
  - 8 National newspapers articles
  - 32 Website articles.
- the service continued to significantly exceed all the targets set for it.
  - it was recognised that challenges continued with regard to internal communication however, these were being proactively addressed.
  - it was agreed that the cost relating to the provision of the service, operated by Westminster Council, be circulated to all Committee Members.

#### Use of Agency Staff

- The Portfolio Holder stated that since 2006 the budget in relation to agency staff costs had been reduced over a two year period from £14.5million to £7.45 million. He considered this had been achieved by reaching an understanding of the role of such staff within the organisation and an awareness of the service provision needed.
- It was advised that the main departmental users of agency staff remained the Community and Environment and Social Care Services departments however, aspects of this use were driven by the need to retain service provision at a certain staffing level to maintain service delivery to clients.
- The Portfolio Holder noted that officers continued to seek efficiencies in respect of agency staff costs. However, it was also recognised that there was a minimum level of use that was required to be maintained and he considered that usage had almost reached this point.

#### Culture Change

In response to questions, the Portfolio Holder briefed Members on the initiative of the Chief Executive stating that the key areas were:

Performance Management – he advised that Performance Boards met regularly and this area was also reported upon to the Performance and Finance Scrutiny Sub-Committee. A quarterly report submitted to Cabinet which embedded ownership and understanding of the budgetary culture the authority was operating within.

Consistency Across the Organisation – noted that this area was still subject to further examination as there remained pockets of good and bad practice within the authority that needed to be addressed.

Customer Focus – advised that a recent Cabinet item recognised that Harrow was not fully focussed on the needs of its customers and sought to address this by the new Customer Services department identified as part of the Senior Management Restructure.

In response to a question concerning the decision not to pursue Investors In People across the whole organisation, the Portfolio Holder responded that this decision was made to enable concentration on key areas and ensure these were undertaken to a higher quality. This decision had arisen over a concern regarding capacity to deliver an overarching Award.

Replying to the impacts of the change upon staff morale and whether this was evidenced by improvements as yet, the Portfolio Holder advised that the Staff Survey would be completed at the end of June 2008 and it was anticipated some measures would be identified through this. It was noted that the Performance and Finance Scrutiny Sub-Committee would be considering the outcomes of the Survey at a future meeting.

Answering a question on the level of staff absences, the Portfolio Holder noted that more robust systems had been introduced to give full transparency to the reporting of absences as an inconsistency in reporting practices had been identified. This had initially resulted in a slight rise in the level of absences but, several significant projects around staff “wellbeing” were currently underway which it was hoped would lead to an overall improvement in the trend. In comparison to neighbouring authorities, Harrow was below the London average. However, it was anticipated that with the new systems in place target setting for improvements and trend analysis of sickness period and types could be undertaken.

The Portfolio Holder spoke of the focus on increasing website usage and that there had been a specific aim of enabling more transactions to be undertaken online. He noted that the website had been geared to its customers and to aid them in finding the particular service they wished to utilise. There had also been a move towards channel migration of residents/customer interaction via the website in the first instance. He noted this had resulted in a significant increase in website usage and correspondingly had led to a reduction in overall costs as web transactions were inherently cheaper than alternative options.

With regard to the challenges facing the Council in the provision of care, the probable impact of new legislation and the risks of new costs, it was intended to use the available grants received flexibly, as the Comprehensive Spending review (CSR) settlement was unlikely to meet these costs. A Member referred to the previously stated intention to roll out the Children's Services model for Agency Staff usage to the Adults Services area and ensure the continuity of the management of care. Members were advised that a report concerning the transitional programme was due to be submitted to Cabinet and aimed to build on existing practices. It was noted that a long term solution was still being worked towards.

A Member referred to a recent press release giving inaccurate information and it was agreed that this had been unfortunate and was withdrawn as soon as possible. However, it was important that the proactive stance of the Communications Department was retained but, to assist in the future, a Protocol with respect to Overview and Scrutiny communications had now been drawn up.

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

309.

**Comprehensive Performance Assessment:**

The Portfolio Holder for Strategy and Business Support and the Interim Divisional Director of Strategy and Improvement gave a detailed presentation on the outcome of the Comprehensive Performance Assessment (CPA) 2007, prospects for 2008 and outlined the implications of the new Comprehensive Area Assessment (CAA). The report set out the Council's result for 2007 and how this was achieved through the Corporate Assessment, Service Block Assessments and Use of Resources areas.

The Portfolio Holder outlined the prospects for 2008 which again anticipated an overall achievement of a two-star rating and explained that no obvious improvements would be forthcoming due to the backward looking nature of the assessment. He then outlined the nine step programme the Chief Executive had put in place with the aim of the Council becoming an excellent authority and addressed each of the priority areas. A recent IDeA Peer Review undertaken in December 2007 gave considerable recognition to the progress the Council had made during the past year, noting there was a clear sense of momentum in the organisation and greater stability than before.

The Portfolio Holder then briefly went through the requirements of the Comprehensive Area Assessment which would replace the CPA with effect from 2009 and was intended to focus on geographical areas rather than Councils and was aimed to provide annually:

- |                                                                                           |                                                                                                       |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| • a joint inspectorate <b>Risk Assessment</b> for each area                               | A forward-looking assessment of the likelihood of local and national priority outcomes being achieved |
| • a <b>Use of Resources</b> judgement for each council (and separately for some partners) | An expanded version of the Use of Resources block within CPA                                          |
| • a <b>Direction of Travel</b> judgement for each council                                 | Similar to current practice under CPA                                                                 |
| • an assessment of the area's performance against the new <b>National Indicator Set</b>   | With effect from 1 April 2008, this indicator set was intended to replace BVPIs and PAF indicators    |

The Council was already working on its preparations for CAA and detailed plans were in place for measuring the new national indicator set from 1 April 2008.

A Member expressed her dissatisfaction that the presentation had not been formally notified to the Committee and that there was no opportunity to ask questions regarding its content. The Chairman agreed that a Question & Answer session should be held at a future Committee.

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

310. **Review of Town Centre Redevelopment - Revised Scope:**

The Committee received a report proposing minor amendments to the agreed Scope for the Review of the Town Centre. The proposed amendments were aimed to reflect the fact that the Review Group would be taking the long term view rather than concentrating on current developments, although it was accepted that some consideration of current issues would need to be included to allow an effective judgement on the long term vision.

A Member queried whether peripheral issues such as attendance at a recent Development Conference would form part of the considerations and it was advised that this matter would be subject to consideration by the appropriate Portfolio Holder rather than the Review Group. The Chairman of the Review Group emphasised that its focus would be upon the Town Centre, with issues relating to planning remaining with the relevant Planning Committees.

**RESOLVED:** That the amended Scope for the Review of the Town Centre, as submitted, be agreed.

311. **Future of Schools In-Depth Review:**

The Committee were informed that the Review had commenced. However, it had been advised that the timetable concerning schooling and lobbying for funding for the future had been revised and that bids would actually be lodged during May 2008, earlier than originally anticipated. This had resulted in a proposed change of focus to undertake a light touch review during the autumn, which would look at the extended schools service where it was considered the scrutiny review could add value.

**RESOLVED:** That a change to the rationale of the Future of Schools In-Depth Review be agreed as detailed above.

312. **Byron Leisure Centre - Scope for Challenge Panel:**

The Scrutiny Manager introduced a report setting out proposals in relation to a Challenge Panel to consider the Byron Centre proposals and identified three options for consideration. She noted the Strategic Planning Committee would be considering the proposals on 7 May 2008 and suggested that this did not permit sufficient opportunity to allow a Challenge Panel to be effective. She also informed Members that advice received indicated that any Challenge Panel held during the period of "political purdah" might be considered inappropriate. It was therefore her recommendation that the Challenge Panel be postponed at this time and appropriate Lead Scrutiny Members be requested to continue monitoring the situation. A return to the Challenge Panel option could then be undertaken in the future if further issues arose that made it appropriate for scrutiny.

A Member noted that the available timescale did not appear to permit any other course of action other than that suggested by the Scrutiny Manager and expressed regret that the opportunity for User Groups of the Centre to feed into a Scrutiny Review would be unavailable at this time. Several Members of the Committee expressed the view that the Council did need to give further consideration to how committees approached Council's own development and noted that there were associated work areas that scrutiny could undertake in relation to issues such as the level of sporting provision in the borough. A Member reminded the Committee that the public had received opportunity on two separate occasions to date to feed into consultation arrangements regarding the Byron Leisure Centre proposals.

**RESOLVED:** That, in view of the further consultation undertaken as part of the planning process, a Challenge Panel concerning the Byron Leisure Centre proposals be postponed and the Lead Scrutiny Members for Sustainable Development and Enterprise be requested to monitor the situation and return to the option of a more detailed investigation if further issues arose in the future.

313. **Any Other Business:**

The Chairman noted that this was the final meeting of the current municipal year and thanked his colleagues for their work over that period. He also expressed his good wishes to those Members who would be serving on other Committees in the coming year.

314. **Extension and Termination of Meeting:**  
In accordance with the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution) it was

**RESOLVED:** At 9.59 pm to continue until 10.30 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 10.30 pm).

(Signed) COUNCILLOR STANLEY SHEINWALD  
Chairman

SCRUTINY  
SUB-COMMITTEES



**PERFORMANCE AND FINANCE SCRUTINY SUB COMMITTEE****29 APRIL 2008**

Chairman: \* Councillor Mark Versallion

Councillors: \* Ms Nana Asante \* Christopher Noyce  
 \* Robert Benson Phillip O'Dell  
 \* B E Gate Mrs Rekha Shah  
 \* Ashok Kulkarni \* Dinesh Solanki  
 Barry Macleod-Cullinane \* Yogesh Teli

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**50. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.51. **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.52. **Arrangement of Agenda:****RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
12. By Exception: Officers' Report on Performance in Workforce Development	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item, as a matter of urgency, in order to be able to consider the most up to date information on this item.

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

53. **Minutes:****RESOLVED:** That the minutes of the special meeting held on 22 January 2008 be confirmed as a correct record and the Chairman be authorised to sign them when they were printed in the Bound Minute Volume.54. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8.55. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9.56. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10.57. **References from Council and Other Committees/Panels:****RESOLVED:** To note that no reports were received.

58. **Chairman's Report:**  
The Chairman introduced the report, which set out issues considered by the Chairman since the last meeting of the Sub-Committee.
- RESOLVED:** To note and endorse the content of the Chairman's Report.
59. **Protocol for the Operation of the Performance and Finance Scrutiny Sub-Committee – Update:**  
The Sub-Committee received a report, setting out an update to the protocol for the operation of the Sub-Committee.
- RESOLVED:** To (1) note and agree the amendments to the Protocol, attached as an appendix to the report;
- (2) receive at the next meeting the first of a series of quarterly reports relating to in-year budget issues as set out in 7.7 of the amended Protocol.
60. **By Exception: Officers' Report on Performance in Customer Satisfaction:**  
The Sub-Committee considered a report of the Corporate Director, Strategy and Business Support, setting out key points in relation to performance issues in the area of customer satisfaction. An officer informed the Sub-Committee that there had been no further test of public satisfaction since the results of the previous year's MORI Quality of Life Survey reported to the Sub-Committee in November 2007. He drew Members' attention to the fact that one of the targets in the Council's new Communications contract was to ensure a significant improvement in the number of people who felt informed by the Council. In addition, a new programme of service reviews was being developed with a view to improving the efficiency, effectiveness and value for money of key services, and the Chief Executive's review of the organisational structure included giving more prominence to customer care functions. The next MORI Survey – the last in the current contract – was currently being carried out, with initial findings expected by the end of June 2008. There was some doubt about whether the anticipated Place Survey would take place on time, as problems had arisen during the pilot stage in other parts of London. As an alternative, the London Borough Councils were considering a joint survey on Best Value Performance Indicators (BVPI).
- The decision in the 2008/09 budget to allocate growth of more than £1,000,000 to increase environmental services standards was aimed at improving the cleanliness of Harrow's streets. The officer reported that this should have an impact on the level of customer satisfaction, although it would take some months for the impact to be reflected in any survey.
- Members discussed the Sub-Committee's involvement in drafting a number of questions to include in the Place Survey, should this go ahead, or the alternative BVPI Survey. Members also discussed the possibility of matching the results of the MORI Survey to information submitted to the Improvement Board looking at the last three months of 2007/08.
- RESOLVED:** That (1) the report, and the proposals for improvement, be noted;
- (2) the results of the MORI survey be considered on an exception basis, for example, where an issue has been identified as a cause for concern;
- (3) the Chairman, Vice-Chairman and Scrutiny Officer organise an appropriate way of involving the Sub-Committee in drafting questions to include in the next customer satisfaction survey to be carried out.
61. **By Exception: Officers' Report on Performance in Workforce Development:**  
The Sub-Committee considered a report of the Interim Divisional Director, Human Resources and Development, setting out information on performance issues in the area of Human Resources and Development. Members were disappointed that no officer from the Human Resources and Development Directorate was present at the meeting to present the report.
- An officer drew Members' attention to issues in the Corporate Improvement Programme relating to Human Resources and Development as set out in the report. Members noted that the issue of performance-related pay was being considered by the Council's Corporate Strategy Board as part of a wider programme to make Harrow Council an employer of choice and that the issues in the report had been discussed at the relevant Improvement Board.
- RESOLVED:** That (1) the report, and the proposals for improvement, be noted;

(2) no further action be taken.

62. **By Exception: Officers' Report on Performance in Planning Appeals:**

The Sub-Committee considered a report of the Corporate Director, Community and Environment, setting out key points in relation to performance issues in the Planning Appeals function in the Development Management Service. An officer reported that one of the key issues was the fact that resources were focused on Government targets for determining minor applications within eight weeks and major applications within 12 weeks, which put pressure on the department to make a decision without negotiating with the applicant. If such a decision was then refused at the margins, the applicant could appeal and was likely to be successful. Also, until Harrow adopted a Local Development Framework (LDF), the Council would be less likely to win appeals, being in an interim situation between deleting policies from the current Unitary Development Plan and adopting the LDF. The officer reported that many planning authorities were in a similar position. Measures taken to improve the effectiveness of planning enforcement had had an adverse effect on the time taken to process planning applications and appeals. This impact was being mitigated by improving processes in these areas and by the additional resources approved by Cabinet for 2008/09. However, the difficulty of recruiting and retaining experienced planning staff remained an issue – not only locally, but also regionally and nationally – and was being considered by the Council's Workforce Development Group.

Answering questions from Members, the officer reported that in the past year costs had been awarded against the Council in only two appeals, amounting to a total of £2,500. Of a total of approximately 3,300 planning applications approximately 90% had been delegated to officers and around 350 had been referred to Committee. Out of a total of 167 appeal decisions in 2007/08 75 were allowed, 23 of which were officer decisions which had been referred to Committee and overturned by Members.

**RESOLVED:** That (1) the report, and the proposals for improvement, be noted;

(2) no further action be taken.

63. **Finance Issues:**

The Sub-Committee considered a verbal report of the Divisional Director, Corporate Finance and Procurement, setting out key points in relation to performance issues budget monitoring and financial effectiveness. The Divisional Director reported that, at the request of the Council, PriceWaterhouseCoopers (PWC) was carrying out a review of the quarterly financial and budget monitoring reports to Cabinet. The review was aimed at improving the reliability and consistency of financial reporting, and was funded by Capital Ambition, a London local government organisation set up to improve public services across the capital. The draft out-turn of the 2007/08 budget would be reported to the Governance, Audit and Risk Management Committee on 24 June.

An officer reported that Capita was conducting a review of the use of SAP, the Council's business software package, and that a report on the Council's Enterprise Resource Planning (ERP) was due to be published.

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

(2) the Chairman and Vice-Chairman consider the PWC report on financial reporting;

(3) the Scrutiny Officer supply copies of the reports on SAP and ERP to any Member of the Sub-Committee on request.

64. **Scrutiny Scorecard:**

The Sub-Committee considered a report of the Corporate Director, Strategy and Business Support, setting out Scrutiny performance in the previous three months, together with end-of-year performance for 2007/08, as recorded in the Scrutiny Scorecard. An officer reported that the data provided helpful information and was a good basis for future analysis. New targets would be agreed with the Chairman and Vice-Chairman following discussion of end-of-year performance, and a change to the method of data collection was being considered in order to enable consistent assessment. Consideration of issues relating to the Cabinet's Forward Plan was still at an early stage, and one suggestion was that the Forward Plan could be discussed at the monthly Chairman's meeting. The officer reported that the lack of significant data available on the benefits of service reviews was due in large part to the fact that the Scrutiny Work Programme had been placed on hold in early 2007. However, monitoring mechanisms were now in place and data would be recorded in full for 2008/09.

**RESOLVED:** That (1) the scorecard and commentary, as set out in the appendix to the report, be noted;

(2) the proposed way forward set out in the report and scorecard commentary be approved;

(3) the annual data, and the Sub-Committee's discussion of it, be referred to the next available Overview and Scrutiny Committee meeting for discussion.

65. **Reference to Overview and Scrutiny Committee:**

The Sub-Committee considered a report of the Corporate Director, Strategy and Business Support, recommending that resolutions and findings from this meeting be reported to the next available meeting of the Overview and Scrutiny Committee.

**RESOLVED:** To approve the drafting of a reference report to the Overview and Scrutiny Committee, setting out findings and resolutions, and identifying any issues on which the Performance and Finance Scrutiny Sub-Committee recommended that an item be escalated for further consideration.

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

In accordance with the Overview and Scrutiny Procedure Rule 6.6 (ii) (Part 4F of the Constitution) it was:

**RESOLVED:** At 9.56 pm to continue until 10.15 pm.

(Note: The meeting having commenced at 7.32 pm, closed at 10.10 pm)

(Signed) COUNCILLOR MARK VERSALLION  
Chairman

DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 2 APRIL 2008**


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Chairman: \* Councillor Marilyn Ashton

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

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

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**207. 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 Keith Ferry	Councillor David Gawn

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

**RESOLVED:** To note that there were no requests to speak from Members who were not Members of the Committee.

**209. Declarations of Interest:**

**RESOLVED:** To note the following declaration of interest made by a Member present relating to business to be transacted at this meeting:

- (i) Planning application 2/11 – 20 Fallowfield, Stanmore, HA7 3DF  
 Councillor Marilyn Ashton declared a prejudicial interest in the above item in that she had previously declared a prejudicial interest in a neighbouring property. Accordingly, she would leave the room and take no part in the discussion or decision-making on the item.

**210. Arrangement of Agenda:**

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

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

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

**211. Minutes:**

**RESOLVED:** That the minutes of the meeting held on 27 February 2008 be taken as read and signed as a correct record.

212. **Public Questions, Petitions and Deputations:**  
**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 respectively.
213. **References from Council and other Committees/Panels:**  
**RESOLVED:** To note that there were no references from Council or other Committees.
214. **Representations on Planning Applications:**  
**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations were received in respect of item 2/01 on the list of planning applications.
215. **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.
216. **Enforcement Notices Awaiting Compliance:**  
The Committee received a report of the Head of Planning, which listed enforcement notices awaiting compliance.  
**RESOLVED:** That the report be noted.
217. **Consultation on the Proposed Local Validation Requirements for Planning Applications:**  
The Committee considered a report on the new arrangements for validating planning applications in connection with the use of the new national electronic standard planning application form (1APP), which was being introduced with effect from 6 April 2008.  
**RESOLVED:** That (1) the requirements of the Environment Agency, English Heritage and Thames Water be incorporated into Harrow's local validation list of requirements for planning applications;  
(2) the validation requirements, with incorporated consultation responses, be adopted as Harrow Council's final published list of the 'Local Validation Requirements for Planning Applications' for use alongside 1APP with effect from 6 April 2008;  
(3) the adopted local list be published, including on the Council's website.
218. **Member Site Visits:**  
**RESOLVED:** That Member visits to the following sites takes place on Friday 2 May 2008 from 6.30 pm:  
2/05 – Stella Maris, 39 Oakhill Avenue, Pinner, HA5 3DL.  
2/06 – 32 Oakhill Avenue, Pinner, HA5 3DN.  
(Note: The meeting, having commenced at 6.30 pm, closed at 7.54 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/3266/07/DFU  
**LOCATION:** 17 Winscombe Way, Stanmore, HA7 3AX  
**APPLICANT:** Mrs Emma Simons  
**PROPOSAL:** Single / Two-Storey Rear Extension, Front Porch, Conversion of Garage to Habitable Room with External Alterations, Rear Dormer.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informative reported.

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

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**LIST NO:** 2/02                      **APPLICATION NO:** P/3969/07/DFU  
**LOCATION:** 137 Whitchurch Lane, Edgware, HA8 6NZ  
**APPLICANT:** Bala Kylassum  
**PROPOSAL:** Rear Dormer; Conversion to Two Flats; Widening of Vehicle Access.  
**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 and the following:

(i) inserting Condition 8 to read:

The development hereby permitted shall not be occupied or used until all the works detailed in the application, to include the subdivision of the rear garden into two parts and the provision of the rear bin stores, have been completed in accordance with the permission granted unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure a satisfactory form of development.

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

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**LIST NO:** 2/03                      **APPLICATION NO:** P/4054/07/DFU  
**LOCATION:** The Old Coachworks Land to the Rear of 1-7 Whitefriars Drive, Harrow Weald, HA3 5HJ  
**APPLICANT:** Stablewood Ltd  
**PROPOSAL:** Three Storey Block of 8 Flats With Associated Parking and Landscaping.  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informative reported.

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

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**LIST NO:** 2/04                      **APPLICATION NO:** P/3374/07/DAD  
**LOCATION:** The Case is Altered Public House, 28 Old Redding, Harrow Weald, HA3 6SE  
**APPLICANT:** Mark Douglas

**PROPOSAL:** Externally Illuminated Freestanding Sign and Wall Sign, 2 x Non-Illuminated Free Standing Signs.

**DECISION:** DEFERRED to await revised plans.

**LIST NO:** 2/05                      **APPLICATION NO:** P/4259/07/DFU

**LOCATION:** Stella Maris, 39 Oakhill Avenue, Pinner, HA5 3DL

**APPLICANT:** Tarlochan Ghatorhe

**PROPOSAL:** Redevelopment to Provide 2/3 Storey Block With Basement of 3 Self Contained Flats, With Parking in Basement and Bin Store at Side (and Access).

**DECISION:** DEFERRED for a Member Site Visit.

**LIST NO:** 2/06                      **APPLICATION NO:** P/0326/08/DFU

**LOCATION:** 32 Oakhill Avenue, Pinner, HA5 3DN

**APPLICANT:** Anwar Hasham Graham

**PROPOSAL:** Demolition of Existing Dwelling House and Redevelopment to Provide 2 x 2 Storey Detached Dwellings with Integral Garages and New Vehicular Accesses.

**DECISION:** DEFERRED for a Member Site Visit.

**LIST NO:** 2/07                      **APPLICATION NO:** P/0488/08/DFU

**LOCATION:** 107 Waverley Road, South Harrow, HA2 9RQ

**APPLICANT:** Deso Abglade

**PROPOSAL:** Conversion of Dwelling House to Two Flats; External Alterations to Front and Rear.

**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 and the following:

(i) inserting Condition 8 to read:

The development hereby permitted shall not be occupied or used until all the works detailed in the application, to include the sub-division of the rear garden into two parts and the provision of the rear bin stores, have been completed in accordance with the permission granted unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure a satisfactory form of development.

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

**LIST NO:** 2/08                      **APPLICATION NO:** P/0277/08/DFU

**LOCATION:** 62 Belmont Lane, Stanmore, HA7 2PZ

**APPLICANT:** Feeny (London Ltd)

**PROPOSAL:** Redevelopment to Provide Single / Two Storey Dwelling house With Rooms in Roofspace and Integral Garage (Revised).

**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 and the following:

(i) inserting Condition 14 to read:

The development hereby permitted shall not commence until a scheme for:

- (a) the storage and disposal of refuse/waste
- (b) and vehicular access thereto

has been submitted to, and approved in writing by, the local planning authority. The development shall not be occupied or used until the works have been completed in accordance with the approved details and shall thereafter be retained.

**REASON:** To ensure adequate standards of hygiene and refuse/waste collection without prejudice to the enjoyment by neighbouring occupiers of their properties.

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

**LIST NO:** 2/09 **APPLICATION NO:** P/0411/07/DFU

**LOCATION:** 15 Bromefield, Stanmore, HA7 1AA

**APPLICANT:** David Singh

**PROPOSAL:** First Floor Side, Single and Two Storey Rear Extension.

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

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

**LIST NO:** 2/10 **APPLICATION NO:** P/0070/08/DAD

**LOCATION:** Sainsbury's Supermarket, 13 The Broadway, Elm Park, Stanmore, HA7 4DA

**APPLICANT:** Sainsbury's Supermarkets Ltd

**PROPOSAL:** 2 x Internally Illuminated Name Signs, 1 x Non-Illuminated Name Sign, 3 x Non Illuminated 'Welcome' Wall Signs, and 1 x Non Illuminated ATM Surround Sign.

**DECISION:** DEFERRED to await revised plans.

**LIST NO:** 2/11 **APPLICATION NO:** P/3556/07/DFU

**LOCATION:** 20 Fallowfield, Stanmore, HA7 3DF

**APPLICANT:** Mr and Mrs Z Mosafi

**PROPOSAL:** Replacement Detached Two Storey House with Two Front Dormers, Three Rear Rooflights and Accommodation in Roofspace.

**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.

[Notes: (1) The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in this item and left the room, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair. Upon conclusion of the item, Councillor Marilyn Ashton resumed the Chair.

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

(See also Minute 209).

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**LIST NO:** 2/12                      **APPLICATION NO:** P/4037/07/CDP  
**LOCATION:** Former Government Offices, Honeypot Lane, Stanmore  
**APPLICANT:** Berkeley Urban Renaissance Ltd  
**PROPOSAL:** Details of Compensatory Flood Storage Works Measures Pursuant to Condition 29 of Planning Permission Ref: P/2317/06/CFU allowed on Appeal 12 November 2007 (Redevelopment for 798 Residential Units (including 40% affordable housing), 959 Square Metres Class A1 / A2 / A3 / A4 / A5 / D1 and D2 Floorspace; 7927 Square Metres of B1 (A), (B), (C) Floorspace).  
**DECISION:** APPROVED the details of Condition 29, as described in the application.  
 [Note: The Committee wished for it to be recorded that the decision to approve the details of the condition was unanimous].

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**LIST NO:** 2/13                      **APPLICATION NO:** P/4036/07/CDP  
**LOCATION:** Former Government Offices, Honeypot Lane, Stanmore  
**APPLICANT:** Berkeley Urban Renaissance Ltd  
**PROPOSAL:** Details of Surface Water Control Measures Pursuant to Condition 28 of Planning Permission Ref: P/2317/06/CFU Allowed on Appeal 12 November 2007 (Redevelopment for 798 Residential Units (including 40% affordable housing), 959 Square Metres M Class A1 / A2 / A3 / A4 / A5 / D1 and D2 Floorspace; 7927 Square Metres of B1 (A), (B), (C) Floorspace).  
**DECISION:** DEFERRED to allow clearance of the proposal by the Environment Agency.

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**LIST NO:** 2/14                      **APPLICATION NO:** P/4040/07/CDP  
**LOCATION:** Former Government Offices, Honeypot Lane, Stanmore  
**APPLICANT:** Berkeley Urban Renaissance Ltd  
**PROPOSAL:** Details of the Maintenance Regime for the Flood Storage Works Pursuant to Condition 30 of Planning Permission Ref: P/2317/06/CFU Allowed on Appeal 12 November 2007 (Redevelopment for 798 Residential Units [including 40% Affordable Housing], 959 Square Metres A1 / A2 / A3 / A4 / A5 / D1 and D2 Floorspace; 7927 Square Metres of B1 (A), (B), (C) Floorspace).  
**DECISION:** APPROVED the details of Condition 30, as described in the application.  
 [Note: The Committee wished for it to be recorded that the decision to approve the details of the condition was unanimous].

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LICENSING AND  
GENERAL PURPOSES  
PANELS



## LICENSING PANEL

3 APRIL 2008

Chairman: \* Councillor Tom Weiss

Councillors: \* Mrinal Choudhury \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**261. **Appointment of Chairman:**

**RESOLVED:** That Councillor Tom Weiss be appointed Chairman of the Panel for the purpose of this meeting.

262. **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.

263. **Arrangement of Agenda:**

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

264. **Minutes:**

(See Note at conclusion of these minutes).

265. **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.

266. **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.

267. **Application for a new Premises Licence for The Starling, 1a Rickmansworth Road, Pinner, Middlesex, HA5 3TE:**

The Panel received the report of the Chief Environmental Health Officer, which sought determination of an application for a new premises licence for The Starling, 1a Rickmansworth Road, Pinner, Middlesex, HA5 3TE. The application had been made by Dharu Enterprises Ltd and was referred to the Panel as there were unresolved representations from members of the public.

The applicant, Mr Pravin Patel, Director of Dharu Enterprises Ltd, and Ms Susan Armstrong, a personal licence holder and employee of Mr. Patel were in attendance and were represented by Mr Ken Macleay from Hodders Solicitors. Also present were Mr P Sivashankar and Mr Stephen Gallagher from Licensing Services, Jo Deaves, Neil Hardy, Ellen Shields, Ian Shields, Judith E Ault, Barbara Beckett, Paul Alderton, Stephen Boff, Stephen Craig, Briony Craig, J Walters, Mrs Wallis, Jane Massey, Helen Jones, Maureen Staniforth, David Rosenzugic, Derek Rooke and Ameeta Jethwa making public representations, and Jeffery Wheal and Ruth Boff from the Pinner Association.

Mr Sivashankar reported that the previous licence had failed to carry over to the applicant within the allowed seven days. Mr Sivashankar added that the new application sought additional times and activities than were previously granted.

Mr Macleay reported that the applicant would be happy for a reduction in the hours applied for. The amended hours would be:

Hours open to the public	Sunday to Thursday	10.00 – 00.30
	Friday to Saturday	10.00 – 01.30.

Ms Armstrong advised that she had worked at the premises for approximately ten years, and during that time there had been no complaints of noise, drunkenness or violence. Ms Armstrong added that she felt there was a good relationship between the

business and the police, and that the majority of the customers were mature patrons from the local area. Ms Armstrong confirmed that under the new application there would be no substantial change in the operation of the business, and that a telephone number would be provided to the local residents should they feel the need to discuss matters relating to the operation.

In response to questions, Mr Macleay confirmed that:

- The plan of the premises contained within the agenda did not identify the smoking areas, as it was not considered a licensable area;
- CCTV would cover the smoking area and be monitored by staff;
- CCTV footage records would be retained for a minimum of 31 days;
- Provisions making music, dancing and showing films had been applied for to cover all possibilities;
- Internal doors would be kept closed and, should the Panel see fit, the Council could impose a condition on the licence that stipulated that noise must not be audible from beyond one metre of the premises.

In addition Mr Patel confirmed that existing ventilation would be sufficient should the Panel impose a condition that all doors and windows be kept shut at all times, and that as the Designated Premises Supervisor (DPS), he would run the premises in Ms Armstrong's absence.

In their representation, a local resident commented that they were delighted to hear about the reduction in hours, although they were still concerned about noise disturbance. The resident added that most commercial businesses in the area closed before the hours applied for by Dharu Enterprises Ltd. He added that an event held at the premises had continued until 3.00 am and had been reported to the police. In response to questioning from the Panel, the resident confirmed that it had only been that one occasion in the last two years that had finished early into the morning. The resident concluded that he would be happy with an entertainment licence as long as the music was not too 'bass heavy'.

In their representation, another resident reported their concerns as the windows of the premises were single-glazed. The resident added that they had previously complained about noise to the police and the anti-social behaviour team. A third resident added that music from the premises had made her house vibrate, making settling down at night difficult.

Summing up, the Pinner Association concluded that they welcomed the application, but with the assurance that noise nuisance was considered. They added that they would like the business to be a good neighbour, and, if well run, it would be a valuable asset to the area.

Summing up, Mr Macleay concluded that the condition on page 37 of the agenda was designed to cover the four licensing objectives, and aimed at keeping the peace. He added that enquiries had been made with the police about the premises and there were no issues to be noted.

**RESOLVED:** That the premises licence be granted, subject to the following conditions to promote the prevention of public nuisance objective in the Act:

1. Consumption of alcohol shall not be permitted in outside areas after 23.00.
2. Amplified sound equipment shall be governed by a sound limiting device set at a level approved by the licensing authority.
3. Smoking shall not be permitted in outside areas, including the smoking area and the beer garden, after 23.00.

**REASON:** To promote all four licensing objectives.

(Note: The meeting having commenced at 7.02 pm, closed at 8.32 pm)

(Signed) COUNCILLOR TOM WEISS

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 was constituted from a pooled membership. Consequently, a subsequent Panel meeting was likely to comprise a different Chairman and Members who had taken no part in the previous meeting's proceedings. The process referred to at (1) above provided appropriate approval scrutiny].



## LICENSING PANEL

14 APRIL 2008

Chairman: \* Councillor John Nickolay

Councillors: \* G Chowdhury \* Raj Ray

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**268. **Appointment of Chairman:**

**RESOLVED:** That Councillor John Nickolay be appointed Chairman of the Panel for the purpose of this meeting.

269. **Declarations of Interest:**

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

270. **Arrangement of Agenda:**

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

271. **Minutes:**

(See Note at conclusion of these minutes).

272. **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.

273. **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.

274. **Application for a new Premises Licence for Burnt Oak Supermarket, 297 Burnt Oak Broadway, Edgware, HA8 5ED:**

The Panel received the report of the Chief Environmental Health Officer, which sought determination of an application for a new premises licence for Burnt Oak Supermarket, 297 Burnt Oak Broadway, Edgware, HA8 5ED. The application had been made by Mr Selladurai Thuthipavanathan and was referred to the Panel as there were unresolved representations from the Police.

The applicant, Mr Thuthipavanathan was represented by Mr J Simons from Accu Price Licensing. Also present were Mr P Sivashankar and Mr Stephen Gallagher from Licensing Services, Sergeant Carl Davis of the Metropolitan Police, and Mr U Rajkumar, a friend of the applicant.

Representing the applicant, Mr Simons reported that an agreement had been reached between Mr Thuthipavanathan and Sergeant Davis prior to the hearing. Sergeant Davis would withdraw his representation should the applicant agree to the four conditions in Annex 2 on page 8 of the agenda and the following two additional conditions:

- A monitored central station alarm was required and must be installed by either a National Approval Council for Security Systems (NACOSS) or SSAIB (a specialist Certification Body for providers of electronic security systems) affiliated installer and must achieve the following:

The monitored security system must be equipped with a signal terminating at a recognised Alarm Receiving Centre (ARC) and must comply with the current version of the EN 50131-1 standard and be eligible for a police response, as defined by the Association of Police Officers (ACPO) Policy on Police to Security Systems, Level 1 status.

This should incorporate fixed personal panic attack buttons for the use of the staff behind the counter and remote panic buttons for staff when they are away from the counter area.

- A safe controlled by a time-delay method was required and achieve the following:

Restrict access for at least three minutes, to deter criminals from accessing the surplus or reserve value during any robbery.

Have a drop facility with anti-fish mechanism.

Include the safe being either bolted to a solid wall and/or solid floor or buried in a solid wall and/or solid floor.

In addition, Sergeant Davis commented that a verbal agreement regarding the use of a till guard and a roller shutter with three locking points was also desirable. Sergeant Davis also expressed his concerns that the Designated Premises Supervisor (DPS) should have a reasonable level of English with which to confront and question underage youth attempting to buy alcohol. Mr Thuthipavanathan confirmed that his wife, who had recently applied for a personal licence, had a good grasp of English. Sergeant Davis added that prior to the hearing the applicant had given fair answers to questions about licensing legislation, and that, as the test for a personal licence was taught in English, a good understanding of the language was needed.

In response to questions Mr Simons confirmed that:

- A temporary ramp would be installed at the entrance to the premises.
- Mr Thuthipavanathan would be running the business as a general convenience store, and therefore the application had been made for the hours for sale of alcohol to be concurrent with the hours for opening.

**RESOLVED:** That the application, as submitted, be granted subject to the following six conditions:

1. CCTV to be installed, operated and maintained according to the reasonable specification of the Metropolitan Police Crime Prevention Officer; images to be securely stored, kept for a minimum of 31 days and made available to officers of the police or local authority, upon request.
2. Fire fighting and safety equipment to be installed at the premises, and to be operated and maintained according to the reasonable specifications of the London Fire Brigade.
3. The fire exit to be clearly signed and kept free of obstruction at all times.
4. The premises to operate a 'Challenge 21' policy, whereby any person wishing to purchase alcohol (or other age restricted product) and who appeared to be under the age of 21 years would be asked to provide proof (i.e. driver's licence, passport or some other such accredited form of photo identification) that they were over the age of 18 years. The staff to be fully trained in the operation of this policy, notices be posted to make customers aware that the policy was in operation and a record of refusals of sale to be kept and made available to officers of the police or local authority, upon request.
5. A monitored central station alarm was required and was to be installed by either a NACOSS or SSIAB affiliated installer and was to achieve the following:  
  
The monitored security system to be equipped with a signal terminating at a recognised Alarm Receiving Centre (ARC) and to comply with the current version of the EN 50131-1 standard and be eligible for a police response, as defined by the ACPO Policy on Police to Security Systems, Level 1 status.  
  
This should incorporate fixed personal panic attack buttons for the use of the staff behind the counter and remote panic buttons for staff when they are away from the counter area.
6. A safe controlled by a time-delay method was required and was to achieve the following:

Restrict access for at least three minutes, to deter criminals from accessing the surplus or reserve value during any robbery.

Have a drop facility with anti-fish mechanism.

Include the safe being either bolted to a solid wall and/or solid floor or buried in a solid wall and/or solid floor.

**REASON:** To promote all four licensing objectives.

(Note: The meeting having commenced at 1.33 pm, closed at 2.23 pm)

(Signed) COUNCILLOR JOHN NICKOLAY  
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 was constituted from a pooled membership. Consequently, a subsequent Panel meeting was likely to comprise a different Chairman and Members who had taken no part in the previous meeting's proceedings. The process referred to at (1) above provided appropriate approval scrutiny].



## LICENSING PANEL

28 APRIL 2008

Chairman: \* Councillor Robert Benson

Councillors: \* Thaya Idaikkadar \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**275. **Appointment of Chairman:**

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

276. **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.

277. **Arrangement of Agenda:**

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

278. **Minutes:**

(See Note at conclusion of these minutes).

279. **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.

280. **Licensing Procedures:**

The Chairman asked the Panel Members, officers 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.

281. **Application for a new Premises Licence for Oxygen Chettinad Bar & Restaurant, 436 Alexandra Avenue, Rayners Lane, Middlesex, HA2 9TW:**

The Panel received a report from the Chief Environmental Health Officer, which sought a determination of an application for a new premises licence for Oxygen Chettinad Bar & Restaurant, 436 Alexandra Avenue, Harrow, HA2 9TW. The application had been made by Mr S Lingarajah and was referred to the Panel as there were unresolved representations for the Planning Authority, Health and Safety (Food Safety) and members of the public.

The applicant, Mr S Lingarajah, was in attendance and was assisted by Mr S Ganeson. Also present were Mr P Sivashankar and Mr P Coates from Licensing Services, the objectors Mrs A Robins, Mr R Robins and Mr M Sarilmaz, and Mr D Edwards representing Mrs A Robins.

Mr Sivashankar informed the Panel that the applicant had made an application for a premises licence for the aforementioned premises on the three matters listed below:

1.	Recorded Music	Sunday to Thursday Friday and Saturday	11.00 – 23.00 11.00 – 01.00
2.	Late Night Refreshment	Sunday to Thursday Friday and Saturday	23.00 – 23.30 23.00 – 01.00
3.	Sale of Alcohol	Sunday to Thursday Friday and Saturday	11.00 – 23.30 11.00 – 01.00

Since receiving notice of the various interested parties' representations, the applicant had given an undertaking in a letter dated 4 April 2008 to cease playing recorded music after 22.30 hours.

Mr Sivashankar added that the application sought opening hours beyond those imposed by the Planning authority and the applicant was therefore required to justify why planning permission had not been sought prior to the Licensing application being made.

Clarification was also sought on the term 'music' in the application.

Mr Ganeson representing the applicant, informed the Panel that the applicant did not wish to make any representations, however, they were prepared to answer any questions or comments from the objectors or the Panel.

In response to questions, the applicant confirmed that:

- patrons over the age of 18 would be admitted into the premises for the consumption of alcohol with a substantial meal;
- children under 18 would only be admitted with adults;
- the premises would be sound proofed to a level deemed adequate by Environmental Health to ensure music would not be heard outside the restaurant;
- he was unaware whether the modifications had been tested by Health & Safety or that the system had been approved by the Licensing Authority. It was agreed that the Noise team would be requested to set up the site test from the flat above;
- patrons would not be permitted to enter or re-enter the premises after 23.00 hours. It was confirmed a door supervisor would be employed to enforce this policy. Patrons would be informed of the conditions and reminded of these during the evening;
- the music played would be soft, classical and would not be transmitted after 22.30 hours at any time;
- he had been unaware of the requirement to obtain planning permission before commencing building works and making an application for a premises licence. A planning application had been submitted the previous week.

A premises licence for a virtually identical business with opening hours of 22.00 hours to 00.30 hours was circulated with the agreement of the Licensing Panel as it was already in the public domain.

In their representation, the objectors expressed concern regarding the change of use from a purpose built retail outlet (operating within normal business hours) to a restaurant and the implication of the late hours proposed by the applicant on the noise levels to the surrounding residential areas. The objector commented that the noise generated by the transmission of music within the restaurant would disrupt the flats directly above the premises if adequate soundproofing was not installed and the noise generated by patrons leaving the restaurant after closing time would inevitably disturb residents residing in purpose built flats above the premises. The objector referred to the litter and waste already disposed of within the communal stairwell.

The objector was of the opinion that the applicant would not adhere to the opening hours outlined in their current planning permission if this licence was permitted.

**RESOLVED:** That the application for a new premises licence be granted, subject to the conditions, additional conditions and opening hours outlined below:

1. CCTV be installed, operated and maintained to the reasonable specification of the Metropolitan Police Crime Prevention Officer, images to be securely stored, kept for a minimum of 31 days and be made available to officers of the police or local authority upon request.
2. A monitored central station alarm be installed, maintained and operated according to the reasonable specification of the Metropolitan Police Crime Prevention Officer.
3. Alcohol only be supplied as ancillary to a table meal.
4. No entry to patrons after 11.00 pm.

5. The licensee and/or designated premises supervisor actively support and participate in the local Pubwatch scheme, where such a scheme exists.
6. The capacity of the restaurant be 54 patrons.
7. Fire safety equipment be installed and adequately maintained.
8. Fire exits be properly signed and kept clear of obstruction at all times.
9. Notices be displayed at exits requesting that customers respect the needs of local residents and leave the premises and area quietly.
10. Deliveries be received during reasonable hours only.
11. The premises operate a 'Challenge 21' policy, whereby any person attempting to purchase alcohol and who appeared to be under the age of 21 years be asked to provide proof (i.e. driving licence, passport, or some other form of accredited photo identification) that they are over the age of 18 years. Notices be displayed advising that this scheme was in operation.

Additional conditions:

1. Music shall not be played in the restaurant after 10.30 pm.
2. A scheme for the soundproofing of the building shall be submitted to the Licensing Authority. The use of the premises shall not commence until all soundproofing works have been carried out to the satisfaction of the Licensing Authority. The soundproofing works shall be maintained thereafter to the satisfaction of the Licensing Authority.
3. Noise or vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

Reason: To prevent public nuisance.

Opening hours:

Opening hours	11.00 – 23.00 (Sun – Thurs) 11.00 – 00.00 (Fri and Sat)
Recorded music	11.00 – 22.30 (Sun – Thurs) 11.00 – 22.30 (Fri and Sat)
Late Night Refreshments	Not required from Sun – Thurs 23.00 – 00.00 (Fri and Sat)
Sale of Alcohol	11.00 – 23.00 (Sun – Thurs) 11.00 – 00.00 (Fri and Sat)

The hours had been modified to prevent public nuisance.

**REASON:** To meet and promote all four licensing objectives.

(Note: The meeting having commenced at 7.10 pm, closed at 8.45 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].



## EARLY RETIREMENT SUB-COMMITTEE

8 APRIL 2008

Chairman: \* Councillor Richard Romain

Councillors: \* Keith Ferry (1) \* Narinder Singh Mudhar (2)

\* Denotes Member present  
(1) and (2) Denote category of Reserve Member**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 Members:-Ordinary MemberCouncillor Christine Bednell  
Councillor Mano DharmarajahReserve MemberCouncillor Narinder Singh Mudhar  
Councillor Keith Ferry36. **Declarations of Interest:****RESOLVED:** To note that there were no interests declared by Members present in relation to the business transacted at this meeting.37. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present with the exception of the following item for the reason set out below:Item

9. Exercise Discretion under Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.

Reason

The item contained exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended), in that it contained information relating to an individual.

38. **Minutes:****RESOLVED:** That the minutes of the meetings held on 17 July 2007 and 28 August 2007 be taken as read and signed as correct records.39. **Public Questions, Petitions and Deputations:****RESOLVED:** To note that no public questions were put, or petitions or deputations received at the meeting under the provisions of Committee Procedure Rules 19, 16 and 17 respectively.40. **Exercise Discretion Under Regulation 30 of the Local Government Pensions Scheme (Benefits, Membership and Contributions) Regulations 2007:**

The Sub-Committee considered a confidential report of the Director of Schools and Children's Development, which detailed an application by an employee under Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 requesting that the Council exercise discretion and agree early retirement.

**RESOLVED:** That (1) this was a suitable case for consideration under Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007;

(2) having determined that the application met the criteria approved by the Licensing and General Purposes Committee on 4 March 2003, discretion be exercised and the early retirement of AC under Regulation 30 be agreed.

(Note: The meeting having commenced at 6.15 pm, closed at 6.40 pm)

(Signed) COUNCILLOR RICHARD DAVID ROMAIN  
Chairman

## PERSONNEL APPEALS PANEL

28 AND 29 APRIL 2008

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Graham Henson \* Mrs Anjana Patel

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**82. **Appointment of Chairman:**

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

83. **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.

84. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with the 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, in that there would be disclosure of information relating to an individual.

85. **Minutes:**

(See Note at conclusion of these minutes).

86. **Grievance Appeal:**

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

**RESOLVED:** That (1) the appeal be upheld in part;

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

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

(Note: The meeting, having commenced at 9.30 am on 28 April 2008, and adjourned at 5.00 pm, reconvened at 9.30 am on 29 April 2008, and closed at 5.30 pm).

[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].



## CHIEF OFFICERS' EMPLOYMENT PANEL

30 APRIL 2008

Chairman: \* Councillor Chris Mote

Councillors: \* David Ashton \* Paul Scott (1)  
\* Mrs Margaret Davine \* Bill Stephenson

\* Denotes Member present

(1) Denotes Nominee substitution (see Minute 26 below).

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**25. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present with the exception of the following item for the reason set out below:

<u>Item</u>	<u>Reason</u>
5. Chief Officer Posts in New Senior Management Structure	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to individuals.

26. **Membership:****RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

<u>Original Member</u>	<u>Nominee Member Attending</u>
Councillor Christopher Noyce	Councillor Paul Scott

27. **Declarations of Interest:****RESOLVED:** That it be noted that there were no declarations of interest by Members in relation to the business transacted at this meeting.28. **Minutes:****RESOLVED:** That the minutes of the previous meetings of the Panel held on 8 and 25 May 2008 be taken as read and signed as correct records.29. **Chief Officer Posts in New Senior Management Structure:**

Further to the restructuring of the Senior Management Structure agreed by Cabinet on 10 April 2008, the Panel considered job descriptions for revised Chief Officer posts and appointments by assimilation to these posts arising from the restructuring proposals.

The Panel was advised of the proposals in relation to a redundancy of a Chief Officer post identified by the restructuring proposals.

**RESOLVED:** That (1) the job descriptions for the revised Chief Officer posts of Director of Customer Services & Business Transformation and Corporate Director of Finance be agreed;

(2) in accordance with the Council's Protocol for Managing Organisational Change appointments by assimilation:

- Carol Cutler, Director of Business Transformation and Customer Services, be offered assimilation to the post of Director of Customer Services and Business Transformation with effect from 1 July 2008
- Paul Najsarek, Interim Corporate Director Adults and Housing, be assimilated to the vacant post of Corporate Director Adults and Housing;

(3) on the basis that there was no suitable alternative employment to which the postholder might be redeployed, the employment contract of the Corporate Director of Strategy and Business Support be terminated on the grounds of redundancy;

(4) the Chief Executive be authorised to make such further minor changes to the job descriptions of Chief Officer posts as might be necessary to implement the agreed revised management structure.

(Note: The meeting having commenced at 5.03 pm, closed at 5.15 pm)

(Signed) COUNCILLOR CHRIS MOTE  
Chairman

MEMBER  
DEVELOPMENT  
PANEL



## MEMBER DEVELOPMENT PANEL

15 APRIL 2008

Chairman: \* Councillor Jean Lammiman

Councillors: \* B E Gate \* Paul Osborn  
Phillip O'Dell

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**55. **Attendance by Reserve Members:**

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

56. **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.

57. **Arrangement of Agenda:**

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

58. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 6 February 2008 be deferred until printed in the next Council Bound Minute Volume.

59. **Public Questions:**

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

60. **Petitions:**

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

61. **Deputations:**

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

62. **Member Development Programme:**

The Panel received the report of the Interim Divisional Director of Human Resources and Development, which reviewed the progress of the 2007-2008 Programme and set out the proposals for the Member Development Programme for the remainder of 2008:

**Finance and Disability Training**

The Interim Divisional Director of Human Resources and Development reported that Finance training held during March 2008 was well attended and that the Members had given a positive evaluation of the session. It was noted that when Finance training was initially run, attendance was low but since training had become mandatory the session had seen a greater turnout. The Chairman added that mandatory Disability training had also seen a good turnout and queried the possibility of the session being run again. It was noted that with the possibility of new Cabinet members being appointed in May 2008 it would be prudent to run the finance training again in early May, whilst also extending the opportunity to Members of Scrutiny and Call-in Committees, and any other Members who wished to attend. The Chairman suggested that such training be worded as a 'request that is a statutory requirement to fulfill statutory duties'.

**Quarterly Briefings**

The Interim Divisional Director of Human Resources and Development reported that the most recent briefing was well attended and had led to a good debate. He further stated that the presentations on Arts Culture, Culture and Media, Sports, and an update on Law, had been well received, with some topics provoking engaging discussions.

#### Project Management Training

A Member queried the possibility of Project Management Training being arranged for Cabinet Members, and complimented the quality of the training he had received from the Roffey Park Institute. He added that such training would be useful to Members and would enable them to ask suitable questions relating to major projects. The Chairman suggested that such training should be offered to all Councillors and requested that an evaluation of the data from the Roffey Park Institute be investigated. He stated that this training be provided 'in-house' should it prove to be more cost effective.

#### Media Training Workshops

The Interim Divisional Director of Human Resources and Development reported that the response to the workshops from Members was very positive, with some having improved their skills. A Member suggested that such training might be provided under the contract with Westminster and it was requested that the Interim Divisional Director of Human Resources and Development investigate the possibility. The Chairman suggested that more training might be needed for Members on how best to represent the administration as a whole rather than just their political parties. He added that, in addition to the workshops, new methods of training should be evaluated.

#### Action Learning Events

The Interim Divisional Director of Human Resources and Development reported on a shortlist of speakers under consideration for the next event taking place in September 2008. He suggested that a representative of the Ombudsman and a speaker on Scrutiny and Councillor Call for Action be considered with a view to discussing complaint management and performance indicators. The Chairman agreed that although such speakers would be valuable, she would favour a speaker who would provoke discussion more than just provide an 'inside track' to knowledge.

#### Member Coaching Programme

The Interim Divisional Director of Human Resources and Development reported that he was still in the process of receiving feedback from the Roffey Park Institute and would therefore report back to the next Member Development meeting. He added that the Panel must now set the framework on how to go forward, and that a strategy that fitted with the Improvement and Development Agency Skills Framework (IDeA) should also be considered. The Chairman added that she would like to see the framework as soon as possible. She reported that some Members had expressed difficulty in dealing with elements of the coaching and that a 'helpline' would be valuable. The Chairman expressed disappointment that Symmetry's 'front-end' was not very customer focused.

#### E-Learning

The Interim Divisional Director of Human Resources and Development reported that, although all Members had access to E-Learning sessions very few had made use of the facility. A Member suggested that separate training sessions were needed for London Councillors and that sections not relevant to Members would have discouraged them from participating in E-Learning. The Chairman commented that E-Learning was yet to 'stand out' as a project and that it might benefit from an official launch. The Chairman further added that E-Learning on subjects could be used to bring Members up to the required level before traditional training sessions took place. It was suggested that the feasibility of E-Learning taking place in the Members' Library be investigated.

#### Scrutiny Member Development

The Chairman reported that the programme looked promising and appeared to be running smoothly.

#### LGiU Manifesto Supporting Councillors

The Interim Divisional Director of Human Resources and Development reported on the Local Government Information Unit (LGIU) Manifesto and the option for Members of the Council to sign up and implement their twelve action points. Although Members of the Panel expressed their concerns that certain points could be open to misinterpretation, the Chairman explained that signing up to such a manifesto would not commit the Council to anything problematic.

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

63. **Protocol for Councillors' Website:**

The Chairman suggested that if people had concerns with blogs set up by Councillors, then the protocol would have to be supported. She added that Members needed to be aware of the impact of blogs. A Member replied that there did not appear to be a substantial demand for blogs amongst Councillors. The Chairman added that the Panel should recognise that the Standards Committee had requested a protocol, but that, as blogs were low on the list of priorities, the protocol would be more relevant for consideration in a year's time.

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

64. **Any Other Business of Importance to be referred to the Chairman:**

New Members' Induction

The Interim Divisional Director of Human Resources and Development reported that training for Councillor Husain Akhtar had taken place and that Councillor Krishna James was starting the programme. The Chairman requested that feedback and evaluation be given to the Panel at the next Member Development Meeting.

Member Development Charter

The Chairman requested that the framework for the updated Member Development Charter be developed with a view to renewing and signing it in six months' time. The Chairman added that this was particularly important so that statutory issues could be covered.

Member Request for Training

The Interim Divisional Director of Human Resources and Development reported that a Member had made a request for an individual training session with the Local Government Information Unit (LGIU) for Case Management Training. He enquired if this could be extended to all Members and run 'in-house'. A Member added that the tracking of casework could be difficult and that there might be benefit in requesting training. The Chairman responded that whilst there could be no provision for individual needs, Member Development would take on board the individual's needs. The Chairman added that training for Members as a collective could be paid for by common resources if it was displayed there was a common need. The Interim Divisional Director of Human Resources and Development confirmed that he would canvas the views and interest of Members, so that such future training needs could be built-in to the Member Development Programme, and that he would research the potential costs for running such a course for the consideration by the Panel in May 2008.

(Note: The meeting having commenced at 7.34 pm, closed at 9.10 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman



GOVERNANCE,  
AUDIT AND RISK  
MANAGEMENT  
COMMITTEE



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**REPORT OF GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE**


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**MEETING HELD ON 15 APRIL 2008**


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Chairman: \* Councillor John Cowan

Councillors: \* Robert Benson \* Anthony Seymour  
 Archie Foulds \* Dinesh Solanki  
 \* Thaya Idaikkadar \* Bill Stephenson  
 \* Richard Romain

\* Denotes Member present

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

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

**2. 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.

**3. 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. External Auditor's Report on Use of Resources	Appendix 1 was not available at the time the agenda was printed and circulated, owing to a technical problem with the document. Members were requested to consider this appendix, as a matter of urgency, in order to avail themselves of the information set out in it prior to taking a decision on the item.

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

<u>Item</u>	<u>Reason</u>
18. Green and Amber Audit Reports	The report was considered to contain exempt information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 in that it contained information relating to the financial or business affairs of a particular person (including the authority holding that information).

**4. Minutes:**

**RESOLVED:** That the minutes of the meetings of the Audit Committee, the Committee's predecessor body, held on 3 and 24 September 2007 be taken as read and signed as a correct record.

**5. Petitions:**

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

6. **Deputations:**

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

7. **Public Questions:**

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

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

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

9. **External Auditor's Report on Use of Resources:**

The Committee received a report of the Corporate Director, Finance, setting out an update for Members on the Council's progress on the Use of Resources in 2006/07, based on the External Auditor's Use of Resources Report and the Action Plan aimed at improving the Council's performance and score.

The Council's auditors, who were present, answered questions from Members on the assessments in the Use of Resources Report, explaining that the low score awarded in the area of the Council's financial standing was due in large part to the need for the Council to restore its balances and comply with its policy on building up its reserves. They noted, however, that positive changes had taken place since the reporting period.

The Corporate Director informed Members that the Council was on track to increase its reserves in relation to 2007/08. An Action Plan was in place to improve the Council's performance and score, and a self-assessment exercise carried out in March 2008 indicated that the Council would be able to achieve these improvements.

**RESOLVED:** That the report, the outcome of the 2007 Use of Resources assessment, and the plans to improve the score to a Level 3 in 2008 be noted.

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

The Committee received a report of the Corporate Director, Finance, setting out the Audit Commission's Annual Audit and Inspection Letter, together with the Council's response to the issues raised in the letter.

The Corporate Director reported that the Annual Letter summarised the findings of all audit and inspection activity in 2006/07, including the audit of the 2006/07 accounts, inspection activity up to the end of 2007, the Use of Resources assessment (see Minute 9) and the assessment of the Council's direction of travel, published in December 2007. The Audit Commission's overall judgement had been that the Council was classified as a two-star authority in its level of performance under the Comprehensive Performance Assessment. The Council's response, considered at Cabinet on 17 March 2008, set out plans to ensure that the Council improved both its performance rating and direction of travel in the coming year.

**RESOLVED:** That the 2006/07 Annual Audit and Inspection Letter, together with the Council's response, be noted.

11. **External Auditor's Opinion Audit Plan for 2007-08 Accounts:**

The Committee received a report of the Corporate Director, Finance, setting out the External Auditor's Opinion Audit Plan in relation to the 2007/08 accounts. The Corporate Director reported that the Plan provided the Council with clarity about how the audit of the 2007/08 accounts would be conducted and it highlighted the key audit risks.

The Council's auditors, who were present, reported that the Opinion Audit Plan was a new report, and that materiality, or significance levels were now assessed on the basis of risk to a greater extent than previously. The auditors and the Corporate Director reported to and answered questions from Members on key audit risks, including a possible understatement of insurance liabilities and bad debt provision, and the potential effect on the level of reserves.

**RESOLVED:** That the Opinion Audit Plan be noted.

12. **Corporate Governance Update:**

The Committee received a report of the Corporate Director, Finance, setting out an update for Members on Corporate Governance, including the 2008/09 Action Plan.

The Corporate Director briefed Members on the overall framework of governance, progress made during 2007/08 and objectives for 2008/09, circulating to Members minor amendments to the objectives. The Corporate Director drew Members' attention to the management assurance framework, the timetable for the current management assurance exercise, guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE), and the new Annual Governance Statement, which replaced the Statement of Internal Control.

**RESOLVED:** That (1) the report, progress in 2007/08 and the new requirements relating to the Annual Governance Statement be noted;

(2) the Action Plans for 2008/09 be approved.

13. **Internal Audit Mid-Year Review:**

The Committee received a report of the Corporate Director, Finance, setting out progress against the 2007/08 Internal Audit Annual Plan and work undertaken by the Internal Audit team in the first half of the year. An officer reported to Members that results for the end of the third quarter had become available since the end of the reporting period and these showed improved results relative to performance indicator targets. The officer forecast that the year-end results would show an even greater improvement.

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

14. **Internal Audit Draft Work Plan 2008/09:**

The Committee received a report of the Corporate Director, Finance, setting out the draft Internal Audit Plan for 2008/09, developed using the authority's corporate and directorate risk registers. The Corporate Director reported that senior managers were to be consulted and that a final version of the Plan would be presented to the next meeting of the Committee.

Officers agreed to consider a Member's suggestion that Member involvement be sought while the Plan was still in draft.

**RESOLVED:** That the report, the draft plan and the comments above be noted.

15. **Audit and Risk Functions: Position Statement:**

The Committee received a report of the Corporate Director, Finance, setting out a summary of the functions provided by the Audit and Risk Group, together with a position statement on progress. An officer presented the report and circulated the correct terms of reference, as set out in the Council's Constitution, and attached to these minutes as an appendix.

**RESOLVED:** That the report and current progress of the functions provided by the Audit and Risk Group be noted.

16. **Role of Members and Future Development:**

The Committee received a report of the Corporate Director, Finance, setting out some suggestions made on the role of Members and on Member development. Members discussed a proposal that, in the context of the Committee's wider remit and considerable responsibilities, a Lead Member be identified for each of the Committee's main areas of responsibility. According to the proposal, Lead Members would be expected to familiarise themselves, supported by a lead officer, with the chosen subject area, and contribute to discussions at meetings. The role was envisaged as informal, with no decision-making or delegated powers. After discussion, during which Members emphasised that the concept of Lead Members should not preclude involvement by other Members of the Committee, it was agreed to review the scheme after a maximum of six months. Members volunteered to cover specific areas, and the Corporate Director agreed to facilitate meetings between them and the relevant lead officers.

**RESOLVED:** That the report and the comments above be noted.

17. **Green and Amber Audit Reports:**  
The Committee received a confidential information report of the Corporate Director, Finance, updating Members on the current green and amber internal audit reports. Members were pleased to note that there had been no reports in the red (causing concern) category.

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

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

(Signed) COUNCILLOR JOHN COWAN  
Chairman

STRATEGIC  
PLANNING  
COMMITTEE



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**REPORT OF STRATEGIC PLANNING COMMITTEE**


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**MEETING HELD ON 16 APRIL 2008**


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Chairman: Councillor Marilyn Ashton

Councillors: \* Robert Benson (3) \* Thaya Idaikkadar  
 \* Don Billson \* Julia Merison  
 \* Keith Ferry \* Narinder Singh Mudhar  
 \* Graham Henson (2) \* Joyce Nickolay (Vice Chairman in  
 (the Chair))

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

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

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

Ordinary Member

Councillor Marilyn Ashton  
 Councillor Mrinal Choudhury

Reserve Member

Councillor Robert Benson  
 Councillor Graham Henson

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

**RESOLVED:** To note that there were no requests to speak from Members who were not Members of the Committee.

**221. Declarations of Interest:**

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

**222. Arrangement of Agenda:**

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

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 dispatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.

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

**223. Minutes:**

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

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

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

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

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

226. **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 item 1/01 on the list of planning applications.

[Note: Subsequently, planning application 1/01 was deferred, and so the representations were not received].

227. **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.

228. **Planning Appeals Update:**

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

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

229. **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 7.33 pm).

(Signed) COUNCILLOR JOYCE NICKOLAY  
Vice Chairman in the Chair

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/3214/07/CFU/DT2

**LOCATION:** Equitable House, Lyon Road, Harrow, HA1 2EW

**APPLICANT:** P and Angel Properties Ltd

**PROPOSAL:** Change of use of part of office block to residential to provide 32 residential units with a two storey extension at roof level and a seven storey extension and retention of 1920 square metres of B1 floor space (resident permit restricted).

**DECISION:** DEFERRED at the request of officers.

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**LIST NO:** 1/02                      **APPLICATION NO:** P/0186/08/CFU/AF

**LOCATION:** Park High School, Thistlecroft Gardens, Stanmore, HA7 1PL

**APPLICANT:** Harrow Council

**PROPOSAL:** Extension of existing school to provide new 2 storey sixth form centre and additional playground area.

**DECISION:** GRANTED permission for the development described in the application, as amended on the addendum, subject to the conditions and informative reported and the following:

(i) deleting Condition 2.

(ii) amending Condition 8 (previously Condition 9) to read:

The development hereby permitted shall not commence until details of a scheme for generating 10% of the predicted energy requirement of the development from on-site renewable resources had been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented before the development was first occupied and shall thereafter be retained so that it provided the required level of generation.

**REASON:** To ensure the development meets the basic requirements of London Plan policies 4A.1 and 4A.7.

[Note: The Committee made a request to the applicant that additional lockers be provided in the proposed development].

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

**LIST NO:** 2/01                      **APPLICATION NO:** P/0336/08/DFU/MRE

**LOCATION:** 8 Whittington Way, Pinner, HA5 5JT

**APPLICANT:** Mr Enus

**PROPOSAL:** Change of use of shop (class A1) to restaurant (class A3); ventilation flue and refuse storage at rear and external alterations to rear and shopfront.

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

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**LIST NO:** 2/02                      **APPLICATION NO:** P/4036/07/DDP/DC3

**LOCATION:** Former Government Offices Site, Honeypot Lane, Stanmore, HA7 1BB

**APPLICANT:** Berkeley Urban Renaissance Ltd



THE CABINET,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS



CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 10 APRIL 2008**


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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

[Note: Councillors Mrs Margaret Davine and Mrs Rekha Shah also attended this meeting to speak on the item indicated at Minute 399 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

392. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8a. Scrutiny Review of Obesity in Harrow	Councillor Silver	The Member declared a personal interest in that he was a pharmacist within the Borough. He remained in the room whilst the matter was considered and voted upon.

393. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 13 March 2008 and of the special meeting on 17 March 2008, be taken as read and signed as correct records.

394. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Reason</u>
12. Framework Agreement for the disposal of co-mingled recyclables - Appendix	The appendix contained exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to the financial or business affairs of a particular person (including the authority holding the information).

395. **Petitions:**

Councillor Silver presented a petition containing 750 signatures. He read the terms of the petition to the meeting, which were as follows:-

“We the undersigned hereby oppose the closure of Headstone Gardens Post Office as part of the Area Plan for London.

Its closure will affect:

1. Old aged pensioners who are unable to travel far to send post/parcels etc, and buy stamps
2. Disabled people (who have protection under the Disability Discrimination Act)
3. Young mothers and families

4. Local Traders who need their facilities for banking, posting and sending parcels.”

**RESOLVED:** That the petition be received and referred to the Corporate Director of Community and Environment for consideration.

396. **Public Questions:**

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

1.

**Questioner:** Brian Stoker

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

**Question:** The Council now states that the officers' report on the future options for Cedars Hall will be published on the evening of the proposed public meeting, just one week before the next Cabinet meeting, with a summary the of points raised at the meeting being circulated to the Cabinet.

There is no opportunity for the public to present considered written inputs, over a period of weeks, as they would in the case of a planning application.

We know, and we would expect, that the Cabinet would not take a view on papers presented to them only at the start of a meeting, but the public only afforded a one hour opportunity to comment on a the officers' paper, verbally, and then only if they are able to be physically present at a meeting and can understand the implications in that time?

Therefore the public needs a mechanism to put considered written views to the Cabinet. A verbal Question Time will obviously be inadequate, so can a suitable mechanism please be created?

Thank you.

**Councillor Mote:** Consultation with local residents regarding the development of the Cedars Hall site has been ongoing for some considerable time.

Residents' views were clearly heard by Cabinet when we made our decision in December 2007.

The various options, which Council Officers are currently considering for the development of this important site, were advised to residents at the meeting chaired by Andrew Trehern, and attended by Councillors Tony Ferrari and Paul Scott, at the Cedars Youth Centre on 20 February 2008. As agreed with residents, the notes of this meeting have been published on the Council website. Additionally, those local residents who left their email addresses were provided with a copy of the notes directly. The notes of the meeting clearly set out the options that will be considered at Cabinet.

The Deputy Chair of the Harrow Weald Tenants and Residents' Association has engaged with Andrew Trehern in respect of the community hall option. A number of residents have, in fact, submitted written comments and I am sure that officers will reflect these views in an appropriate way within their report to Cabinet.

The next meeting with residents is scheduled to take place on the 7 May 2008, and due to the large amount of business that Cabinet needs to transact in May, we are calling a second meeting which will be held on Wednesday 21 May and we are intending that the Cedars Hall item will now be considered on this date. This therefore provides nearly two weeks for residents to submit their views for Members' consideration. I do not therefore accept your assertion that there has been insufficient time for residents to put considered written views to Cabinet.

Mr Stoker, your views, the views of local residents and the Tenants and Residents' association are very important to us, and

any comments that you make or will make regarding the options that have been advised to you can be addressed to Andrew Trehern at any time between now and the meeting on the 7<sup>th</sup>. You have then still got further time until the 21 May.

I can assure you that a member of our Democratic Services team will be in attendance at the meeting with residents on the 7 May, thereby ensuring that we have an appropriate record of the meeting, the key points of which I can assure you, will be advised to Cabinet Members prior to any decision being made at the second May meeting.

- Supplemental Question:** Can you please have a wider consultation, because when you consulted on community care you sent out 2,354 packs? Public meetings have a maximum of 81, which is 3.44%. Cedars Hall, we think, we don't know, our tenants housing sent out it's about 300 we guess, at the public meeting we had 75 people - that's 25%. I'd have suggested that you cover the people who put in interest and objections to the original planning application, which is far wider than what's actually put forward. So can you please have a wider consultation?
- Councillor Mote:** I think what I'll say is I go by the answer I've given at first, there is now a longer period of consultation. It gives time...
- Mr Stoker:** It's about the distribution, as it is about the time.
- Councillor Mote:** Distribution? As I say, I'm not aware of the exact facts of distribution and therefore I cannot pass comment on it because I have not got those facts in front of me. It would be wrong for me to comment without full knowledge.
- Mr Stoker:** But you could comment on the...
- Councillor Mote:** I hear what you say now, then I can make a comment at a later point if so needed.
- Mr Stoker:** What will the later point be? Will it be in the minutes, in a meeting? How will I know?
- Councillor Mote:** Can I say, I can only tell you, I can tell you one thing, I have given you an answer tonight. I am not going to go into a discussion. This is a question time not a discussion time. What I... Can you just let me finish, please? What I will say is, this is my last meeting so you will not have a reply from me after this date. It will be the new leader, at that time, when it comes up at May. I can only suggest that you ask that question of him at that first May meeting.
- Mr Stoker:** It will be too late then. I've asked for a wider distribution...
- Councillor Mote:** My answer is no. Social Services covered the whole borough. This is covering one small area, therefore that is a different way of consultation.
- Mr Stoker:** The area has not ...
- Councillor Mote:** I am not going into any further debate. No, the consultation stands as it stands now.
- Mr Stoker:** There's a road closer to...
- Councillor Mote:** I'm not going into any more debate over it. I'm sorry. You've asked a question, I've given you the answer which is no, we will do no further consultation based on what we've told you now.
- Mr Stoker:** Thank you. I will relay the information. I am very disappointed.

397. **Councillor Questions:**

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

398. **Forward Plan 1 April 2008 - 31 July 2008:**

**RESOLVED:** That the contents of the Forward Plan for the period 1 April – 31 July 2008 be noted.

399. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Scrutiny Review of Obesity in Harrow:**

Councillor Rekha Shah, the Chairman of the Review Group, and Councillor Margaret Davine, a member of the Review Group, introduced the report, which set out the findings and recommendations of the scrutiny review of obesity in Harrow. The importance of multi agency and partnership working was highlighted as were a number of the recommendations.

Cabinet welcomed the report, made a number of comments on the Review and noted that the Primary Care Trust Board had agreed all the recommendations.

**RESOLVED:** That (1) the findings of the review be noted;

(2) the recommendations for Harrow Council be endorsed and their implementation monitored by Scrutiny.

**Reason for Decision:** To contribute towards the strengthening and development of multi-agency work on tackling obesity in Harrow. Overview and Scrutiny Committee, at its meeting on 28 January 2008, had requested that Cabinet consider this report.

400. **Senior Management Structure:**

The Chief Executive introduced the report, which proposed a revised senior management structure for the Council to better enable it to achieve its strategic objective to be recognised as one of the best London Councils by 2012.

The Chief Executive stated that good progress was being made and that the revised senior management structure was a necessary step to improve the Council. He added that he reserved the right to further review the structure.

Cabinet supported the proposals contained within the report of the Chief Executive and it was

**RESOLVED:** That the proposed senior management structure attached at Appendix 2 to the report of the Chief Executive be approved.

**Reason for Decision:** To enable the implementation of a more effective senior management structure.

401. **Framework Agreement for the Disposal of co-mingled recyclables:**

The Corporate Director of Community and Environment introduced the report, which explained the requirement for a new 4-year framework agreement for the allocation and transport of co-mingled waste from the Civic Amenity Site to a bona fide Material Recycling Facility (MRF) for sorting and resale. He stated that the framework agreement would give resilience to this business critical service.

Members noted that a confidential appendix to the report appeared elsewhere on the agenda for their information.

**RESOLVED:** That the letting of a framework agreement to Grosvenor Waste Management, Green Star and Greencycle be approved.

**Reason for Decision:** The London Borough of Harrow needs to replace the existing interim agreement with a formal contract in line with EU requirements.

402. **Councillor Chris Mote:**

The Leader of the Council stated that, as this was his last meeting as Chairman of Cabinet, he would like to thank Portfolio Holders and officers for their work. He also thanked members of the public for their participation in the meetings of Cabinet and the press for their attendance.

The Deputy Leader of the Council, on behalf of Cabinet, thanked Councillor Mote for his work over the previous two years.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.08 pm).

(Signed) COUNCILLOR CHRIS MOTE  
Chairman



CONSULTATIVE  
FORUMS



**EMPLOYEES' CONSULTATIVE FORUM**

**8 APRIL 2008**

- Chairman: \* Councillor Mrs Camilla Bath
- Councillors: \* David Ashton \* Julia Merison (3)  
 \* Bob Currie \* Paul Osborn  
 \* Graham Henson Navin Shah
- Representatives of HTCC: (Currently no appointees)
- Representatives of UNISON: \* Ms L Ahmad \* Mr G Martin  
 \* Ms M Cawley Mr R Thomas  
 \* Ms A Jackson
- Representative of GMB: \* Mr J Dunbar

\* Denotes Member present/Employee Representative present  
 (3) Denotes category of Reserve Member

[Notes: (1) Ms M Irons also attended the meeting as a representative of Harrow Council Black Workers' Group;

(2) See Appendix 1 for list of officers in attendance.]

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

101. **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 Chris Mote	Councillor Julia Merison.

102. **Declarations of Interest:**

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

- (i) Councillor Graham Henson declared a personal interest in that he was a member of the Communication Workers' Union and his cousin was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.
- (ii) Councillor Bob Currie declared a personal interest in that he was a retired member of UNISON and his son was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.
- (iii) Councillor David Ashton declared a personal interest in that his daughter-in-law was about to become a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.

103. **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 detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
9. 'Absence Matters' Improvement Plan 2008	This report was not available at the time the agenda was printed and circulated, because the Improvement Plan was still the subject of consultation. Members were requested to consider this item, as a matter of urgency, in view of the fact that improving staff attendance was one of the Council's priorities.
10. UNISON Report on Facility Time	This report was not available at the time the agenda was printed and circulated, owing to a change in delegated authority as a result of the union's Annual General Meeting. Members were requested to consider this item, as a matter of urgency, in order to help ensure the health and well-being of all staff.
11. Recognition and Procedural Agreement between Harrow Council and UNISON	This report was not available at the time the agenda was printed and circulated, as it was written in response to UNISON's report (see agenda item 10 above). Members were requested to consider this item, as a matter of urgency, in order to be able to take an informed view on agenda item 10.

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

104. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 30 January 2008 be confirmed as a correct record and the Chairman be authorised to sign them when they were printed in the Bound Minute Volume.

105. **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).

106. **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).

107. **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).

108. **Equality Monitoring Report for 1 April 2007 to 30 September 2007:**

The Forum received an information report of the Interim Divisional Director, Human Resources and Development, setting out progress made by the Council in achieving its equality performance targets between 1 April 2007 and 30 September 2007, and progress on other equality work. An officer reported that the Council was consistently successful in attracting applicants from black and minority ethnic (BME) backgrounds. The percentage of appointments of BME applicants was 50%, which was higher than the full-year figure for 2006/07 and close to the Council's target of matching the economically active representation of BME residents in Harrow, currently 51.44%. The proportion of BME applicants short-listed and appointed, however, was lower than the proportion of BME applications received, and the overall success of BME internal applicants was lower than the overall success ratio for all appointments. Officers acknowledged that more work needed to be done to improve performance. They thanked the unions for their comments in response to the report, and apologised for not having answered UNISON's concerns more promptly.

Answering a question from a representative of UNISON about the issue of incomplete paperwork provided by appointment panels, officers informed Members of steps taken

to ensure that records would in future be complete, for example, through the use of a recruitment toolkit launched in September 2007.

In response to a question from the GMB representative about slow progress on the recruitment of disabled people, officers reported that the Council was working closely with Harrow Association of Disabled People (HAD) on training managers, as well as taking all possible practical steps to ensure that staff had every opportunity, both at the point of entry and at later stages during their employment, to be encouraged to declare any disability. Members noted that the Council had retained its "two ticks" status as an employer committed to improving opportunities and its practice regarding disabled people, and that this status needed to be promoted more effectively. An officer reported that the recruitment toolkit would also be one of the ways of ensuring that managers were advised and supported during the process of recruiting disabled people.

Responding to a request from the representative of Harrow Council Black Workers' Group (HCBWG) for facility time during which the group could explore relevant equality issues, the Interim Divisional Director recommended that both HCBWG and the Council's Disability Awareness, Information and Support Group (DAIS) make as much use as possible of the departmental equality task groups, which had been set up precisely to discuss equality issues.

In response to a question from a representative of UNISON, an officer also informed Members that departmental equality task groups and the Corporate Equality Group were the appropriate forums in which to discuss Equality Impact Assessments (EIAs).

**RESOLVED:** That the Equality Monitoring Report for 1 April 2007 to 30 September 2007 be noted.

109. **'Absence Matters' Improvement Plan 2008:**

The Forum received an information report of the Interim Divisional Director, Human Resources and Development, setting out actions intended to allow the Council better to manage sickness absence and to reduce absence levels.

An officer reported that absence levels had increased in the period since 2003/04, with significant differences between directorates. An improvement plan, on which the unions had been consulted, had been drawn up with a view to providing managers with the tools to reduce overall absence levels and for better management by the Council to manage sickness absence in the context of staff well-being. The plan was based on Harrow's previous experience and the experiences of other organisations.

Asked whether stress had increased as a factor in sickness absence, the officer reported that there was insufficient data on the Council's position on which to draw such a conclusion, although the national picture showed rising levels of stress. In addition, monitoring information from the Council's Occupational Health Service (OHS) indicated that stress was increasing as a reason for referrals. In response to concerns from the unions about the potential for higher levels of staff sickness for those working with ill and vulnerable people and with, it was claimed, the use of unsatisfactory equipment, such as protective clothing, the officer informed Members that managers and health and safety officers needed to deal with these issues. The Interim Divisional Director, Human Resources and Development, reported that the aim of the improvement plan was to improve consistency across the Council in recording data on the causes of absence. Managers' awareness of the support available through the OHS was also being increased. The OHS contract had been reviewed recently and the Health at Work Group had been involved in this.

The officer agreed to a request from a representative of UNISON for union representatives to attend a management induction course and the briefing session for managers on the capability toolkit. The officer also outlined measures being taken in order to communicate information about benefits and well-being to staff who did not have internet access or were based away from the Civic Centre. A Member, speaking in his capacity as Portfolio Holder for Strategy and Business Support Services, undertook to ask the Council's communications team to address this issue.

**RESOLVED:** That the report and the comments above be noted.

110. **UNISON Report on Facility Time:**

The Forum received a report of UNISON, requesting that facility time, in which elected officers of the union are able to pursue trade union activities, be increased. Representatives of UNISON reported that the time off allowed was insufficient, and that members of staff were sometimes expected to catch up with work after taking time off

for trade union duties. The Interim Divisional Director, Human Resources and Development, explained to the Forum the difference between statutory time off for trade union duties and the non-statutory arrangements for time off for trade union activities, the budget for which had been fixed for the current year. He drew the Forum's attention to the Recognition and Procedural Agreement between Harrow Council and UNISON (Minute 111), and asked to be informed of any instances of employees' having to catch up on work after taking time off for trade union duties. Officers recognised the work that elected trade union officers carried out in a voluntary capacity. A Member, speaking in his capacity as Portfolio Holder for Strategy and Business Support Services, agreed to work towards making the facility time arrangements more flexible, but within the current budget, and proposed that any further changes be considered in time for the next budget round.

**RESOLVED:** That the report and the comments above be noted.

(See also Minute 111).

111. **Recognition and Procedural Agreement between Harrow Council and UNISON:**  
The Forum received an information report of the Interim Divisional Director, Human Resources and Development, setting out information on the provisions for time off for trade union duties and activities agreed under the Council's Recognition and Procedural Agreement with UNISON.

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

(See also Minute 110).

(Note: The meeting having commenced at 7.33 pm, closed at 9.00 pm)

(Signed) COUNCILLOR CAMILLA BATH  
Chairman

**Appendix 1**Officers in  
attendance:

Jon Turner

Interim Divisional Director, Human  
Resources & Development (HRD)

Lesley Clarke

HRD Strategy Manager

Marion Afoakwa

HR Adviser



CABINET  
ADVISORY  
PANELS



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****9 APRIL 2008**

Chairman: (Vacancy)

Councillors: \* Mrinal Choudhury (Vice-Chairman) \* Joyce Nickolay  
(in the Chair)Advisers: Ms V Swaida  
(Vacancy)

\* Denotes Member present

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

On 9 April 2008, there were 4 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: (to Cabinet)**

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H166	9	Harrow High
H167	10	Park High
H168	10	Hatch End
H169	9	Rooks Heath

[Notes: (1) One additional case was added to the agenda after case H168; this became case H169;

(2) Case H162 was withdrawn from the agenda as an offer of a place had already been made].

**PART II - MINUTES**314. **Attendance by Reserve Members:**

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

315. **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.

316. **Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8a. Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants.

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals.

317. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 12 December 2007, 2 January, 16 January, 30 January, 13 February, 27 February, 12 March and 26 March 2008 be deferred until printed in the next Council Bound Minute Volume.

318. **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).

319. **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).

320. **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).

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

(Note: The meeting having commenced at 2.30 pm, closed at 2.40 pm)

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

**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****23 APRIL 2008**

Chairman: (Vacancy)

Councillors: \* Joyce Nickolay \* Asad Omar (1) (Substitute  
In the Chair)

Advisers: Ms V Swaida  
(Vacancy)

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

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

On 23 April 2008, there were 5 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: (to Cabinet)**

That offers of admission to schools be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H170	9	Hatch End
H171	9	Nower Hill
H172	9	Harrow High
H173	9	Rooks Heath
H174	9	Hatch End

[Note: Two additional cases were added to the agenda after case H172; these became cases H173 and H174.

**PART II - MINUTES****322. 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 Mrinal Choudhury	Councillor Asad Omar

**323. 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.

**324. Arrangement of Agenda:**

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

<u>Item</u>	<u>Special Circumstances / Grounds for Urgency</u>
8a. Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider the applications, in order to allocate an appropriate place to the applicants.

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

<u>Item</u>	<u>Reason</u>
8. Admissions to County Schools	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, in that it contained information relating to individuals.

325. **Minutes:**

**RESOLVED:** That the minutes of the meetings held on 12 December 2007, 2 January, 16 January, 30 January, 13 February, 27 February, 12 March, 26 March and 9 April 2008 be deferred until printed in the next Council Bound Minute Volume.

326. **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).

327. **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).

328. **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).

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

(Note: The meeting having commenced at 2.40 pm, closed at 3.00 pm)

(Signed) COUNCILLOR ASAD OMAR  
(Substitute in the Chair)

## GRANTS ADVISORY PANEL

9 APRIL 2008

- Chairman: \* Councillor Joyce Nickolay
- Councillors: \* Ms Nana Asante \* Mrs Anjana Patel  
 \* Don Billson \* Mrs Rekha Shah  
 \* Ashok Kulkarni \* Stanley Sheinwald  
 \* Julia Merison (2) \* Mrs Sasi Suresh  
 \* Asad Omar
- Adviser: \* Mike Coker, Voluntary and Community Sector Representative

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Edward Harvist Trust Charity - Grant Applications**

The Panel received a report of the Director of Community and Cultural Services, which presented applications for funding that had been made to the Edward Harvist Trust Fund for monies available as at 31 December 2007. Members were requested to recommend to the Portfolio Holder for Community and Cultural Services their recommendations for Edward Harvist Trust grant funding.

An officer confirmed that a balance of £16,395 was available for the Panel to recommend to the Portfolio Holder for distribution. Nine organisations had submitted applications for funding by the published deadline.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Community and Cultural Services)

- That (1) £500 be allocated to Friends of Canons Park;
- (2) £885 be allocated to Harrow Anti-Racist Alliance;
- (3) £1,790 be allocated to Harrow Bengalee Association;
- (4) £1,422 be allocated to Harrow Kuwaiti Community Association;
- (5) £2,000 be allocated to Harrow Talking Newspaper pending that the organisation provided two quotations for costs. The organisation to be made aware of the limit on expenditure and to be directed to other sources of funding;
- (6) £1,936 be allocated to the Somali Cultural and Educational Association;
- (7) £2,000 be allocated to Weald Village Community Association pending confirmation from officers that the organisation had provided two quotations for its costs;
- (8) the applications for Angolan Civic Communities Alliance (ACCA) and Harrow Gingerbread be deferred until the next meeting of the Panel. Both organisations to provide two quotations for costs prior to the meeting.

**[Reason for Recommendation:** To enable the distribution of Edward Harvist Trust monies held by Harrow to local voluntary organisations. The funding would enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow].

(See also Minute 107)

**RECOMMENDATION 2 - Community Lettings**

The Panel received a report, which provided Members with an update on the situation with regards to Community Lettings.

Amendments to the officer recommendations were moved and carried.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Community and Cultural Services)

That (1) any changes regarding community lettings were subject to the Overview and Scrutiny review of Council support to the voluntary sector;

(2) the subsidy for Community Lettings be set at 50% effective from 1 September 2008, to apply to all groups;

(3) the current grant qualifying conditions be applied to all organisations wishing to make use of community lettings and the exception for religious activities be removed.

**[Reason for Recommendation:** (1) To allow groups to get used to 50% subsidy and allow the scrutiny process to be completed before changes were made to administration of community lettings;

(2) to give consistency of access to subsidy by applying the subsidy to all groups and applying the current grant qualifying conditions].

(See also Minute 108)

### **RECOMMENDATION 3 - Street Collection Applications 2008**

An officer presented a report, which set out the procedure for dealing with street collections in the Borough. Two applications received for 2008 were also presented.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Community and Cultural Services)

That the applications for street collection from Harrow MS Therapy Centre and Mencap Hillingdon North be sponsored to the Metropolitan Police on their chosen collection dates.

**[Reason for Recommendation:** To enable each organisation to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date. These organisations would then be able to raise funds, which would allow them to continue to deliver services and improve the quality of life of their members and users].

(See also Minute 109)

## **PART II - MINUTES**

### 100. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Myra Michael

Reserve Member

Councillor Julia Merison

### 101. **Declarations of Interest:**

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

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8. Edward Harvist Trust Charity – Grant Applications	Councillor Rekha Shah	Councillor Rekha Shah declared a personal interest as she was a Member of the Harrow Anti-Racist Alliance. Accordingly, she remained in the room for the discussion and decision-making of all items.

### 102. **Arrangement of Agenda:**

**RESOLVED:** That (1) agenda item 12 – confidential appendix 5 to item 8 - be taken with agenda item 8 – Edward Harvist Trust Charity – Grant Applications, while appreciating the confidential information in agenda item 12;

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

103. **Minutes:**  
**RESOLVED:** That (1) the minutes of the meetings held on the 11 June 2007 and the 4 September 2007 be taken as read and signed as correct records;  
  
(2) the minutes of the meeting held on the 5 March 2008 be deferred until printed in the Council Bound Minute Volume.
104. **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).
105. **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).
106. **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).
107. **Edward Harvist Trust Charity - Grant Applications:**  
Further to Recommendation 1, the Chairman asked the Panel to consider the criteria for allocating the Edward Harvist Trust Charity funds to voluntary organisations. It stated that funds were to be used for one-off revenue or capital grants. In response to questions by Members, an officer confirmed that for future reports to the Panel, the reference to the Edward Harvist Trust monies being used to 'support small, unfunded organisations and new/emerging groups' could be removed. This was inconsistent with the criteria for allocating Edward Harvist Trust monies, as decreed by the Trust itself.  
  
The Chairman noted that organisations applying for funding from the Edward Harvist Trust Fund should be more widely advertised.  
  
**RESOLVED:** That (1) the above be noted;  
  
(2) reference to the Trust monies being used to 'support small, unfunded organisations and new/emerging groups' be removed in future officer reports to the Panel.
108. **Community Lettings:**  
Further to Recommendation 2, an officer explained that there was an exception for voluntary groups who used rooms in schools or other Council premises for religious activities. These groups did not qualify for a concession for Community Lettings.  
  
The Chairman expressed concerns with the implications of the cost of Community Lettings for religious groups. It was noted that the exception for religious groups in the case of community lettings was contrary to the main grants criteria.  
  
**RESOLVED:** That the above be noted.
109. **Street Collection Applications 2008:**  
Further to Recommendation 3, the adviser to the Panel explained that a significant amount of voluntary organisations were discouraged from applying to hold street collections due to the bureaucracy involved. Street collections therefore tended to take place on private land such as supermarkets.  
  
**RESOLVED:** That the above be noted.

110. **Any Other Urgent Business:**

Flash Musicals

A Member queried the status of funding for Flash Musicals, a voluntary organisation.

**RESOLVED:** That officers deal with the Member's query outside of the meeting.

(Note: The meeting having commenced at 7.32 pm, closed at 8.55 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

**LOCAL DEVELOPMENT FRAMEWORK PANEL  
(SPECIAL)****9 APRIL 2008**

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Robert Benson \* Manji Kara  
\* Keith Ferry \* Narinder Singh Mudhar (1)  
\* Thaya Idaikkadar Navin Shah

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

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Key Decision - Harrow Biodiversity Action Plan**

An officer introduced the report relating to the final draft of the Harrow Biodiversity Action Plan (BAP) and explained that the document had been revised following extensive consultation with a number of different bodies. These included Natural England, the Greater London Assembly and English Heritage.

The officer explained that the BAP had been published on the internet to seek comments from members of the public. Twenty one people had responded with constructive comments. The officer reported that these had generally been positive and felt that the document reflected the needs of the community in Harrow.

The officer reported that, following consultation, there had been several amendments to the final draft of the BAP. Two section titles had been altered from 'Gardens Action Plan' and 'Deadwood Action Plan' to 'Gardens and Allotments Action Plan' and 'Decaying Timber Action Plan' respectively. The officer also explained that a provision to provide an environmental education centre had been included in the BAP. The reason for inclusion was linked to a greater likelihood of obtaining external funding from the relevant body if provided for in the BAP.

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

- that reference to the Council's Allotment and Tree Strategy would be made in the final version of the BAP;
- that further reference could be made on the contribution to the document by the Greener Harrow organisation. The Chairman further commented that a representative of the organisation had been complimentary about the document;
- in response to a query on the availability of a graphically designed version of the BAP, the officer reported that the relevant graphic designer had been away which had caused a slight delay. It was the intention of officers to publish the graphically designed version on 14 April 2008.

The Chairman commended officers for their work on the BAP.

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

That the adoption and publication of the final Harrow Biodiversity Action Plan be approved.

**Reason for Recommendation:** Indicatory Biodiversity 197 was proposed to be included as a designated indicator in the Local Area Agreement. Many of the actions within the Biodiversity Action Plan would contribute to the achievement of this indicator. Within the Corporate Improvement Plan, a key project was to launch a Biodiversity programme – essentially this was adopting and implementing a Biodiversity Action Plan.

**RECOMMENDATION 2 - Key Decision - Harrow on the Hill Conservation Areas Supplementary Planning Document / Harrow on the Hill Conservation Areas Sustainability Appraisal**

An officer introduced the report, which contained the final drafts of the Harrow on the Hill Conservation Area Supplementary Planning Document (SPD) and the Harrow on the Hill Conservation Areas Sustainability Appraisal (SA). The officer explained that both documents had been subject to public consultation for four weeks. The officer reported that responses had been received from a number of different amenity groups including English Heritage and Residents' Associations.

The officer explained that the feedback received was generally positive. In relation to the SPD, the Council had received at least one response to each question during the consultation process.

The officer reported that the Council had also received feedback relating to the character appraisals and management strategies. Most of the responses related to the Harrow on the Hill Conservation Area where comments had been made on the presentation of policies and the wording in the document. Responses had also been received from Orley Farm School relating to the South Hill Avenue Conservation Area, which had provided invaluable information on the history of the school.

Officers explained that they had attempted to incorporate all points raised in the relevant documents.

The Chairman commended officers for their work on the documents.

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

That the Harrow on the Hill Conservation Area Supplementary Planning Document and the Harrow on the Hill Conservation Areas Sustainability Appraisal be adopted.

**Reason for Recommendation:** When adopted, the Supplementary Planning Document and its associated documents would constitute material considerations in the determination of planning applications both at planning committees and appeals. They would also provide useful guidance to relevant Council departments when dealing with issues relating to Harrow on the Hill Conservation Areas.

**RECOMMENDATION 3 - Key Decision - Draft Document - Core Strategy Preferred Options**

An officer introduced the report and explained that it contained the preferred options of the Core Strategy, a document which set out the long term spatial vision and how growth would be managed in Harrow up to 2025. The officer explained that the initial options paper had contained four options but, following external advice, only two options were considered to be viable.

The officer reported that the first option would focus on large areas of growth in a central corridor of the borough. This would include areas such as Harrow Town Centre and Wealdstone. The officer explained that the area had been defined using the London Plan's density matrix.

The second option involved spreading growth over areas with access to public transport in the borough.

The officer reported on the opportunities and challenges associated with each option and informed the Panel that there would be 7 strategic policies, in addition to the options, which would be used by the Council to help shape the future development of Harrow.

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

- the draft document – Core Strategy Preferred Options would be presented to Cabinet and to Full Council before public consultation on the options could commence. Legal advice had been sought on the process involved;
- the public consultation period would last for 6 weeks, but would not take place during the summer holiday period. This would prove problematic for a number of people;

- following public consultation, it was the intention of officers to present a report on the final document to Cabinet in December 2008 and to full Council in January 2009. Any final document would attempt to incorporate the findings of the public consultation. The final document would then be sent to the Planning Inspectorate for public inspection, and complete adoption was anticipated by January 2010;
- officers were preparing a training event for Members on the Core Strategy to provide an understanding of its implications. It was anticipated that the training event would take place in May 2008. Additionally officers would prepare a brief version of the document highlighting the major points for the benefit of Members;
- advice provided by the Government Office for London (GOL) indicated that the Council had to prepare the Core Strategy first because it formed the basis of all other development plan documents.

The Chairman also commented on some revisions to the document, which she believed were necessary. These included:

- calling the two preferred options a and b instead of 1a and 1b. This would ensure greater clarity for members of the public;
- an explanation should be provided as to why certain aspects were not being carried over into the document from the initial options report;
- the document had to reflect that there was no direct train line from Harrow to Gatwick and Brighton. Reference also had to be made to Euston and Watford as important transport hubs to the borough and to London Overground, which was a service well used by residents of the borough;

Having resolved that any further comments on the draft Core Strategy Preferred Options be forwarded to the relevant Council officer by 21 April 2008, it was:

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

That the Core Strategy Preferred Options document be considered.

**Reason for Recommendation:** In order to meet the agreed timescales for the development of the Council's Local Development Framework documents.

**PART II - MINUTES**

86. **Attendance by Reserve Members:**

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

Ordinary Member

Councillor Joyce Nickolay

Reserve Member

Councillor Narinder Singh Mudhar

87. **Declarations of Interest:**

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

88. **Arrangement of Agenda:**

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

89. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 March 2008 be deferred until the next ordinary meeting of the Panel.

90. **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 16, 14 and 15 (Part 4B of the Constitution) respectively.

91. **Key Decision - Harrow Biodiversity Action Plan:**

(See Recommendation 1).

92. **Key Decision - Harrow on the Hill Conservation Areas Supplementary Planning Document / Harrow on the Hill Conservation Areas Sustainability Appraisal:**

(See Recommendation 2).

93. **Key Decision - Draft Document - Core Strategy Preferred Options:**

Further to Recommendation 3, it was

**RESOLVED:** That Members forward any detailed comments and changes to the draft Core Strategy Preferred Options to the relevant Council officer by 21 April 2008 for incorporation prior to its consideration at the May 2008 Cabinet meeting.

**Reason for Decision:** In order to meet the agreed timescales for the development of the Council's Local Development Framework documents.

(Note: The meeting having commenced at 7.30 pm, closed at 8.15 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

## CORPORATE PARENTING PANEL

14 APRIL 2008

Chairman: \* Councillor Janet Mote

Councillors: \* Mrs Margaret Davine \* Paul Osborn  
\* Mitzi Green \* Eric Silver  
\* Chris Mote (1)

\* Denotes Member present

(1) Denotes category of Reserve Member

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**30. **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.

31. **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 Myra Michael	Councillor Chris Mote.

32. **Arrangement of Agenda:**

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

33. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 14 January 2008 be confirmed as a correct record and the Chairman be authorised to sign them when they were printed in the Bound Minute Volume.

34. **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).

35. **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).

36. **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).

37. **Activity and Performance re Children Looked After and Children on the Child Protection Register:**

The Panel received an information report of the Corporate Director, Children's Services, setting out key data relating to Children Looked After (CLA) and Children on the Child Protection Register (CPR), including key performance indicators up to the end of February 2008. The Panel noted the stabilisation of indicators relating to child protection, information on the academic achievement of CLA, the increasing proportion of male CLA and a significant and welcome increase in the adoption rate, which had reached 13% since the report was written. Members noted that the successful adoption rate would have an impact on other performance indicators and that this would be a challenge for the future.

Answering a question from a Member on value-added analyses of the educational achievement of CLA, an officer agreed to provide such information for a future meeting.

Officers also agreed to provide an update on the “virtual headteacher” pilot scheme at a future meeting.

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

38. **Education Champions for Children Looked After:**

The Panel received an information report of the Corporate Director, Children's Services, setting out information on a scheme developed by the London Borough of Barnet, whereby senior managers took on the role of champions of a cohort of Children Looked After (CLA). An officer reported that the champions carried out a role in the background of the lives of CLA by asking questions on their behalf, with the support of a multi-agency team dedicated to this purpose. The officer added that the experience of Barnet would be considered by the CLA Life Chances Forum in the context of improving the educational achievement of CLA and drawing any useful conclusions. The Panel noted that Harrow's multi-agency virtual team dealt with health and social care, as well as educational achievement, and that the team's expectations were high. An officer informed the Panel that Harrow's practice in relation to CLA was based on research on best practice, including the experience of other local authorities.

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

39. **Any Other Urgent Business:**

(i) **Financial Support for Implementation of “Care Matters – Time for Change” White Paper**

An officer reported that £14,000 would be made available to Harrow by the Department for Children, Schools and Families for the implementation of the “Care Matters – Time for Change” White Paper. Priorities had already been set for each of the three main areas, but given the size of the fund, it was proposed that consideration should be given to identifying a distinct project. The officer agreed to report back to the Panel after consulting the Children Looked After (CLA) Life Chances Forum on how best to allocate this funding. The Panel also noted that a Scrutiny Review would be taking place on the implementation of the White Paper.

(ii) **Future Meetings**

The Chairman encouraged Members to suggest consider ideas for discussion at future meetings to ensure that the Panel continues to challenge and monitor the work around Children Looked After (CLA). Members noted that relevant suggestions had been made during an event with young people. The Chairman invited Members to a meeting organised by the Children's Participation Team on 30 April 2008 to discuss the involvement of CLA in the work of the Panel. Members agreed that the role of CLA in a future young people's edition of *Harrow People* could also be discussed at the 30 April meeting.

(Note: The meeting having commenced at 6.03 pm, closed at 7.25 pm)

(Signed) COUNCILLOR JANET MOTE  
Chairman

Appendix 1

Officers in  
attendance:

Gail Hancock  
David Harrington  
Andreas Kyriacou

Head of Service – Safeguarding,  
Family Placement & Support  
Service Manager – Performance  
Management  
Senior Co-ordinator, Children  
Looked After

