



LONDON BOROUGH OF BRENT

MEETING OF THE EXECUTIVE

Monday, 21st July 2003 at 6.00 pm

Committee Rooms 1 & 2, Brent Town Hall

AGENDA

LEAD MEMBER	PORTFOLIO
Cllr John	Corporate Strategy & Policy Co-ordination
Cllr Coughlin	Corporate Resources
Cllr Beswick	Community, Consultation & Public Safety
Cllr Lyon	Education, Arts & Libraries
Cllr Jones	Environment & Planning
Cllr Thomas	Housing
Cllr Fox	Health & Social Care
Cllr RS Patel	Regeneration & Economic Development
Cllr Kagan	Democratic Services
Cllr D Long	Equalities & Service Improvement

Copies of reports (that are for publication) are available on the Council's website: www.brent.gov.uk/democracy

**For further information contact:
Democratic Services Officer - Anne Reid Tel 020 8937 1359
e-mail address: anne.reid@brent.gov.uk**

Apologies for Absence

- 1 Declarations of Personal and Prejudicial Interests
- 2 Minutes of the Previous meeting – 23 June 2003 p. i-xi
- 3 Matters Arising

Housing Reports		Lead Member	Lead Officer	
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| 4 | Private Housing Services Fees 2003/4 and Beyond | Cllr Thomas | Martin Cheeseman | p. 1 |
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This report reviews the various fees that Private Housing Services currently charge, and proposes increased fees, in order to maximize income and thereby optimize and enhance services without seeking General Fund growth.

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| 5 | Homelessness Strategy & Action Plan
<i>(Appendix circulated separately)</i> | Cllr Thomas | Martin Cheeseman | p. 7 |
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This report provides Members with the Homelessness Strategy as set out under section 1(1) & section 1(3) of The Homelessness Act 2002 which requires the housing authority to formulate and publish a Homelessness Strategy, and seeks Members' approval of the draft Strategy at Appendix A, subject to minor amendments.

Social Services Reports		Lead Member	Lead Officer	
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| 6 | Family Support Strategy
<i>(Appendix circulated separately)</i> | Cllr Fox | Jenny Goodall | p. 13 |
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This report sets out the Children's Services Family Support Strategy (Appendix 1) which has as its vision the attainment of an integrated multi-disciplinary approach to supporting families.

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| 7 | Evaluation of Victoria Climbié Inquiry – Brent Self Audit | Cllr Fox | Jenny Goodall | p. 17 |
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This report sets out the completed evaluation of Brent's self-audit undertaken by the Social Services Inspectorate in June 2003. This evaluation is a document of public access and there is a requirement to report it to the appropriate committee of the council. In addition to this evaluation there will be recommendations from the recent Tri-partite Inspection of child protection services which took place in May 2003. We will receive the final report on this inspection from the SSI in August/September 2003. This will be reported to the Executive in October.

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| 8 | Setting up a Direct Payments Support and Advice Service
<i>(see also appendix below)</i> | Cllr Fox | Jenny Goodall | p. 29 |
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This report seeks agreement to the setting up of a Direct Payments Support and Advice Service for users of direct payments.

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| 9 | Adult Protection Policies and Procedures | Cllr Fox | Jenny Goodall | p. 37 |
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This report outlines the Department of Health Social Services Inspectorate requirement for local authorities to develop multi-agency adult protection policies, procedure and guidelines, to protect vulnerable adults from abuse. It details the work already undertaken in Brent and recent developments to revise the procedures in line with the national guidelines. It proposes the establishment of a Multi-agency Adult Protection Committee to review and monitor the work and identify issues that need development.

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| 10 | New Post of Assistant Director, Finance and Resources: Social Services | Cllr Fox | Jenny Goodall | p. 59 |
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This report outlines proposals to strengthen financial management and planning within Social Services by creating a new Senior Management position of Assistant Director [Finance and Resources]. This report seeks the Executive's approval to the creation of this new post and to the Job Description and Person Specification.

Environment Reports		Lead Member	Lead Officer	
11	River Brent Restoration Project – phase 2	Cllr Jones	Richard Saunders	p. 69
	The River Brent Restoration Project aims to create an enhanced river park along a 2km stretch of river running through Tokyngton, St Raphael's Housing Estate and the Wembley Industrial Estate for the amenity of local residents, visitors and employees. The report sums up the achievements of Phase 1 of the project. It further outlines the position regarding funding requirements to complete the whole project.			
12	Capital City Academy – provision of All Weather Pitch	Cllr Jones	Richard Saunders	p. 77
	This report outlines revised proposals for the location, construction and operation of an all weather pitch by Capital City Academy (CCA), adjacent to the Willesden Sports Centre.			
13	Streetlighting PFI - progress report	Cllr Jones	Richard Saunders	p. 81
	This interim report informs Members of the progress that has been made since December 1998, with regard to the Council's Street Lighting Private Finance Initiative (PFI) Contract between the Council and PFI Lighting Limited, for whom David Webster Limited (DWL) are the main contractor. The Report also advises the Executive of an alternative form of street lighting requested by the Mapesbury Residents Association, and the nature of the agreement needed to enable this request to be agreed and introduced by way of a contract variation to the PFI contract.			
14	Transport and Parking BV Review (Appendix circulated separately)	Cllr Jones / Cllr D Long	Richard Saunders	p. 87

This report sets out the key findings and recommendations of the Transportation and Parking Enforcement Best Value Review.

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| 15 | Best Value Review of the Brent Registrars Service of Births, Deaths and Marriages
<i>(Appendix circulated separately)</i> | Cllr Jones
Cllr D Long | Richard Saunders | p. 91 |
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The attached report sets out the findings of the Best Value Review of the Brent Registrars Service. The review commenced in June 2002 and the Panel's Findings were published in October 2002 (Appendix 1). Following publication of the Panel's Findings the service created an action plan which forms Section 5 of Appendix 1.

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| 16 | Retendering of the Arboricultural Service Contract | Cllr Jones | Richard Saunders | p. 93 |
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This report concerns the maintenance of the Council's stock of highway trees and shrub beds. The report requests approval from the Executive for the tendering process leading to the award of an Arboricultural Services Contract commencing on 1st April, 2004.

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| 17 | Queens Park Station Area Planning Brief
<i>(Appendix circulated separately)</i> | Cllr Jones | Richard Saunders | p. 99 |
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This report seeks approval for a Planning Brief which has been prepared by the Planning Service in conjunction with the South Kilburn New Deals for Communities Board (SKNDC), local residents, community groups and members of the local Area Consultative Forum. The Brief provides a comprehensive approach to development around the station and provide guidance to the developers on the form of the development that the Council, as both Planning and Highway Authority, considers acceptable. The Brief also establishes the planning justification for a proposed Section 106 Agreement associated with the future planning application for the site.

Corporate Reports		Lead Member	Lead Officer	
18	Service Tenancies progress report <i>(see also appendix below)</i>	Cllr D Long	Gareth Daniel	p. 103
<p>This report follows on from an earlier report last year to Corporate Deciding Committee dealing with Service Tenancies, setting out the latest position and proposed course of action regarding parks and cemeteries and Education, Arts and Libraries caretakers Service Tenancies.</p>				
19	Customer Service Standards for Service Delivery	Cllr Coughlin	Bernard Diamant	p. 129
<p>This report follows from earlier reports on the authority's approach to Customer Service including the Best Value Review in 2001/2. It reviews progress made and key issues affecting the future development of the authority's approach to customer services, and makes recommendations for a long term strategy which places Customer Service Standards for Service Delivery as a core initiative on the corporate agenda.</p>				

20	Brent Regeneration Strategy: Implementation Progress	Cllr RS Patel	Phil Newby	p. 153
	This report outlines progress made in implementing the Brent Regeneration Strategy, which is in its second year of operation.			
21	E-Government Programme for 2003/4		Bernard Diamant	p. 167
	This report summarises progress towards the 2005 e-Government targets and proposes the allocation of funding to high priority projects across the authority in 2003/4.			
22	Telephone Service Contract (see also appendix below)	Cllr Coughlin	Bernard Diamant	p. 185
	This report outlines the outcome of a procurement exercise for the supply and maintenance of telephony equipment. It compares the outcomes with those of a previous procurement process for a Managed Telephony Service and recommends the award of a contract for the supply and maintenance of equipment to Tyco/Pinacl.			
23	Provisional 2002/2003 Revenue Outturn	Cllr Coughlin	Stephen Hughes	p. 189
	This report sets out the provisional revenue outturn for 2002/2003. It shows a slight improvement of the position to that assumed when the budget was set of £172k. These figures remain provisional and are subject to further verification and audit.			
24	2003/2004 Revenue Budget	Cllr Coughlin	Stephen Hughes	p. 195
	This report updates Members on the latest position of the 2003/2004 Revenue Budget. This is the second in this financial year following an initial report on the Budget to the Executive on 28 th April. It highlights a number of budget issues and risks which either require decision at this meeting or will need to be monitored closely.			
25	NNDR Discretionary Relief for Charities & Non Profit Making Organisation (Appendix circulated separately)	Cllr Coughlin	Stephen Hughes	p. 205
	The Council has the power to grant discretionary relief to charities and to non-profit making organisations which meet specified criteria. This report includes details of the applications received by 30 June 2003.			
26	2002/2003 Capital Budget Outturn Report	Cllr Coughlin	Stephen Hughes	p. 211
	This report sets out the provisional outturn for the 2002/2003 capital budget.			
27	2003/2004 Capital Budget and S106 Update	Cllr Coughlin	Stephen Hughes	p. 217
	This report reviews the latest position on the 2003/2004 Capital budget. It also sets out the progress on the review of Section 106 balances held.			

- 28 Service Recovery Resource Issues for the Revenue and Benefits Service** Cllr Coughlin Stephen Hughes **p. 221**

This report updates Members on the latest position of the 2003/2004 Revenue Budget. This is the second in this financial year following an initial report on the Budget to the Executive on 28th April. It highlights a number of budget issues and risks which either require decision at this meeting or will need to be monitored closely.

Education, Arts and Libraries Reports		Lead Member	Lead Officer	
29	Library Service Opening Hours 2003/04	Cllr Lyon	John Christie	p. 237
	This report sets out officers' proposals for the extension of Library Service opening hours for the financial year 2003/4, in order to work towards achieving the Public Library Standards.			
30	Draft School Organisation Plan 2003/04	Cllr Lyon	John Christie	p. 245
	This report presents the draft of the fifth School Organisation Plan (SOP) for the Brent area. This Plan covers the provision of school places over a five year planning period for the academic years 2003/2004 to 2007/2008, and is subject to a regular review by the School Organisation Committee.			
31	Brent Adult and Community Education Service: Fees & Charges 2003/04	Cllr Lyon	John Christie	p. 249
	This report outlines the proposals for fees and charges for Brent Adult and Community Education Service (BACES) for 2003/4.			
32	Proposal for the Existing Independent Menorah High Jewish Secondary School Converting to Voluntary Status Aided Status	Cllr Lyon	John Christie	p. 257
	This report informs Members of proposals received from (the Trustees of) Menorah High School for Girls, Unit 21, Dollis Hill Estate, Brook Road, London, NW2 7BZ to establish a new Jewish Voluntary Aided School in Brent on 1 st April 2004.			
33	Inclusive Education Best Value Review (Appendix circulated separately)	Cllr Lyon	John Christie	p. 261
	This report sets out the findings of the Best Value Review of Inclusive Education carried out in 2001/2. It also informs members of the steps taken by the Education Welfare Service in response to the review.			
34	Consultation on the Voluntary Sector Support Review (Appendix circulated separately)	Cllr Lyon	John Christie	p. 269

This report seeks Members' approval of the principles that are proposed as the basis of a changed relationship between the Council and the voluntary and community sector. It also seeks members' approval of the consultation process.

- 35 Festivals Programme** Cllr Lyon John Christie **p. 273**
(Appendix circulated separately)

This report outlines the options for future management arrangements of the festivals programme, and specifically the Diwali event. Diwali is one of a number of cultural festivals that have had financial support from the Council. This report seeks to rationalise the Council's overall strategy towards festivals and their management. It proposes that the Council does not directly manage event operations, but that its involvement is ensured through commissioning specialist event firms or other appropriate organisations to manage individual festivals on its behalf.

36 Date and Time of Next Meeting

The next scheduled meeting of the Executive will be held on 22 September 2003 at 7 pm.

37 Any Other Urgent Business

38 Exclusion of Press and Public

These reports are not for publication as they contain the following categories of exempt information as specified in Schedule 12A Local Government Act 1972 namely:

The amount of any expenditure to be incurred by the authority under any particular contract for the acquisition of goods or services
Any terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services

- 39 APPENDIX** Cllr Fox Jenny Goodall **p. 281**
Setting up a Direct Payments Support and Advice Service
(see above report)

- 40 APPENDIX:** Cllr Coughlin Stephen Hughes **p. 283**
Service Tenancies progress report
(see above report)

- 41 APPENDIX:** Cllr Coughlin Stephen Hughes **p. 291**
Telephone Service Contract
(see above report)

Housing Reports		Lead Member	Lead Officer
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| 42 | Middlesex House – renewal of sub lease to Happy Child Ltd | Cllr Thomas | Martin Cheeseman | p. 321 |
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This report informs the Executive of the negotiations for renewal of the Council's sub lease to Happy Child Limited at Middlesex House and seeks Executive approval to grant a new lease to Happy Child Limited upon the agreed heads of terms.

Corporate Reports		Lead Member	Lead Officer
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| 43 | Lease Renewal Triangle House 328 – 330 High Road Wembley | Cllr Coughlin | Marcus Perry | p. 325 |
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This report seeks Executive approval for the renewal of the lease at a revised rent.

Education, Arts & Libs Reports		Lead Member	Lead Officer
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| 44 | School Caretakers' Houses Surplus to Caretaking and School Educational use. | Cllr Lyon | John Christie | p. 331 |
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This report makes proposals for the disposal of three caretakers houses which are surplus to caretaking and school educational use. It sets out a range of factors to be considered when a disposal is proposed.

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| 45 | Sale of 2-12 Grange Road | Cllr Lyon | John Christie | p. 337 |
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This report seeks Members' consent to dispose of the Council's freehold interest in the 2-12 Grange Road site to Genesis Housing Association.

‡ **The appendices to these reports have been circulated separately to members. Further copies are available on request from Democratic Services. Please bring any previously circulated copies to the meeting.**