

**Meeting: TRADING STANDARDS JOINT
ADVISORY BOARD**

Date: Wednesday, 16th July 2003

Time: 7:30 p.m.

**Venue: Committee Room 4, 2nd Floor, Brent Town
Hall, Wembley.**

AGENDA

Membership:

LONDON BOROUGH OF HARROW

Member	Alternate
Ismail	Gate
Romain	Arnold
Kinnear	Harriss

LONDON BOROUGH OF BRENT

Member	1st Alternate	2nd Alternate
Jones	Beswick	Davies
J Long	Dromey	Farrell
O'Sullivan	H B Patel	R Colwill

For further information contact:

**Committee Services Officers:- Lorraine Brook (Brent) Tel: 020 8937 1357
or Caroline Hart (Harrow) Tel: 020 8424 2264**

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Introductions if appropriate.
Apologies for absence and clarification of alternates.

- | <u>Page</u> | <u>Item</u> |
|-------------|--|
| | 1. Election of Chair for the meeting (from amongst the Brent Members) |
| 1. | 2. Minutes of the Previous Meeting – 28th November 2002

The last scheduled meeting of the Trading Standards Joint Advisory Board on 27 th March 2003 was cancelled. Consequently, Board Members are asked to consider the minutes of the last meeting that took place on 28 th November 2002. |
| | 3. Matters Arising |
| 5. | 4. Report No. 3/03 from the Director of Trading Standards

Recruitment and Retention of Trading Standards Officers

This report provides Members with information concerning the recruitment and retention problems of qualified Trading Standards Officers within the consortium. |
| 9. | 5. Report No. 4/03 from the Director of Trading Standards

Annual Report of the Director of Trading Standards for the Year 2002/2003

This report details the work of the Trading Standards Consortium during 2002/2003. Weights and Measures Authorities are required to submit statistics each year to the Department of Trade and Industry. These are included in the attached report.

The Annual report will be circulated as a separate document.

NB: This report has been circulated to Members only. There are a limited number of spares available from Democratic Services (020 8937 1357). |
| | 6. Dates of Future Meetings

Members are asked to consider the dates of future meetings of the Trading Standards Joint Advisory Board. Following agreement at the Annual Meeting on 19 th May 2003, meetings are currently scheduled to take place on:- <ul style="list-style-type: none">• Wednesday, 19th November 2003 (Harrow)• Wednesday, 3rd March 2004 (Brent) |

7. Any Other Urgent Business

Notice of items to be raised under this heading should be given to the Manager of Democratic Services or his representative before the meeting in accordance with Standing Order No. 64.

- The meeting room is accessible by lift and seats will be provided for members of the public.
- Toilets are available on the first and second floors of Brent Town Hall.

 Please remember to **SWITCH OFF** your mobile phone during the meeting.