

**MINUTES OF THE EXECUTIVE MEETING**  
**Tuesday, 12<sup>th</sup> April 2005 at 7.00 pm**

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

An apology for absence was received on behalf of Councillor Kagan.

Councillor Gladbaum also attended the meeting.

**1. Declarations of Personal and Prejudicial Interests**

None.

**2. Minutes of the Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting held on 14<sup>th</sup> March 2005 be approved as an accurate record.

**3. Order of Business**

RESOLVED:

that the order of business be changed so as to give early consideration to the reports relating to 103-123 Kilburn High Road and Kilburn Square, South Kilburn Supplementary Planning Document, the Life Long Learning Scrutiny Panel's report on School Governors and Church End.

**4. Deputation**

The Executive received a deputation from Margaret Stoll on behalf of Kilburn Square Housing Co-operative in connection with the report relating to 103-123 Kilburn High Road & Kilburn Square Market Supplementary Planning Document. The SPD set out a number of options for the development of the site: Option B Partial Redevelopment with redevelopment on part of the footway; Option C Complete Redevelopment of the site, within the existing building envelope, Option D Complete Redevelopment including Kilburn Square Clinic and 11-15 Brondesbury Road. Ms Stoll stated that residents were in favour of option C protecting existing public space and retaining existing trees. Residents were concerned at the prospect of high density housing being introduced into an area that was already congested on both sides of the High Road and had limited facilities such as doctors surgeries. She felt that the limited open space should be protected for future generations and for the benefit of people with disabilities. Al Forsyth KABRAG (Kilburn and Brondesbury Residents Action Group) added that while the local community and ward councillors had been involved in the SPG consultation process, they were not in favour of the recommendations made in the report from the Director of Environment. Their preference was for Kilburn Town Centre to be considered for development as one prime usage site and not in separate stages as currently planned.

Councillor Jones (Lead Member, Environmental & Planning) responded that while Option C may be supported by residents, it was not the favoured option of the site owners. However, she emphasised that the SPD was not statutory, but for guidance purposes only. Richard Saunders (Director of Environment) acknowledged that a lot of detailed work had been carried out however there was no point in recommending a way forward that existing occupiers supported but for which there was no market interest. Consequently the approach as set out in his report, namely to accept the three options as possible ways forward, was being recommended. He added that any development proposals would be subject to the usual planning consultation and the Chair reassured residents of their future involvement.

5. **103-123 Kilburn High Road & Kilburn Square Market Supplementary Planning Document**

This report sought approval for adoption for a Supplementary Planning Document (SPD) which had been prepared by the Planning Service in conjunction with local residents, community groups. The SPD provided a comprehensive approach to the re-development of the site and guidance to the developers on the form of the development that the Council considers acceptable. The SPD also set out the planning justification for a Section 106 Agreement associated with any future planning application for the site. Planning Committee on 16<sup>th</sup> March 2005 supported its adoption by the Executive as a Supplementary Planning Document to Brent's UDP. The Committee also recommended that the Executive give preference for the widest possible approach to development rather than on site specific basis.

The Executive noted the deputations earlier in the meeting supporting Option C in the report and the subsequent comments from the Lead Member and the Director of Environment in support of the recommendations in the report.

RESOLVED:-

- (i) that the Kilburn Square SPD incorporating revisions following consultation (as set out in Appendix 1 to the report) be agreed and adopted as a Supplementary Planning Document to Brent's Unitary Development Plan;
- (ii) that the Sustainability Appraisal incorporating revisions following consultation (as set out in Appendix 2 to the report) be agreed;
- (iii) that the Consultation Statement (as set out in Appendix 3 to the report) be agreed.

6. **South Kilburn Supplementary Planning Document**

This report sought approval of the South Kilburn Supplementary Planning Document (SPD) which had been prepared by the Planning Service in conjunction with the South Kilburn New Deal for Communities Board

(SKNDC) local residents, community groups and members of the Kilburn Kensal Area Consultative Forum. It was based on the policies of the Unitary Development Plan 2004 and the adopted Masterplan for the Regeneration of South Kilburn (approved by Executive on the 12<sup>th</sup> July 2004) and reflected the objectives of the South Kilburn New Deal for Communities programme and issues raised through extensive public consultation. The Planning Committee at its meeting on 16<sup>th</sup> March 2005, recommended that the proposed Council responses to representations and that the proposed changes to the draft SPD be noted. It was also recommended that the adoption of the revised SPD be supported. A concern expressed at committee was that too few changes were proposed as a result of the representations made on the Consultation Draft SPD. Therefore the appendices attached have been amended to rectify this.

Circulated at the meeting was a supplementary report setting out in Appendix A further responses received to the consultation on the draft SPD received up to the deadline of 4<sup>th</sup> April and recommended further amendments where appropriate. Appendix B to the supplementary report set out additional amendments recommended by officers to the Consultation draft.

**RESOLVED:-**

- (i) that Appendix A and B attached to the additional information report tabled at the meeting be added to Appendix 1 and 2 of the main report;
- (ii) that the officer responses to the representations as set out in the Summary of Responses on the South Kilburn SPD (as set out in Appendix 1 to the report) be agreed;
- (iii) that the proposed amendments to the draft SPD be agreed;
- (vi) that the revised South Kilburn SPD be adopted as a supplementary planning document to the Unitary Development Plan;
- (v) that the proposed amendments to the Sustainability Appraisal (as set out in Appendix 3 to the report) be agreed and Sustainability Appraisal be approved.

**7. Brent Early Education and Childcare Strategy 2005-2010**

This report set out the content and purpose of the Early Education and Childcare Strategy. The strategy document was appended to the report from the Director of Education, Arts and Libraries.

**RESOLVED:-**

that the content of the strategy be noted and approval given to its use in the future development of early education and childcare services in the borough.

8. **Setting Admissions Arrangements for Brent Community Schools – September 2006**

This report advised members of the need to agree admissions arrangements for Brent's Community Schools for the September 2006 intake. Councillor Lyon (Lead Member, Education, Arts and Libraries) set the legal framework for school admissions as amended by the Education Act 2002. He was pleased to report that there had been significant reductions in the number of pupils without school places and supported Wembley High in its desire to attain Foundation Status, setting out the advantages and disadvantages. Councillor Lyon also referred to the recommendation from the Lifelong Learning Scrutiny Panel that the school be allowed to adopt the use of feeder schools as part of their admission arrangements. The Director would keep the matter under review.

RESOLVED:-

- (i) that the proposed admissions arrangements for Community Primary Schools as outlined in Appendix A to the report be agreed;
- (ii) that the views of the Admissions Forum, the Lifelong Learning Scrutiny Panel and the Governing Body of Wembley High Technology College in respect of proposed arrangements for Wembley High Technology College be noted;
- (iii) that the proposed admissions arrangements for Community Secondary Schools (i.e. Wembley High Technology College) as outlined in Appendix B to the report be agreed.

9. **Briefing Report on the Report of the Lifelong Learning Scrutiny Panel, 'School Governors: Maximising their Contribution'**

This report provided officer comments on the recommendations of the Lifelong Learning Scrutiny Panel's Report entitled 'School Governors; maximising their contribution'. This report also gave an update on recommendations implemented so far, and additional information on the legal, financial and diversity implications of the Lifelong Learning Scrutiny report.

Councillor Lyon (Lead Member) referred to the recommendations in the report, noting that most had already been actioned. He thanked the Task Group for their work and moved that the Task Group's recommendation at 5C relating to the Association of Brent School Governors using its own resources to communicate with affiliating governing bodies be approved.

RESOLVED:-

- (i) that the following recommendations of the task group be noted and the actions taken agreed:

Recommendations and conclusions for governor training and development support:

- 3C Promote the bank of volunteer names proactively to governing bodies with vacancies;
- 3D Encourage governing bodies to invite potential governors to observe a meeting;
- 3E Produce and disseminate a template for experienced governors to mentor new governors;
- 3F Send the template letter of expectations, designed for LEA governors, to all governors;
- 3G Urge all councillors who are governors to show their commitment by participating more fully in their schools, as part of their civic duties;
- 3I Disseminate updated written and online model guidelines for effective school governance; but ensure sufficient demand for online/distance learning resources exists before proceeding;
- 3J Develop more comprehensive financial skills training for governors on sub-committees;
- 3K Endorse the development of joint training between chairs of governors and headteachers;
- 3L Continue to develop more focused leadership training to chairs of governors and vice-chairs; and, critically, to chairs of sub-committees;
- 3M Promote joint training between governors, headteachers and senior school managers;
- 3N Welcome the further extension of the Burt Index for self-evaluation of governing bodies;
- 3O Explore the scope for governing bodies to share costs, by identifying clusters of schools;
- 3P Support the evaluation of leadership and management in Ofsted school inspections;
- 3Q Evaluate the level of intervention that the LEA needs to provide to nursery schools;
- 3R Commend the level of cooperation between the LEA, headteachers and governors that resulted in the school categorisation scheme

Recommendations and conclusions for the clerking of governing bodies:

- 4A Commend the inclusion of clerks in the dissemination of school categorisations;
- 4B Support the move to a traded LEA clerking service for schools wishing to buy into it;
- 4C Set out clearly pricing and service levels for an LEA clerking service;
- 4D Welcome the growing level of training and support for clerks;
- 4E Create a dedicated clerking officer post to support all clerks in the borough

Recommendations and conclusions for the ABSG and the wider community:

- 5B Encourage the nomination of link governors to the ABSG;
- 5C Respect the editorial independence of the ABSG; and to safeguard this, suggest that the ABSG uses its own resources to communicate with affiliating governing bodies;
- 5D Support the creation of structures to allow individual governors to affiliate to the ABSG;
- 5E Commend the nomination of governors to the Brent Citizenship Awards

- (ii) that the recommendation at 5C above be approved;
- (iii) that the Task Group be congratulated for an excellent piece of work.

## 10. Church End Future Development Sites

This purpose of this report was to consider the production of policy guidance to further the regeneration of the Church End and Willesden area; to produce non-statutory guidance for the inner Church End and Willesden regeneration area and to bring forward a formal framework for the wider Church End and Willesden regeneration area (as shown on map 8 at Appendix 1 to the report from the Director of Environment). The Executive welcomed the partnership approach to working which would benefit residents of Dudden Hill and nearby Harlesden. It was noted that approved schemes needed to be submitted by September to be completed within a two year period.

RESOLVED:-

- (i) that the production of the inner Church End and Willesden regeneration area non-statutory guidance (outlined in point 1 in paragraph 3.2 of the report) be approved and officers requested to proceed with preparation of a planning framework (in such form as officers consider appropriate) for the wider Church End and Willesden regeneration area (as outlined in point 2 of paragraph 3.2 of the report);
- (ii) that the Partnership approach outlined at paragraph 3.13 of the report from the Director of Environment be approved;
- (iii) that the boundaries of the inner and wider Willesden regeneration areas (as shown on maps 1 and 8 at Appendix 1 to the report) be approved.

## 11. Review of Fees and Charges - Sport

This report set out the main findings of a review of the pricing policy within Leisure Centres and for the Brent Leisure Card and made recommendations for changes to the policy in order that it better helps meet objectives within the Strategy for Sport and Physical Activity. Councillor Jones indicated that the price changes were in line with corporate objectives and that the change in focus was in line with customer feedback. She was also pleased to announce the relaunch of the Leisure

Card. Councillor Fox welcomed the changes that would benefit people with disabilities and urged Social Services to liaise with sports centres.

**RESOLVED:-**

- (i) that the changes to the pricing policy for adult fees and charges at Leisure Centres as outlined in para 3.9 of the report be agreed;
- (ii) that the changes and additions to the junior pricing policy as outlined in paragraph 3.11 of the report be agreed;
- (iii) that it be agreed to re-launch the Brent Leisure Card Scheme as outlined in paragraphs 3.19 and 3.20 of the report;
- (iv) that the core fees and charges for Vale Farm and Charteris Sports Centres as detailed in Appendix 3 of the report be agreed;
- (v) that the changes to the pricing policy for the Bridge Park Community Leisure Centre as set out in paragraph 3.29 and to fees and charges at the centre for 2005/06 as set out in Appendix 4 to the report be agreed.

**12. Retendering the Leisure Management Contract – Service specification and selection to tender stage**

This report concerned the retendering of the leisure management contract for Vale Farm and Charteris Sports Centres. The report provided details on the proposed service improvements to the specification, proposals for capital investment and the duration of the contract. The report also detailed those companies that submitted a pre-qualification questionnaire and recommends those that should be considered to progress to the tender stage. Additionally, the report proposed 'core prices' for inclusion in the leisure management specification.

The Executive also had before them an appendix to the report which was not for publication as it contained exempt information as specified in the Schedule 12A of the Local Government Act, namely:-

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 of the supply of goods or services.

**RESOLVED:-**

- (i) that the service improvements to the leisure management specification (para 3.12 to 3.16 of the report refers) be agreed;
- (ii) that the proposals to fund the necessary capital investment in the centres (para 3.17 to 3.22 of the report refers) be agreed;
- (iii) that the proposed contract period of seven years with an option to extend for three years, with both parties approval be agreed;

- (iv) that the companies identified in paragraph 3.25 of the report be invited to progress to the tender stage;
- (v) that the proposed core prices as detailed in Appendix 1 to the report be agreed from Jan 2006.

**13. Environment Capital Spend 2005/6: Highway Major Works Programme**

This report from the Director of Environment made recommendations for a prioritised programme for the major footway upgrade projects, road surfacing schemes, improvements to grass verge areas and accessibility, renewal of marginal highway land, new street signage, gulley maintenance and the maintenance of road channels and footway boundaries to facilitate street cleaning. Approval had already been given to the sum of £3.95m for the 2005/6 Capital programme.

RESOLVED:-

- (i) that it be agreed to utilise the split of £3.95m as follows:

	% of Budget	Amount of Budget
• Major footway upgrade	59.5	£2,350k
• Major carriageway resurfacing	23.0	£900k
• Improvement to grass verges and accessibility	3.0	£130k
• Renewal of marginal highway land	2.5	£100k
• New street signs	4.5	£170k
• Gulley Replacement/ Maintenance	2.5	£100k
• Concrete Roads	3.0	£120k
• Maintenance of road channels and footway boundaries to facilitate Street cleaning	2.0	£80k

- (ii) that the Director of Environment release items 20 – 27 in the Major footway upgrade list (Appendix 1 to the report refers) only after receiving the March 2005 carriageway survey results in respect of BVPI 97A, % of non-principal classified roads in poor condition and BVPI 97B, % of unclassified roads in poor condition. If not released, this funding is to be diverted to improving the condition of the carriageways (see paragraph 3.1.9 of the report);
- (iii) that the schemes and reserve schemes, as listed in Appendices 1 – 4 to the report be approved.



**14. Proposed relocation of the CCTV and 24-7 Control Rooms**

This report sought approval to award the contract for the relocation of the CCTV Operations Room.

RESOLVED:-

- (i) that it be it be agreed in accordance with Standing Order 85 that there are good operational and/or financial reasons why this contract should be awarded without complying with the usual requirement to tender medium value contracts;
- (ii) that the alternative process for awarding the contract set out in paragraphs 3.4 and 3.5 of the report be noted,

**15. Award of Two Parking Contracts**

This report requested authority to award the contract for Parking Enforcement and the contract for Notice Processing and I.T. System Support Services as required by Contract Standing Order No 89. This report summarised the process undertaken in tendering both contracts and, following the completion of the evaluation of the tenders, recommended to which contractor the contract should be awarded. The services are currently provided under contract with Vinci Park Services UK Ltd (Parking Enforcement), and Vertex Data Services Ltd (Notice Processing and I.T. System Support). Both contracts expire on 3rd July, 2005.

The Executive also had before them an appendix to the report which was not for publication as it contained exempt information as specified in the Schedule 12A of the Local Government Act, namely:-

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 of the supply of goods or services.

RESOLVED:-

- (i) that the Contract for Parking Enforcement be awarded to Central Parking Services (CPS);
- (ii) that the Contract for Notice Processing and I.T. System Support be awarded to Central Parking Services (CPS).

**16. Modernising Brent Council: Structural Changes**

The Executive had previously considered a report on 14<sup>th</sup> February 2005 setting out some initial proposals by the Chief Executive to modernise the structures of Brent Council. The report before the meeting summarised the background to the proposals to modernise Council structures; describes the consultation process which has taken place; summarises the results of the consultation process; makes recommendations for the future shape of

the authority and changes to departmental structures; sets out a timetable for implementing the recommendations to minimise the period of short-term dislocation which any structural change inevitably causes; and detailed the staffing, financial, legal and other implications of these recommendations.

RESOLVED:-

- (i) that the decision made by the Executive on 14<sup>th</sup> February 2005 to establish a new Children and Families Department as part of its response to the requirements of the Children Act 2004 be noted;
- (ii) that the establishment of a new Department of Adult and Social Care to undertake the statutory function in relation to Adult Social Services and in addition to take the corporate lead on elders strategy, public health, and voluntary sector support be agreed;
- (iii) that the job description and person specification for the post be noted and it be agreed to create a new post of Director of Adult and Social Care;
- (iv) that the deletion from the Council's establishment of the posts of Director of Education and Director of Social Services and the dissolution of the Social Services Department and the Education, Arts and Libraries Department be agreed;
- (v) that it be recommended the Council appoint a Lead Member for Adults, Health and Social Care as the portfolio holder for Adult and Social Care services and champion for elders.
- (vi) that it be noted the appointments to the two new Director posts (Director of Children and Families and Director of Adult and Social Care) will be made in accordance with relevant Council procedures and Standing Orders, and are likely to be made by May 2005;
- (vii) that the proposed amendments to the job description for the post of Assistant Director (Finance and Performance) in the Children and Families Department be noted, and it be agreed to amend the post as set out therein;
- (viii) that it be agreed the new Director of Adult and Social Care should prepare a report for a future meeting of the Executive on the public health function and the resource issues in relation to its delivery;
- (ix) that it be agreed the future operation of Brent Transport Services (BTS) should be reviewed and that, in the interim, the service should continue to report to the Assistant Director (Achievement and Inclusion) within the new Children and Families Department;
- (x) that the creation of an Environment and Culture Department to lead on environmental and cultural issues be agreed;

- (xi) that the transfer of Brent Adult and Community Education Service (BACES), Libraries, Cultural and Heritage Services en bloc from the Education, Arts and Libraries Department to the Environment and Culture Department as a free-standing Division under the existing Assistant Director (Lifelong Learning and Cultural Services) be agreed;
- (xii) that the creation of a Housing and Customer Services Department, with a remit to lead the Council's work on housing and to manage the Council's One Stop Shops/Call Centre service be agreed;
- (xiii) that the transfer of the One Stop Shops / Call Centre service to the new Housing and Customer Services Department as a free-standing unit under the existing management team be agreed;
- (xiv) that it be agreed the Corporate Services Department be dissolved and its component functions be transferred to other service areas (see following recommendations);
- (xv) that the creation of a Finance and Corporate Resources Department to lead on the delivery of financial, property, facilities and asset management and information technology services be agreed;
- (xvi) that it be agreed the Corporate Property and Corporate Support/Facilities Management functions be merged into a single Corporate Property Unit located within the Finance and Corporate Resources Department;
- (xvii) that attached job description and person specification for a new post of Head of Property and Asset Management to manage the merged property function be noted, and to agree the creation of that post;
- (xviii) that it be agreed the Information Technology function be transferred to the Finance and Corporate Resources Department as a free-standing unit accountable to the Director of Finance;
- (xix) that the attached job description and person specification for a new post of Head of Information Technology to manage the IT unit be noted, and the creation of that post be agreed;
- (xx) that it be noted the appointments to the posts set out in 2.17 and 2.19 of the report will be made in accordance with the Council's usual procedures, including where appropriate appointments by an Appointments Sub-Committee;
- (xxi) that it be agreed Legal and Democratic Services become a free-standing unit within the corporate centre and that the Borough Solicitor should report directly to the Chief Executive with immediate effect;

- (xxii) that it be agreed the posts of Director of Corporate Services and Deputy Director of Corporate Services be deleted from the Council's establishment;
- (xxiii) that it be noted the Director of Human Resources and Diversity is in the process of developing a comprehensive 'People Management' strategy, and that it is proposed to begin formal consultation with the CMT shortly, with a view to submitting a final draft to the Executive within the next six months;
- (xxiv) that it be agreed in principle (subject to further consultation with departments and details on financial implications) the establishment of dedicated human resources teams, under a senior human resources manager, for each of the frontline service departments with a shared team for the smaller corporate units;
- (xxv) that it be agreed the Director of Human Resources and Diversity should complete consultation with the CMT on the future shape of the human resources function, with a view to submitting a report to a future meeting of the Executive with detailed proposals and financial implications for the provision of human resources services across the Council;
- (xxvi) that it be agreed the role of deputy to the Chief Executive currently carried out by the Director of Corporate Services should be added to the job descriptions for each of the remaining CMT members, and shared on a rota basis;
- (xxvii) that it be agreed the Director of Communications and Consultation continues to report directly to the Chief Executive;
- (xxviii) that it be agreed the Community Safety Team continues to be located within the Policy and Regeneration Unit;
- (xxix) that it be agreed the Finance and Corporate Resources Department, the Policy and Regeneration Unit and the Human Resources and Diversity Unit continue to be directly represented on the Corporate Management Team;
- (xxx) that it be agreed the senior managers in the corporate centre meet at least bi-monthly to discharge a quasi-departmental role under the chair of the Chief Executive;
- (xxxi) that it be noted the remuneration of senior managers of the Council is currently under review and that any recommendations which result from this review will be reported to the Executive and/or the General Purposes Committee before the summer recess;
- (xxxii) that Chief Executive be authorised, in consultation with the Director of Human Resources and Diversity, to make such other changes as may be necessary to ensure the effective implementation of these proposals;

(xxxiii) that the structural changes to the Council outlined in this report and summarised in the recommendations above will take effect on Monday 4<sup>th</sup> July 2005 be agreed.

**17. Best Value Performance Indicators**

The Executive received a report setting out Council's performance in comparison with its audit family of similar and neighbouring boroughs.

RESOLVED:

that the Council's performance be noted.

**18. E-Government Programme 2005/6**

This report summarised progress towards the 2005 e-Government targets and proposes the allocation of funding to high priority projects across the authority in 2005/6. It also included information about a proposal for webcasting Council meetings.

RESOLVED:-

- (i) that the proposed funding arrangements for 2005/6 be agreed;
- (ii) that the proposed project and information management arrangements be agreed;
- (iii) that the Director of Finance authorise modifications to the programme during 2005/6 which have been agreed by the e-Government Steering Group and can be accommodated within the overall e-Government budget;
- (iv) that the proposal in Appendix A to the report for a pilot project to webcast Council Meetings pursuant to consultation with all political groups be noted.

**19. Annual Efficiency Statement**

This report sets out progress on developing the council's strategy for implementing the recommendations of the Independent Review of Public Sector Efficiency by Sir Peter Gershon and asks for the Executive's endorsement of the forward looking annual efficiency statement that the council is required to submit to ODPM by 15th April 2005.

RESOLVED:-

that the Annual Efficiency Statement for 2005/06 attached as Appendix A to the report from the Director of Finance be endorsed.

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

The report detailed the applications received since September 2004 for grant discretionary relief to charities and to non-profit making organisations which meet specified criteria.

RESOLVED:-

that the discretionary rate relief for those organisations listed in Appendices 3, 4 and 5 of the report be approved for 2004/2005.

21. **Brent Housing Partnership Report to the Executive**

This report from the Director of Housing looked at the operation of Brent Housing Partnership (BHP), the Council's wholly owned Arms Length Housing Management Organisation in the period since the last report (30<sup>th</sup> April 2003 to the Executive Committee) to the end of the third quarter of 2004/05.

RESOLVED:-

- (i) that the progress on made by BHP in both setting up and delivering the decent homes programme be noted;
- (ii) that it be noted that the performance reports will be produced at six monthly intervals i.e. half yearly performance.
- (iii) that it be noted that tenant satisfaction levels have dramatically increased.

22. **Supply & Demand and Temporary Accommodation**

This report sought approval of the lettings targets for 2005/06, and provided members with an updated supply and demand analysis for housing, including lettings performance in 2004/05.

RESOLVED:-

- (i) that the lettings targets for 2005/06, as detailed in paragraph 3.4.1 and Appendix E of the report be approved;
- (ii) that the updated supply and demand analysis for housing, including lettings performance in 2004/05 be noted.

23. **The proposed allocations policy for the South Kilburn Demonstration Homes**

Approval was being sought for a departure from current policy when allocating the twenty new homes being built on Albert Road, NW6. The report from the Director of Housing pointed out that the whole raison d'être

for the delivery of the Demonstrations Homes is to provide that the Master Plan is fundable, viable and deliverable.

RESOLVED:-

- (i) that approval be given to the variation of the Allocations Scheme to incorporate the allocations process to the Demonstration Homes. This is to ensure that it is seen as the first phase of the regeneration programme. The changes are as follows:
  - (a) The 20 demonstration homes built at Albert Road, South Kilburn will be ring-fenced for allocation to current secure tenants of the Council living on the South Kilburn Estate who are already registered to transfer.
  - (b) The homes vacated by those who move from within the South Kilburn Estate to the Demonstration Homes will be ring-fenced for allocation to current secure tenants of the Council living on the South Kilburn Estate who are already registered to transfer.
  - (c) In respect of any vacancies created by those moving from existing South Kilburn estate properties to the demonstration homes, that the Director of Housing have discretion to let the properties on a non-secure basis, provided that the properties are due for demolition within 12 months of occupation.
- (ii) that approval be given to delegate to the Director of Housing the discretion to allow the demonstration Homes to be treated as major works voids for the purposes of assisting secure tenants to move into their new home.

#### 24. **Exclusion of Press and Public**

RESOLVED:-

that the press and public be now excluded from the meeting as the following reports are not for publication as they contain the following categories of exempt information as specified in Paragraph 9, Schedule 12A of the Local Government Act 1972:

‘Information relating to the financial or business affairs of any particular person (other than the Authority)’.

‘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’.

‘Any terms proposed, or to be proposed, by or to the Authority in the course of negotiations for a contract or for the acquisition or disposal of property or supply of goods or services’.

'Any instructions to counsel and any opinion of counsel (whether or not in connection any proceedings)and any advice received, information obtained or action to be taken in connection with:

- (a) any legal proceedings by or against the authority; or
  - (b) the determination of any matter affecting the authority;
- (whether in either case, proceedings have been commenced or are in contemplation)'.  
'

**25. Authority to award Contract for Chalkhill Children's Centre**

This report requested authority to award contracts as required by Contract Standing Order No 89. This report summarised the process undertaken in tendering this contract, provides an evaluation of the tenders and recommended to whom the contract should be awarded.

RESOLVED:-

that the contract for Chalkhill Children's Centre be awarded to Lakehouse Contracts Ltd.

**26. Agreement for Payroll Processing Services**

Implementation of the Agreement for Payroll and IT Support Services, entered into with ITNET UK Limited ("ITNET2) on the 16<sup>th</sup> December 2003 ("the 2003 Agreement"), has been delayed for various reasons. It has been necessary, however, to maintain the payroll service and Officers have, under delegated powers, extended the Council's current Payroll Services Agreement also with ITNET which was executed in June 1999 ("the 199 Agreement") by three separate Deeds of Variation. The 1999 Agreement expires on the 30<sup>th</sup> April 2005 and this report requests authority for a further extension while Officers continue to resolve outstanding issues with ITNET.

RESOLVED:-

- (i) that the contents of the report be noted;
- (ii) that officers be authorised to further extend the Council's Payroll Services Agreement with ITNET UK Limited dated 2 June 1999 to the 31<sup>st</sup> March 2006, or the acceptance date of the new payroll system under the Council's Agreement for Payroll and IT Support Services with ITNET UK Limited dated 16 December 2003, whichever is the earlier.

**27. Proposed Telecommunication Installations at Designworks, Park Parade, London NW10**

This report set out the proposed terms for the grant of a lease of part of the Rooftop of The Designworks, Park Parade, London NW10 to O2 (UK) Limited.



RESOLVED:-

- (i) that the Council grants a lease to O2 (UK) Limited, upon the main terms set out in the detail part of this report.
- (ii) that the Manager, Corporate Property be authorised to agree such other terms as are in the best financial interest of the Council in granting the lease.

**28. Access Road to Jewish Liberal Cemetery, Pound Lane, NW10 – Disposal to Liberal Jewish Synagogue and adjoining Freeholder at 59 Pound Lane**

This report sought the Executive's approval to dispose of the unadopted access road to the Liberal Jewish Cemetery, off Pound Lane NW10, jointly to the Liberal Jewish Synagogue and to the adjoining freeholder of flats at Norman Court, 59 Pound Lane for the purpose of a private access only to the cemetery and the flats.

The Executive also received a briefing note outlining the view of the Forward Plan Select Committee on 29<sup>th</sup> March that there should be stringent re-negotiation on the sale of the access road in order to achieve an improved benefit to the Council. However officers remained of the view that the proposed terms were the best that could be achieved.

RESOLVED:-

- (i) that the view of the Forward Plan Select Committee be noted;
- (ii) that approval be given to dispose of the freehold of the unadopted access road off Pound Lane serving the Liberal Jewish Cemetery, shown hatched black on the attached plan on the terms indicated in the report;
- (iii) that the Manager, Corporate Property Services be authorised to agree such other terms as are in the best interest of the Council.

**29. South Kilburn Demonstration Homes Contract**

This report updated members on progress with the South Kilburn Demonstration Homes construction programme. The Executive approved revised recommendations circulated at the meeting following legal advice.

RESOLVED:-

- (i) that the switch from an extension to a CMA with MACE and the reasons for this be noted;
- (ii) that the increased value of the contract be noted;

- (iii) that the issues raised in respect of the EU regulations and the legal advice concerning this be noted;
- (iv) that it be noted that in progressing the trade contract advance payments were made.

The meeting ended at 7.55 pm

A JOHN  
Chair

*Mins0405/Executive/exec12apk*