

MINUTES OF THE EXECUTIVE MEETING
Monday, 11th July 2005 at 6.15 pm

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

Also present were Councillors Crane, H B Patel and Sayers.

An apology for absence was submitted on behalf of Councillor Beswick.

1. Declarations of Personal and Prejudicial Interests

None.

2. Minutes of the Previous Meeting

RESOLVED:-

that the minutes of the previous meeting held on 20th June 2005 be approved as an accurate record.

3. Older People's Services Inspection

This report detailed the outcomes from the joint inspection of older people's services in Brent carried out by the Commission for Social Care Inspection, Audit Commission and Healthcare Commission during December 2004 and February 2005. The inspection report judged Brent Social Services as serving most people well and its capacity for improvement as promising. The Chair, on behalf of the Executive, welcomed the Inspection team, Health representative partners and other councillors to the meeting, adding that the inspection process had been fruitful and enjoyable. Councillor Fox (Lead Member, Adults, Health and Social Care) also welcomed the inspection which had involved an overview of health and voluntary sector partners.

Bob Chidgey (Commission for Social Care Inspection) presented the report and outlined the scope of the inspection which intended to be both deep and wide ranging, with a focus on mental health services for older people. The report and findings set out positive indications both of how well systems were working and also where there was room for improvement. It was found that Brent was one of few local authorities to have clearly directed service provision supported by key documents, backed up by a joint commissioning strategy. However, it was also felt that there should be a greater focus on provision for the Over 50s, and more involvement with the voluntary agencies. It was further recommended that older people champions should meet as a group and be involved in strategic development and commissioning processes. The report also commented on arrangements for supporting independence, improved working together, managing performance and equipping and supporting staff. For the future, the implementation of the presented action plan would be monitored by the

Business Relationship Manager. Bob Chidgey paid tribute to the participants to the inspection process who he had found to be both open and spirited, allowing for a healthy approach to service provision. He also thanked staff and health partners for their contributions.

Members raised questions regarding on the connection between service provision and corporate strategies and the performance improvement outcomes required to be in place by October 2005. Bob Chidgey responded accepting that there were specific measures in place for health and social services but more work was needed for the Over 50s particularly given the forthcoming Comprehensive Performance Assessment which would consider this in detail. He was confident that the necessary changes were likely to be put in place. The Director of Adults and Social Care, Jenny Goodall, added that a lot of work was being carried out to provide clear outcomes and quality measures. A question was raised regarding the funding of the voluntary and private sectors and whether this should be via service level agreements or grant and the inspector commented that current funding regimes did not lend themselves to the funding of preventative work being carried by the voluntary sector. In response to a question on the financial implications of the suggested improvements, Mr Chidgey stated that local authorities had competing priorities however some recommendations required a redirection of resources and not additional funding. Bob Chidgey responded to a question on what could be done to speed up the implementation of the single assessment process that this had been a common finding across the country, mainly due to IT problems.

Jenny Goodall, was pleased with the report's findings and referred to questionnaire responses that indicated positive responses in terms of the Brent experience both from service users and staff. Preparation for the inspection had also helped to cement relationships with health colleagues. She added that there was no room for complacency and that work had started on areas for improvement with a focus on outcomes. The Director read out a letter received from the carers of an elderly resident which expressed thanks to the social service department and staff for the care and attention they had received and also to the staff and managers of the care home concerned who had been both sympathetic and supportive and were doing excellent work. Jenny Goodall emphasised that the department was striving to provide good services, welcomed the positive report expressing confidence in the outcomes in the action plan being achieved within the timescales.

Jean Gaffin (Chair, Brent PCT) assured of the continued cooperation of health partners and Lise Llewellyn (Chief Executive, Brent PCT) commended the new hospital in Willesden encouraging members to visit and see the latest extensive service opportunity for local residents.

Councillor Fox thanked the inspectors for their presentation and for answering questions. He acknowledged the challenge that faced the authority and welcomed the positive messages within the report.

RESOLVED:-

- (i) that the contents of the inspection report be noted;
- (ii) that the action plans attached at Appendix B and C be agreed;
- (iii) that the Director of Adult and Social Care convey to staff the Executive's gratitude for all their efforts.

4. **A Civic Centre for Brent**

This report represented the third in a series of feasibility reports. It set out the work to date on financial modelling, property, architecture and service issues and concludes that the arguments for proceeding are stronger than ever. This report asked members, on the basis of the work undertaken so far, to agree that officers undertake a final set of feasibility work with a view to bringing forward definitive options and recommendations next year.

The Chief Executive, Gareth Daniel referred to the need for a high quality building, that would facilitate the delivery of high quality services and to the need to take advantage of opportunities presented. In response to a question from Councillor HB Patel concerning value for money and the effect of repayment on Council Tax levels the Director of Finance and Corporate Resources referred to the need to manage all priorities and that to continue with current arrangements would cost more in the long term. Councillor Sayers expressed concern at the possibility of siting the new centre in the immediate vicinity of the national stadium and Councillor John responded that the needs of the rest of the Borough would be taken into account and current Wembley offices would relocate. She felt the proposed cross-party steering group would discuss issues in detail.

RESOLVED:-

- (i) that the considerable progress made on this project since the meeting of the Executive in December 2004 be noted;
- (ii) that the earlier decision in principle to proceed with a new civic centre for Brent located within the Wembley regeneration area be confirmed;
- (iii) that officers be instructed to develop proposals for promoting neighbourhood working across the borough and that the property implications of these proposals be considered in tandem with the proposals for a new Civic Centre;
- (iv) that the project execution plan in Section 10 of this report be agreed and officers instructed to take the Civic Centre project to the next stage by:
 - defining the professional tasks and assistance required in order to take the project to the next stage
 - developing a definitive specification which incorporates:

- an operational policy for the disposition of administrative service resources across the borough;
 - an identifiable and sustainable business case supporting all key public elements of the civic centre;
 - a definition of the quality of accommodation to be specified which meets affordability and value for money criteria
- identifying a preferred procurement route through assessment of the most appropriate allocation of risks and continued discussions with landowners.
 - further analysis of suitable sites as the accommodation brief develops. The focus will be on the three or four short listed sites recommended in this report, if accepted by members, but may potentially extend to additional options which present themselves as having the potential to satisfy the civic centre brief. This could include York House.
 - identifying a short list of acceptable sites with which the Council can proceed to its final tender process including, if possible, a preferred site.
- (v) that the approach to the procurement process for consultants for the next stage be noted;
- (vi) that further reports be brought to the Executive in due course in line with the project execution plan;
- (vii) that a cross-party member steering group be set up to oversee the project to the next stage.

5. **Vital Signs Quarter Four**

This report introduced the Vital Signs for the period January to March 2005. The Vital Signs set out the data on the Council's performance against the key priority indicators. It was noted that this would be the final report in this format for the current financial year.

RESOLVED:-

that the clear and concise summary of performance over the previous four quarters and the comments from Executive Lead Members and key officers be noted.

6. **Provisional 2004/2005 Outturn and 2005/2006 Revenue Budget**

Councillor Coughlin (Lead Member, Corporate Resources) introduced this report which set out the provisional revenue outturn for 2004/2005. It showed an improvement in the position to that assumed when the 2005/2006 budget was set. All figures remained provisional and would be subject to further verification and audit. He outlined the main changes from

the forecast budget which included an underspend in revenue and benefits expenditure, improved performance in the corporate property commercial portfolio which would be transferred to improve repairs and maintenance, savings on Special Educational Need Out of Borough Placements and a one off transport saving. Additionally, there was an overspend in the Parking Account, an underspend in housing relating to the temporary accommodation budget and a minor overspend in Social Services. Councillor Coughlin outlined proposals to deal with under and overspendings which included the carrying forward of £18k to meet the cost of two by-elections held in June 2005 and also funds to meet the costs of the Residents Attitude Survey.

RESOLVED:-

- (i) that the provisional outturn be noted.
- (ii) that the requests for carry forwards detailed in Section 3.3.2 of the report from the Director of Finance and Corporate Resources be approved;
- (iii) that it be agreed that all other underspendings, apart from those agreed in recommendation (ii), will be added to balances and no other carry forwards will be agreed, unless in specific earmarked reserves;
- (iv) that the latest budget in Appendix B to the report be noted;
- (v) that the virements in Appendix C to the report be agreed.

7. Provisional 2004/2005 Capital Outturn and 2005/2009 Capital Programme and Prudential Indicators

This report set out the closing position on the 2004/2005 capital programme and revised programme for 2005 – 2009. The report also provided monitoring information on prudential indicators, in line with arrangements the Council has to ensure affordability and value for money of its capital programme.

RESOLVED:-

- (i) that the outturn position for the 2004/05 capital programme be noted;
- (ii) that in accordance with the scheme of transfers and virements, the revised budgets for the 2005/06 capital programme, including the virement requested by Environment as detailed in paragraph 5.3 of the report be agreed and the forecast position on the 2006/07 to 2007/08 programmes be noted;
- (iii) that the proposed course of action to address the required Health and Safety works identified at Bridge Park in 2005 - 2009, as per paragraph 5.4 of the report be agreed;

- (iv) that the progress made on the School Loans Scheme, as detailed in paragraph 5.5 be noted and that the intention of the Director of Children and Families to confirm the issue of loans to both Claremont High School and Oakington Manor be noted;
- (v) that the revised position on the Council's Prudential Indicators for 2005/06 be noted.

8. Treasury Management Annual Report 2004/05

The report detailed treasury management activity and performance during 2004/05 which was noted.

RESOLVED:-

that the report be recommended to full Council.

9. National Non Domestic Rate: Discretionary Rate 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. The report from the Director of Finance and Corporate Resources set out details of the applications received by 15th June 2005 and Councillor Coughlin circulated a motion in his name which was agreed.

RESOLVED:-

that the applications for NNDR discretionary relief as listed in Appendix A to these minutes be approved.

10. NNDR Hardship Relief

The Council has the discretion to remit an individual National Non Domestic Rate liability in whole or part on the grounds of hardship. This report included all the applications received since March 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 Schedule 12 A of the Local Government Act, namely:

Information relating to the financial or business affairs of any particular person.

RESOLVED:-

- (i) that the applications for hardship relief for the organisations in detailed in the appendices to report from the Director of Finance and Corporate Resources;

- (ii) that a decision on the organisation in Appendix 2 to the report be deferred until its application for charitable status is decided.

11. Review of Charges in Brent Car Parks

This report informed the Executive of the outcome of the review of parking charges in Brent's car parks, and requested approval in principle for the revised charge structure as detailed in the report from the Director of Environment and Culture, and to delegate authority to implement the revised charges following consideration of the responses to statutory consultation.

Councillor Jones (Lead Member, Environment, Planning and Culture), stated that the increases were in line with charges in neighbouring boroughs adding that the last increases had been in 1999. Statutory consultation would be completed by October 2005. She also noted that there were currently two free car parks in the borough and officers were investigating levying charges in the future.

RESOLVED:-

- (i) that subject to statutory consultation, the following revised off-street parking charges for Brent's car parks be agreed:

Duration	Existing charge	Proposed charge
1 Hour	30p	50p
2 hours	50p	£1
3 hours	90p	£1.50
4 hours	£1.00	£3.00

- (ii) that the maximum duration of stay in the car parks to be limited to 4 hours and reduced to 2 hours in the following car parks on major event days at Wembley Stadium:

Barham Park
Kingsbury Road
Preston Road
Cecil Avenue
Lonsdale Avenue
St John's Road
Elm Road
Neasden Town Centre

- (iii) that the hours of operation of the car parks listed at Item 3.15 be from 8.00 am to 10 pm on major event days at Wembley Stadium;
- (iv) that the Director of Environment and Culture be authorised to undertake the necessary statutory processes for the making of the Traffic Management Orders and to consider any objections received and subject to no substantive objections being received to implement the revised charges for Brent's car parks as detailed at para 3.9 of the report from the Director of Environment and Culture

and the restrictions on the durations of stay detailed at paras 3.10 and 3.15 of the report;

- (v) that it be noted that there are currently two free car parks at Disraeli Road and High Road, Willesden (adjacent to Cobbold Road) and agreed that officers investigate the introduction of fees to these car parks and bring recommendations to a future meeting of the Executive.

12. **BACES Fees & Charges**

This report set out proposals for changes to the Fees and Charges Schedule of Brent Adult and Community Education Service, which was part of the Arts and Learning Division of the Environment and Culture Department. The Lead Member, Councillor Jones, pointed out that some courses remained free such as ESOL (English as a Second Language) and the charges were considered affordable and in line with guidance.

RESOLVED:-

that BACES' fees and charges for the academic year 2005/06 as set out in Appendix A to the report from the Director Environment and Culture be approved.

13. **Partnership Working In London – Local Authorities and the Health & Safety Executive**

This report sought members' endorsement of a local statement of intent for London partnership working between LB Brent and the Health & Safety Executive (HSE) and agreement to the signing of a joint declaration of partnership working. The declaration and statement of intent reflected the new Health & Safety Commission (HSC) strategy for work place health and safety and has been agreed between the HSE, HSC and local authority representative bodies.

RESOLVED:-

- (i) that the local statement of intent for London partnership working between the London Borough of Brent, other boroughs and the Health & Safety Executive be endorsed to demonstrate the Council's commitment to joint working;
- (ii) that the signing of a joint declaration of partnership working on 13th July 2005 by the Directors of Health Safety & Licensing and Environmental Health, who both hold responsibility for the council's statutory functions under the Health & Safety at Work etc Act 1974, be agreed.

14. **Fostering Statement of Purpose**

The purpose of this report was to obtain agreement from members of the Statement of Purpose for the Fostering Service in Brent. The document

was updated for the recent Fostering Services Inspection in March 2005, carried out under the Care Standards Act 2000. The full detail of the Statement of Purpose was presented in Appendix 1 which accompanied the report. The Lead Member, Councillor Lyon, advised that fostering was considered a positive option where adoption was not possible and that the Statement reflected current practice in the Borough.

RESOLVED:-

that the Fostering Statement of Purpose for 2005-2006 as appended to the report from the Director of Children and Families be agreed.

15. **Transfer of Land to the Trustees: St Mary Magdalen's Junior School & John Keble CE Primary School**

This report sought members' consent to transfer the Council's interests in St Mary Magdalen RC Junior School, Willesden Green and John Keble Memorial C of E Primary School, Kensal Green sites to the foundation body or the Trustees (as appropriate) of each of the schools.

RESOLVED:-

that the disposal of the Council's interest in the St Mary Magdalen RC Junior School, Willesden Green and John Keble Memorial C of E Primary School, Kensal Green sites to the foundation body or the Trustees of each of the schools be authorised, as determined by the Borough Solicitor to be legally entitled to receive a transfer of the land.

16. **Exclusion of Press and Public**

RESOLVED:-

that the press and public be now excluded from the meeting as the following report is not for publication as it contains the following category of exempt information as specified in Schedule 12A of the Local Government Act 1972:

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 the supply of goods or services

17. **Proposed Lease to College of North West London - Link Land at Ryde House Priory Park Road NW6**

This report set out the proposed terms for the grant of a lease of the Link land at Ryde House Priory Park Road London NW6 to the College of North West London.

RESOLVED:-

- (i) that the Council grants a lease be granted by the Council to the College of North West London, upon the main terms set out in the detail part of the report;
- (ii) that the Head of Property & Asset Management be authorised to agree such other terms as are in the best financial interest of the Council in granting the lease.

The meeting ended at 7.45 pm

A JOHN
Chair

Mins0506/Executive/exec11jlk

Appendix A

NATIONAL NON-DOMESTIC RATE-DISCRETIONARY RELIEF FOR CHARITIES AND NON-PROFIT MAKING ORGANISATIONS

1. We agree that the following local charities are to be granted 100% discretionary relief for 2005/06:

COST TO COUNCIL

	Cost to Brent at 75%
3 rd Wembley Scout Group	110.78
18 th Wembley Scouts	122.44
20 th Willesden Scouts	227.88
22 nd Hampstead Sea Scout Group	43.88
28 th Willesden Scout Group	215.22
34 th Willesden Sea Scout Group	392.46
37 th Willesden Boys Scout Group	104.45
Addaction	2278.80
Age Concern Brent	1867.35
Age Concern Brent	180.41
Age Concern Brent	537.02
Alzahra Women Centre	595.02
Brent Adolescent Centre	1373.11
Brent Community Law Centre	949.50
Brent Community Transport	633.00
Brent Community Transport	158.25
Brent Community Transport	161.42
Brent Indian Association(The)	569.70
Brent Indian Community Centre	696.30
Brent Mental Health User Group	345.68
Brent Private Tenants Rights Group	331.79
Brent Private Tenants Rights Group	362.57
Brent Triangle	443.10
Brent Triangle	379.80
Brent Victim Support	563.37
B T Y C Sailsports	161.42
Caribbean Cultural Organisation	269.03
Christian Holt Housing Association	601.35
Churchend & Roundworld Comm Assn	451.94
Cyron Housing Co-operative Ltd	405.12
Dennis Jackson Centre	727.60
Education and Culture (The)	3009.16
Elder Voice	569.70
Energy Solutions	1538.61
Family Outreach Project	202.56
Fortunegate Community Housing	2946.67
Greater London Somali Community	58.87
Greenford & District Scouts	227.88
Greenford & District Scouts	163.84
Harlesden Church of God	865.97
Hopscotch Under 5's	1466.83
Islamic Cultural	1781.70
Jenny Abbott Healing Trust	268.01

Kenton Youth Aid Trust	1909.31
Kensal Green Under Fives Group	272.86
Kilburn Housing Co-op Ltd	189.90
Kingsbury Community Association	237.38
Kingsbury Veterans Club	316.50
Kings Hall Community Association	633.00
Local Employment Access Projects	633.00
Loud & Clear Mental Health Adv Ltd	589.11
Mandhata Youth & Comm Assn	712.52
Minster Centre (The)	1280.31
New Life Christian Centre	392.46
Oxford Boys Club Trust	1345.13
Pentahact	1639.36
Samaritans of Brent	586.43
Sea Cadet Association	514.00
Shishunj	791.25
Shree Vishwakarma Assoc of UK	1849.97
South Hampstead Club Ltd	1107.75
St Kitts & Nevis Friendly Association	260.53
St Michaels & St Raphael's Women's Project	281.73
Stadium Housing Association	4604.62
Stadium Housing Association	2723.25
Stadium Housing Association	2743.34
Stanmore & District Scout Council	55.70
Stanmore & District Scout Council	155.77
South Kilburn Festival	606.36
Turning Point (The)	755.17
Tricycle 269 (The)	5481.78
WAQF Al Birr Educational Trust	5570.40
Willesden & St Marylebone Sea Cadets	286.10
Willesden District Scout Council	487.41
WISE Education Project	1313.48
Total	£70,397.96

We agree to defer consideration of the applications from FED 2000 and Islamic Trust Elrahma organisations until further information is available.

2. We agree that the following non-local charities are to be granted 25% discretionary relief for 2005/06;

Ancient Order of Foresters	188.79
Asian Women's Resource Centre	213.64
Brahma Kumaris World Spiritual University (The)	137.68
British Association of Psychotherapists	671.03
British Wizo	126.60
Charity Logistics	2522.22
Clarity Employment for Blind People	193.86
Dar Al-Islam Foundation	288.81
FORWARD	110.78
Greater London Fund for the Blind	96.14
Green - Works	1503.37
Hope Charity (The)	188.79
International College of Islamic Science	408.99
Joshua Generation	50.15
Lebanese Welfare Community	126.60

Liberal Jewish Synagogue (The)	118.69
Middle East Relief Fund	19.35
Muslim Women's Helpline	21.23
Oxfam	572.18
Pakistan Workers Association	112.26
RSPCA Middlesex N W	344.93
Rainbo	194.34
Roadpeace	62.51
Royal British Legion (The)	50.64
SCOPE	431.23
Stagetext Ltd	151.31
West Kilburn Royal British Legion	272.98
Total	£9,179.10

3. We agree that the following non-profit making organisations should be granted 25% discretionary relief for 2005/06;

Brondesbury Bowling Club	123.51
Century Bowling & Sports Club	998.00
Coles Green Lawn Tennis Club	39.56
Diverse Training & Recruitment Ltd	157.35
Information Centre	195.18
LNER Club	326.81
Shrine Coop Credit Union	53.99
Stonebridge Tenants' Advancement Committee	110.78
Wembley Hill Sports & Social	64.78
Wembley & Sudbury Tennis Squash & Social Club	263.75
Total	£2,333.71

4. We agree that the following Community Amateur Sports Club should be granted 25% discretionary relief for 2005/06;

Wembley Sports Association	201.77
----------------------------	--------

5. We agree that the following local charities are granted 100% discretionary relief for 2004/05 as they either did apply in time or applied after receiving a late bill;

Islamic Cultural Centre	1,949.40
WAQf Al- Birr Trust	2,937.45
Total	£4,886.85

TOTAL COST TO COUNCIL

£ 86,999.39

6. We agree that the 15 Voluntary Aided Schools as shown in Appendix 6 are granted 100% discretionary relief for 2005/06.
7. We agree that the 19 Foundation Schools as shown in Appendix 7 of the report are granted 100% discretionary relief for 2005/06.