

**MINUTES OF THE MEETING OF THE EXECUTIVE**  
**Monday 21<sup>st</sup> July 2003 at 6.00 pm**

PRESENT: Councillor John (Chair), Councillor Coughlin (Vice-Chair) and Councillors Beswick, Fox, Jones (part), Kagan, D Long, Lyon, R S Patel and Thomas (part).

Councillors Duffin, Fiegel, Mrs Fernandes, Moloney, H B Patel and Van Colle also attended the meeting.

**1. Declarations of Interest**

None declared

**2. Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 23<sup>rd</sup> June be approved as an accurate record.

**3. Private Housing Services Fees 2003/4 and Beyond**

This report reviewed the various fees that Private Housing Services currently charge, and proposed increased fees, in order to maximise income and thereby optimise and enhance services without seeking General Fund growth.

RESOLVED:-

- (i) that the schedule of fees detailed in paragraph 7.11 of the report be agreed with immediate effect;
- (ii) to note that the proposed structure / fees will enable Private Housing Services to operate and enhance its current business without calling on General Fund growth subject to approval during the overall budget process.

**4. Homelessness Strategy & Action Plan**

This report presented 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.

RESOLVED:-

- (i) to note that the Homelessness Review has been completed and was published on the 5<sup>th</sup> May 2003, a summary of which can be seen in the introduction section of the draft Homelessness Strategy referred to as Appendix A to the report;
- (ii) that the draft Homelessness Strategy be approved subject to the Director of Housing being delegated authority to finalise and publish the Strategy, incorporating any minor amendments necessary.

**5. Family Support Strategy**

This report attached the Children's Services Family Support Strategy which has as its vision the attainment of an integrated multi-disciplinary approach to supporting families.

RESOLVED:-

that the Children's Services Family Support Strategy referred to as Appendix 1 to the report be agreed.

**6. Evaluation of Victoria Climbié Inquiry – Brent Self Audit**

This report set out the completed evaluation of Brent's self-audit undertaken by the Social Services Inspectorate in June 2003. The 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. A final report on this inspection will be received from the SSI in August/September 2003 and will be reported to the Executive in October.

RESOLVED:

- (i) that the evaluation of Brent's self-audit "Serving Some Children Well and Promising Prospects" attached as Appendix 1 to the report be noted;
- (ii) to note that the judgement will be taken into account in the star rating process in the autumn and will form a Key Performance Indicator (KPI) in the overall performance assessments of Councils.

**7. Setting up a Direct Payments Support and Advice Service**

This report sought agreement to the setting up of a Direct Payments Support and Advice Service for users of direct payments.

The Department of Health requires Local Authorities to offer direct payments to service users and/or their carers, and to provide advice and support for those who wish to directly employ their own carers. Direct payments cannot be used to purchase in-house local authority services, or any long-term residential/nursing home care.

The service will be subject to tender for an external provider and the new scheme will commence from 1st April 2004.

Additional information on estimated costs had been circulated as Appendix 1 to the report, marked not for publication because it contained exempt information as specified in paragraph 8, Schedule 12A of the Local Government Act 1972 namely:

"The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services."

RESOLVED:-

that the setting up of a direct payments support and advice scheme be agreed subject to noting that take up may be limited due to difficulties in persuading service users to take responsibility for their own service plans.

## **8. Adult Protection Policy and Procedures**

This report outlined 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 detailed the work already undertaken in Brent and recent developments to revise the procedures in line with the national guidelines.

RESOLVED:-

- (i) that the summary guidelines attached as Appendix 1 to the report be agreed;
- (ii) that a Multi-agency Adult Protection Committee be established as detailed in the report, and with the terms of reference detailed in Appendix 4 of the report;
- (iii) that the proposal for the establishment of posts for the Adult Co-ordinator role, subject to funding being available, be noted.

9. **Establishment of New Post of Assistant Director (Finance and Resources)**

This report outlined proposals to strengthen financial management and planning within Social Services by creating a new Senior Management position of Assistant Director (Finance and Resources).

RESOLVED:-

- (i) that the creation of the new post of Assistant Director (Finance and Resources) be approved;
- (ii) that the Job Description and Person Specification attached as Appendix One to the report be approved;
- (iii) to note that the appointment will be made by the Senior Appointments Sub-Committee.

10. **River Brent Restoration Project – Phase 2**

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 outlined the achievements of Phase 1 of the project and the position regarding funding requirements to complete the whole project.

RESOLVED:-

- (i) that the work undertaken in Phase 1 of the River Brent Restoration Project be noted;
- (ii) that how the risks associated with Phase 1 have been managed be noted;
- (iii) that the whole project be completed and the existing project management structure be retained if funding becomes available;
- (iv) that the costs associated with Phase 2 be noted and funding opportunities be explored;
- (v) that Heritage Lottery funding be sought;
- (vi) that the possibility of finding matching funding through the Capital Programme be investigated and the outcome reported back with options.

11. **Capital City Academy – Provision of All Weather Pitch**

The report outlined revised proposals for the location, construction and operation of an all weather pitch by Capital City Academy (CCA), adjacent to the Willesden Sports Centre.

RESOLVED:-

- (i) to note that Capital City Academy no longer wish to construct the all-weather pitch on the site of the old out-door pool and therefore the previous approval to grant a lease will not be progressed;
- (ii) that subject to planning permission being obtained by CCA, The Director of Environment be authorised to negotiate use of the pitch to be constructed by CCA on the basis of the terms laid out in paragraph 6.6 and 6.7 of the report;
- (iii) that should planning permission not be granted for CCA to construct the all-weather pitch on their own site, the Director of Environment be authorised to negotiate the construction, maintenance and delivery of an all weather pitch as part of the negotiations for the Willesden Sports Centre PFI project.

## 12. **Street Lighting PFI – Progress Report**

This report informed 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 advised on 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.

RESOLVED:-

- (i) that the progress to date and the main issues raised in Section 7 of the report that affect the completion of the Core Investment Programme (CIP) be noted;
- (ii) that a further meeting with DWL be held to resolve the differences in opinion and reach agreement on the treatment of the incorrectly converted concrete columns;
- (iii) that if the matter is not satisfactorily resolved, the Director of Environment be authorised to pursue such action as is necessary to protect the Council's position and achieve the original aims of the contract or obtain compensation as appropriate;

- (iv) that the Director of Environment be instructed to negotiate with PFI Lighting Limited and the Mapesbury Resident's Association to agree the variation proposed in paragraph 8 of the report and to obtain a payment from the Mapesbury Residents' Association to give effect to the variation.

**13. Transportation and Parking Enforcement Best Value Review**

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

RESOLVED:-

- (i) that the recommendations contained in section 8 of the Self Assessment Report circulated separately as Appendix A of the report be agreed;
- (ii) that the contents of the Report of Panel's findings circulated separately as Appendix B of the report be noted;
- (iii) that the final Action Plan circulated separately as Appendix C of the report be agreed.

**14. Best Value Review of the Brent Registrars Service of Births, Deaths and Marriages**

This report set out the findings of the Best Value Review of the Brent Registrars Service.

RESOLVED:-

- (i) that the contents of the Panel's findings circulated separately as Appendix 1 of the report be noted;
- (ii) that the Action Plan contained in Appendix 1 formulated by the service be agreed;
- (iii) that specific recognition be given to the findings of the review in relation to the high quality of the service and the value it holds for the people of Brent be acknowledged.

**15. Retendering of the Arboricultural Services Contract**

This report concerned the maintenance of the Council's stock of highway trees and shrub beds. It requested approval for the tendering process leading to the award of an Arboricultural Services Contract commencing on 1st April, 2004.

The services to be tendered will be required to comply with the requirements of the proposed new Street Tree Policy that has yet to be approved by the Executive. Therefore, approval to pre-tender considerations will be subject to approval by the Executive of a proposed new Street Tree Management.

RESOLVED:-

- (i) that the pre-tender considerations and the criteria to be used for evaluation as set out in paragraph 7.8 of the report be approved, subject to agreement by the Executive of a proposed new Street Tree Management Policy;
- (ii) that tenders be invited and evaluated in accordance with the approved evaluation criteria referred to above, subject to approval by the Executive of a proposed new Street Tree Management Policy;
- (iii) to note that in the event that the Executive does not approve the proposed new Street Tree Management a further report seeking approval to tender of the services will be required to be approved by the Executive;
- (iv) that the specifications for the maintenance of shrub beds and free standing street planters be considered further to address some concerns about the quality of current maintenance.

16. **Queens Park Station Area Planning Brief**

A Planning Brief had 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 is based on the policies in the Revised Replacement Unitary Development Plan 2000-2010 and reflects the objectives of the SKNDC and issues raised through extensive consultation.

The Brief provided a comprehensive approach to development around the station and guidance to the developers on the form of the development that the Council, as both Planning and Highway Authority, considers acceptable. The Brief also established the planning justification for a proposed Section 106 Agreement associated with the future planning application for the site.

Members noted that this report related to the Councils role as a Local Planning Authority only.

RESOLVED:-

- (i) that the revisions to the Draft Brief set out in the separately circulated Appendix 1 of the report be agreed;
- (ii) that the amended Planning Brief be agreed for the purposes of supplementary planning guidance for developers and as a material consideration for assessing any planning application for the site.

**17. Service Tenancies – Position Statement**

This report followed 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.

Additional information had been circulated as Appendix 2 to the report, marked not for publication because it contained exempt information as specified in paragraph 2 and 3 of Schedule 12A of the Local Government Act 1972, namely:

Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office holder or applicant to become an office-holder under, the authority

Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority

RESOLVED:-

- (i) that the progress made on service tenancies in parks and cemeteries be noted;
- (ii) that the progress made on caretaker service tenancies in Education Arts and Libraries be noted;
- (iii) that the proposed course of action in the further review of caretaker service tenancies in Education, Arts and Libraries be agreed.

**18. Customer Services Standards for Service Delivery**

This report followed from earlier reports on the authority's approach to Customer Service including the Best Value Review in 2001/2. It reviewed progress made and key issues affecting the future development of the authority's approach to customer services.

RESOLVED:-

- (i) that the progress made as detailed in section 6.2 of the report be noted;
- (ii) that in relation to the Customer Service Best Value Review recommendations, it be agreed that the objective “to create a single frontline customer service operation across the entire council” and related detailed targets should not now be implemented; but be replaced with new objectives as per the following recommendations;
- (iii) that the following further approach be agreed: -
  - a) customer service should be consistently recognised as a vital component of all service delivery activity.
  - b) this will include particularly areas where response to customers may not be positive such as enforcement activities, gatekeeping in relation to service entitlement and handling complaints.
  - c) the Council will aim for a ‘Right First Time’ approach, minimising errors and failures and reducing rework and complaints from the public and improving cost effectiveness.
  - d) the Council will build on the strengths and use the experience of the One Stop Shops and others, whilst tackling weaknesses including in some areas of internal interrelationships, and achieving a better integrated approach across the Council.
  - e) better use of information, systems and technology based facilities in all areas will be implemented to significantly improve the effectiveness of staff and service delivery; this particularly to include expanded use of the new Customer Relationship Management System.
  - f) a council-wide programme of process review and redesign will be developed and implemented to improve service delivery standards and maximise service delivery and resolution that can be achieved at first contact.
  - g) significant short term improvements in standards and results can be achieved in many areas by service delivery plans being reviewed to raise customer service standards into the ‘nuts & bolts’ of day-to-day operational management.

- h) arrangements in all physical access points for customers will be reviewed and improved to achieve common standards.
- i) performance management improvements will be established which focus on customer service indicators across the Council and used to drive and monitor progress. Service Development Plans and unit based operational plans will include a specific focus on customer services.
- j) achieving sustained improvements depends on the involvement and commitment of managers and staff at all levels and specific initiatives will be developed to achieve this.

19. **Brent Regeneration Strategy: Implementation Progress**

This report outlined progress made in implementing the Brent Regeneration Strategy, which is in its second year of operation.

The Regeneration Strategy was originally published by the Council and the Local Strategic Partnership in November 2001. It sets out a vision for Brent in 2021, and contains six strategic priorities to help bring it about. These priorities are now reflected in the Council's Corporate Strategy. The Regeneration Strategy is supported by a rolling programme of 2-year Action Plans, setting a clear and focussed work programme for regeneration.

RESOLVED:-

that the progress made since 2001 against the delivery of the Regeneration Strategy and Action Plan, as outlined in the report be noted.

20. **E-Government Programme 2003/4**

This report summarised progress towards the 2005 e-Government targets and proposed the allocation of funding to high priority projects across the Authority in 2003/4.

RESOLVED:-

- (i) that the proposed funding arrangements for 2003/4 be agreed;
- (ii) that the proposed project and information management arrangements be agreed so that all projects must include a description of the benefits of the project and how these will be measured;

- (iii) that the Director of Corporate Services be authorised to agree any necessary variations to this schedule to ensure best use of the available funding;
- (iv) that Service Area Directors ensure that appropriate work is carried out to support transactional facilities on the website (including Frequently Asked Questions, online forms, online payments, online booking etc) to allow Brent to achieve transactional status in the 2004 Society of Information Technology Managers (SOCITM) review of local authority websites.

## 21. Telephone Service Contract

This report outlined the outcome of a procurement exercise for the supply and maintenance of telephony equipment.

Additional information had been circulated as Appendix A to the report, marked not for publication because it contained exempt information as specified in paragraphs 7 and 8 of Schedule 12A of the Local Government Act 1972, namely:-

- 7. Information relating to the financial or business details of any particular person (other than the authority).
- 8. The amount of any expenditure proposed to be incurred by the Authority under any particular contract for the acquisition of property or the supply of goods and services.

RESOLVED:-

- (i) that the background to the procurement and the evaluation criteria, procurement processes and outcomes be noted;
- (ii) that a 5 year contract for the supply, installation and maintenance of telephony equipment be awarded to Tyco/Pinacl;
- (iii) that the option of a fully managed telephony service offered by Tyco/Pinacl be rejected.

## 22. The 2002/3 Provisional Revenue Outturn

This report set out the provisional revenue outturn for 2002/2003. It showed a slight improvement of the position to that assumed when the budget of £172k was set.

It was noted that these figures remain provisional and are subject to further verification and audit.

RESOLVED:-

- (i) that the provisional outturn 2002/03 be noted;
- (ii) that any underspendings be added to balances and no carry forwards be agreed, unless in specific earmarked reserves, apart from £73k for Voluntary Sector Grants already agreed by Full Council.

**23. 2003/4 Revenue Budget**

This report updated 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 are either subject to decision at this meeting or will need to be monitored closely.

RESOLVED:-

- (i) that the latest budget set out in Appendix A of the report be noted;
- (ii) that the virements as set out in Appendix B of the report be agreed;
- (iii) that funding for the Benefits recovery plan of £170k, and Social Services financial management improvements of £150k be agreed and that this package of £320k be met from £254k of the remaining remuneration budget and £150k from the saving generated from the Bed and Breakfast Task Force grant with the remaining £84k split with £60k being allocated to the festivals budget and £24k added to balances;
- (iv) that the instruction to officers that budgets must be contained within overall Service Area cash limits be re-iterated.

*NOTE: The above item was taken after consideration of the items on 'Option for the clearance of the Housing Benefits backlog' and 'Festivals Programme'*

**24. National Non Domestic Rate – Discretionary Relief for Charities and Non Profit Making Organisations**

The Council has the power to grant discretionary relief to charities and to non-profit making organisations which meet specified criteria.

Attached in separately circulated appendices 3-7 of the report were details of the applications received by 30th June 2003.

RESOLVED:-

that discretionary relief grants for 2003/2004 as listed in the attachment to these minutes be agreed.

**25. 2002/3 Capital Budget Outturn Report**

This report set out the provisional outturn for the 2002/2003 capital budget.

RESOLVED:-

- (i) that the provisional outturn for the 2002/2003 programme be noted;
- (ii) to note that all usable capital receipts received in 2002/2003 will be applied to fund capital expenditure in accordance with Section 60 Part IV of the Local Government and Housing Act 1989.

**26. 2003/2004 Capital Budget Monitoring Report and S106 Update Report**

This report reviewed the latest position on the 2003/2004 Capital budget. It also set out the progress on the review of Section 106 balances held.

The Executive congratulated officers on their work in producing the review of S106 balances.

RESOLVED:-

- (i) that the latest position on the capital budget be noted and the revised budgets in respect of the 2003/2004 programme be agreed as set out in paragraph 5.1 of the report;
- (ii) that the remaining £433k of resources be retained as a contingency budget;
- (iii) that the position on the Section 106 review be noted.

**27. Option for the clearance of the Housing Benefits backlog and a proposed increase in consultancy and project support for the One Stop Shop Service**

This report outlined issues surrounding the current backlog within Brent's Benefit Service and proposals for clearing this. The proposals were based on a more detailed backlog clearance plan that has been developed with the aim of clearing existing backlogs within a 3 month period.

RESOLVED:-

- (i) that the detail of the proposed backlog clearance plan attached as Appendix A to the report and funding of £137,000 to achieve this be agreed;
- (ii) that funding of £33,000 for an increase in consultancy and project support be agreed.

**28. Library Service Opening Hours 2003/4**

This report set out 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.

RESOLVED:-

that the proposals for extending the Library Service opening hours as outlined in section 6.0 of the report be approved.

**29. Draft School Organisation Plan 2003 – 2008**

This report presented the draft of the fifth School Organisation Plan (SOP) for the Brent area. The Plan covered 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.

RESOLVED:-

- (i) that the draft School Organisation Plan be agreed and presented to the School Organisation Committee to be finalised;
- (ii) that the Plan be amended to incorporate the data still awaited as set out in paragraph 6.3 of the report when that data becomes available.

**30. Brent Adult & Community Education Service: Fees and Charges for the Academic Year, 2003/4**

This report outlined the proposals for fees and charges for Brent Adult and Community Education Service (BACES) for 2003/4.

RESOLVED:-

that the fee structure for BACES for the academic year 2003/4 be approved, as set out in Appendix A to the report.

**31. Proposal for the Existing Independent Menorah High Jewish Secondary School Converting to Voluntary Aided Status**

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 1st April 2004.

RESOLVED:-

- (i) that the application of (the Trustees of) Menorah High School for Girls to establish a new Jewish Voluntary Aided School in Brent on 1<sup>st</sup> April 2004 be supported, as long as the Council does not incur additional costs as a result of the transitional period or the 'floors and ceiling mechanism' of the Local Government Funding system as highlighted in the financial and legal implications of the report;
- (ii) that the Local Education Authority consult with the Learning Skills Council (LSC) with regards to them funding the Sixth Form;
- (iii) that the decision on this proposal be referred to the School Organisation Committee.

**32. Inclusive Education Best Value Review**

This report set out the findings of the Best Value Review of Inclusive Education carried out in 2001/2. It also informed members of the steps taken by the Education Welfare Service in response to the review.

A copy of the review referred to as Appendix 1 of the report had been separately circulated.

RESOLVED:-

that the report, the progress made by the Education Welfare Service in implementing the recommendations, and the financial implications, which will be considered as part of the 2004/5 budget setting process be noted.

### 33. **Consultation on the Voluntary Sector Support Review**

This report sought 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 sought approval of the consultation process.

RESOLVED:-

- (i) that the principles set out in the paper, "From Patronage to Partnership – building a new relationship with the voluntary and community sector"(referred to as Appendix 1 to the report and separately circulated) be approved as the basis for consultation with the sector, and the Chief Executive be authorised to make minor changes to the paper to make it more accessible for consultees;
- (ii) that the consultation process set out in paragraph 6.3 of the report be approved.

### 34. **Festivals Programme**

This report outlined the options for future management arrangements of the festivals programme, and specifically the Diwali event.

The Leader referred to the difficulties of running successful festivals without risks to public safety. It was proposed that none of the options for meeting the £60k shortfall in the 2003/04 Festivals budget should be accepted and that instead it should be met from surpluses identified in the Revenue Budget Monitoring report.

RESOLVED:-

- (i) that the management of the Diwali event be contracted to a fully qualified event management company, fully covering the legal risks and securing better long term opportunities for sponsorship;
- (ii) that an annual competitive bidding process be developed for suitable smaller festivals, and that an equitable selection system applied as referred to in paragraph 6.1.9 of the report;
- (iii) that the options set out in section 3.6 of the report be rejected, in respect of the £60K shortfall in the 2003/4 Festivals budget and instead an allocation of an additional £60k be made from surpluses identified in the Revenue Budget Monitoring Report;

- (iv) that options for the content and scope of the Festivals programme for 2004/5 onwards be developed for its future consideration; and in particular that these options address the Navratri festival, currently funded via the Main Grants Programme, Respect Week, those festivals currently supported by the Council in other ways, and the proposals for extension of the programme made by members of the community;
- (v) that it be noted that growth of £200K in the Festivals base budget will be required from the financial year 2004/5; and that the budget for festivals be reviewed as part of the budget-setting process for 2004/5.

**35. Exclusion of the Press and Public**

RESOLVED:-

that the press and public be now excluded from the meeting as the following items contain exempt information as specified in Schedule 12A of the Local Government Act 1972, namely:-

- 7. The amount of any expenditure to be incurred by the Authority under any particular contract for the acquisition of goods or services.
- 9. 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.

**36. Middlesex House, Ealing Road, Alperton – Renewal of Sub Lease to Happy Child Ltd for a Children’s Nursery**

This report outlined the negotiations for renewal of the Council’s sub lease to Happy Child Limited at Middlesex House.

RESOLVED:-

- (i) to note that negotiations have been entered into for the renewal of the sub lease to Happy Child Limited for part of the ground floor at Middlesex House;
- (ii) that the a new sub lease be granted to Happy Child Limited upon the agreed basic heads of terms set out in the detail of the report at the adjusted open market rent of £22,000 per annum, to reflect the lessee’s concession, for a period to be co-terminus with the Council’s own head lease with Network Housing Association, which expires on 14<sup>th</sup> August 2009;

- (iii) that the Manager, Corporate Property Services, in conjunction with the Director of Housing, be authorised to include all such other terms as are in the Council's best interests and to instruct the Borough Solicitor thereafter to prepare draft documentation for agreement and completion of the letting.

**37. Lease Renewal, Triangle House, 328/330 High Road, Wembley**

This report sought approval for the renewal of the lease at a revised rent.

RESOLVED:-

that the lease of Triangle House, 328-330 High Road, Wembley be renewed at a rent of £45,000 per annum.

**38. School Caretaker Houses Surplus to Caretaking and School Educational Use**

This report presented proposals for the disposal of three caretakers houses which were surplus to caretaking and school educational use. It set out a range of factors to be considered when a disposal is proposed.

RESOLVED:-

- (i) that for Sudbury Community Primary School and Mount Stewart Community Junior School:
  - a) agreement in principle, to dispose of the sites and to authorise officers to explore further the options that exist for either disposing of the site on the open market or to a Registered Social Landlord, possibly with retained nomination rights for keyworkers and possibly priority given to teachers in the first instance;
  - b) officers consider the development of a key worker housing policy consistent with the above proposal;
- (ii) that the house at Park Lane Community Primary School be disposed of for best consideration;
- (iii) that a sharing arrangement be developed for all three sites which would include the option of sharing any capital receipt such that 50% of the receipt be allocated to Education, Arts and Libraries (EAL) budget and 50% to the Corporate budget and in the case of a revenue stream for a leasehold disposal that this be allocated to the EAL to supplement its capital programme;

- (iv) that a further report be submitted to the Executive to update members on the progress of these proposals and for a decision as to the disposal of each property.

**39. Disposal of 2-12 Grange Road and Development of Library/Museum Facilities**

This report sought consent to dispose of the Council's freehold interest in the 2-12 Grange Road site to Genesis Housing Association.

RESOLVED:-

- (i) that subject to the consent of the Secretary of State, 2-12 Grange Road be sold to Genesis Housing Association for £286,050 for the proposed development outlined in the report, and that the property be leased back to the Council for a 250 year lease at a peppercorn rent for library and museum store on the terms outlined in the report;
- (ii) that the Director of Education, Arts and Libraries be authorised to approve the contract for disposal and agree to any other terms that are in the best interest of the Council subject to the advice of the Borough Solicitor and Director of Finance;
- (iii) that a portion of the capital receipt equal to the costs of the fit-out for the Library Service and museum store and those of the temporary decant be ringfenced for that purpose;
- (iv) that any remainder of the capital receipt be ringfenced to offset capital costs associated with the re-location of the Grange Museum to Willesden Green Library Centre;
- (v) that, in the event that Genesis Housing Association decline to proceed with the purchase on the terms noted, the Manager, Corporate Property Services be authorised to offer the site to another housing association or potential buyer on behalf of the Library Service on similar, or better, terms than those outlined in the report; such disposal shall be subject to the obtaining of any necessary consents and subject to the acquisition of the land referred to as plot B from Mountview for £140,000.

The meeting ended at 7.10pm

A JOHN  
Chair

## LONDON BOROUGH OF BRENT

### MEETING OF THE EXECUTIVE

21 JULY 2003

#### **NNDR – DISCRETIONARY RELIEF FOR CHARITIES AND NON PROFIT MAKING ORGANISATIONS**

The Executive agreed that the following local charities should be granted 100% discretionary relief for 2003/04;

|  | <b>COST TO COUNCIL</b> |
|--|------------------------|
| 18 <sup>th</sup> Wembley Scouts Group      | £ 98                   |
| 20 <sup>th</sup> Willesden Scout Group     | £261                   |
| 28 <sup>th</sup> Willesden Scouts Group    | £246                   |
| 34 <sup>th</sup> Willesden Sea Scout Group | £493                   |
| 3 <sup>rd</sup> Wembley Scout Group        | £112                   |
| 6 <sup>th</sup> Wembley Scout Group        | £290                   |
| Age Concern Brent                          | £699                   |
| Bengali Community Education Centre         | £260                   |
| Brent Community Law Centre                 | £901                   |
| Brent Community Housing Ltd                | £441                   |
| Brent Community Transport                  | £639                   |
| Brent Deaf Peoples Ltd                     | £346                   |
| Brent Deaf Peoples Ltd                     | £173                   |
| Brent Energy Network                       | £1265                  |
| Brent Indian Association                   | £656                   |
| Brent Mind                                 | £519                   |
| Brent Private Tenants Rights Group         | £293                   |
| Brent Triangle                             | £426                   |
| Brent Triangle                             | £457                   |
| Caribbean Cultural Organisation            | £285                   |
| Cyron Housing Co-Operative Ltd             | £406                   |
| Dennis Jackson Centre                      | £966                   |
| Federation of Patidar Associates           | £1066                  |
| Gladstone Community Centre                 | £1008                  |
| Islamic Cultural Centre                    | £453                   |
| Kensal Green Under Fives Group             | £240                   |
| Kilburn Housing Co-op Ltd                  | £170                   |
| Kingsbury Veterans Club                    | £373                   |
| Kings Hall Community Association           | £659                   |
| Local Employment Access Projects           | £639                   |
| Mandhata Youth & Community Assoc           | £946                   |
| Noor Trust                                 | £340                   |
| Shishukunj                                 | £179                   |
| St Kitts & Nevis Friendly Assoc            | £346                   |
| St Michaels & St Raphaels Womens Project   | £232                   |

|                                     |       |
|-------------------------------------|-------|
| The Greater London Somali Community | £57   |
| The Minster Centre                  | £1132 |
| Turning Point                       | £666  |
| TS Invincible – Sea Cadets          | £653  |
| Victim Support                      | £526  |
| Willesden District Scout            | £569  |

The Executive agreed that the following non-local charities should be granted 25% discretionary relief for 2003/04:

|   |        |
|---|--------|
| Asian Womens Resource Centre                | £192   |
| Brahma Kumaris World Spiritual University   | £446   |
| Cancer Prevention Research Trust            | £36    |
| Charity Logistics                           | £2,198 |
| Greater London Fund for the Blind           | £85    |
| J-Link                                      | £53    |
| Lebanese Welfare Community                  | £143   |
| Mental After Care Association               | £300   |
| Miracle Signs & Wonders Ministries          | £1157  |
| Muslims Women’s Helpline                    | £20    |
| Oxfam                                       | £608   |
| Roadpeace                                   | £61    |
| SCOPE                                       | £410   |
| Stagetext                                   | £88    |
| Sudan Organisation Against Torture          | £51    |
| The Ancient Order of Foresters Friendly Soc | £167   |
| The Royal British Legion                    | £56    |
| The Royal British Legion                    | £333   |

The Executive agreed that the following independent school should not be granted discretionary relief for 2003/04;

Menorah High School for Girls

The Executive agreed that the following non-profit making organisations should be granted 25% discretionary relief for 2003/04;

|                                   |       |
|-----------------------------------|-------|
| Brent Business Venture            | £430  |
| Brondesbury Bowling Club          | £28   |
| Century Bowling & Sports Club     | £3180 |
| Coles Green Lawn Tennis Club      | £66   |
| Wembley Hill Sports & Social Club | £186  |

The Executive agreed that the following local charities should be granted 100% discretionary relief for 2002/03 as they made their application during that year;

|                                |      |
|--------------------------------|------|
| Brent Deaf Peoples Ltd         | £85  |
| Brent Mental Health User Group | £260 |

The Executive agreed that the following charities should not be granted discretionary relief for 2002/03 as they did not make their application during that year;

Caribbean Cultural Organisation  
Gladstone Community Centre  
Menorah High School for Girls  
Miracle Signs & Wonders Ministries

The Executive agreed that the following appeal against the amount awarded in 2002/03 is refused as the award was made in accordance with the Council's guidelines and criteria in force in that year;

Greenford & District Scout Council

The Executive agreed that the following appeal against amount awarded in 2002/03 is allowed as they should be treated as a local charity rather than a national charity;

|                     |      |
|---------------------|------|
| Samaritans of Brent | £379 |
|---------------------|------|

The Executive agreed that the following non-local charity is awarded 25% relief for 2002/03;

|                       |      |
|-----------------------|------|
| Benny Hinn Ministries | £447 |
|-----------------------|------|

The Executive agreed that the Voluntary Aided Schools as detailed in Appendix 7 should be granted 100% discretionary relief for 2003/04.

£32,539

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>£65,490</b> |
|--------------|----------------|