

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

PRESENT: Councillor John (Chair), Councillor Coughlin (Vice-Chair) and Councillors Beswick, Fox, Jones, Kagan and Lyon.

Apologies for absence were given on behalf of Councillors D Long, R S Patel and Thomas.

Councillors Mrs Fernandes, Moher and H B Patel also attended the meeting.

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

Councillor Jones declared a prejudicial interest in the item relating to the City Academy and took no part in the discussion or voting thereon.

**2. Minutes of the Previous Meeting**

RESOLVED:-

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

**3. Matters Arising**

***Consideration of a Second Academy in Brent – Reference from the Children and Families Scrutiny Panel***

Councillor Lyon (Lead Member, Children and Families) advised the Executive that the decision taken at the previous meeting to submit to the Secretary of State an expression of interest for a second City Academy had been successfully called in for scrutiny at the Children and Families Scrutiny Panel. Circulated at the meeting was a letter to the Executive outlining the reasons for the call-in and an outline of the Panel's discussion at the special meeting held on 8<sup>th</sup> December 2005. The Panel accepted in principle the need for a second City Academy however a considered the proposed site in Wembley Park the proposed catchment area to be unsuitable and recommended that other options be considered.

Councillor Lyon in response stated that the proposed site was the best available and reconfirmed the proposals for the catchment area based on planned housing development, the shortage of good schools and the need to target areas of high deprivation. There had been some confusion over the respective catchment areas and Councillor Lyon indicated that it was expected that the primary school pupils would be drawn from a catchment area closer to the new school however this would be the subject of further consideration. Councillor Lyon circulated a proposed response to the Children and Families Panel's recommendations.

Councillor Moher, a member of the Scrutiny Panel confirmed the summary of the Panel's discussion and the concern over the primary catchment area. He accepted that site options had been exhaustively considered but suggested that clear, good quality information on the proposals be made

available to the public, similar to that produced for the new Wembley Manor School development, focusing on the consideration given to the alternative options.

The Executive agreed with Councillor Moher's suggestion and the circulated response proposed by Councillor Lyon.

**RESOLVED:-**

- (i) The Executive notes and thanks the Scrutiny Panel for its in principle support for the promotion of a second City Academy, as a new school in Brent;
- (ii) The Executive notes the Panel's recommendations to reconsider the site options. Site options for the new school were exhaustively considered in the original report and supporting documentation. The Expression of Interest needs to specify a final decision on proposed site. In reviewing the alternative proposed sites the Executive considers that none of these beats the Wembley Park site in terms of availability, affordability, size, suitability and ease of access by public transport.
- (iii) The Executive reconfirms for consultation the proposed possible catchment area for the new school, which is based on a combination of: providing school places for the new development in Wembley; providing additional choice for areas of Brent with limited opportunities for choice of existing secondary schools; and targeting areas with relatively higher indices of social deprivation.
- (iv) the Executive commits to giving further consideration to the operation of the proposed primary area admissions in relation to the proposed catchment area, as part of the consultation on the Expression of Interest.

*(Councillor Jones declared a prejudicial interest in the above item, left the meeting and took no part in the discussion or voting thereon).*

**4. Enabling Development In Brent; Annual Monitoring Report 2004-2005**

Councillor Jones (Lead Member, Environment and Culture) introduced the Brent Annual Monitoring Report 2004-2005, a statutory document with two main functions, firstly to inform the Secretary of State of the Council's progress in preparing the Local Development Framework and secondly to outline key development trends during 2004 -2005. She stated that good progress was being made and outlined the reasons for the recommendation to delay the next stage of consultation until September 2006. There were no direct financial implications however a satisfactory Annual Monitoring Report could influence the level of Planning Grant given to the Council.

RESOLVED:-

- (i) that it be noted the Director of Planning will, under delegated power, complete the Brent Annual Monitoring Report 2004-2005; and
- (ii) that the recommended changes to the timetable for progressing the LDF set out in paragraphs 3.12 – 3.14 of the report and in the chart and schedule in Appendix 1 to the report be agreed, and that the Director of Planning be authorised to make the consequential changes to the Local Development Scheme and submit this to the Secretary of State for approval.

**5. Park Royal 'Business Improvement District' (BID) Proposal**

Park Royal Partnership (PRP) had commissioned consultants to investigate the feasibility of a Business Improvement District (BID) within its area. The report before the Executive provided a summary of work to date and sought Council support to progress the initiative over the next six months. Councillor Jones advised that a further report on the detailed bid proposal would be presented for approval in 2006/7. Councillor Beswick (Lead Member, Crime Prevention and Public Safety) expressed support for the Park Royal Partnership, its contribution to employment generation and the BID concept in particular.

RESOLVED:-

- (i) that the concept and objectives of the new BID legislation be noted;
- (ii) that the proposal to establish a BID for Park Royal be supported in 'in principle';
- (iii) that officers continue to work with Park Royal Partnership in relation to undertaking preparatory work and developing a detailed bid proposal for the Park Royal area.

**6. Deputation – Guinness Brewery Site Supplementary Planning Document & Planning Position Statement**

Mr Dunwell (representing Barnhill Residents Association 2004 and QARA) addressed the meeting in connection with future planning for the Guinness site and the possibility of it being used as a site for the second City Academy previously considered by the Planning Committee (Policy). He considered that the middle of the industrial estate should be a safe location for housing and schooling and that adequate transport links could be put in place. Mr Dunwell felt that a school would benefit from close proximity to highly technical industry. He urged the Executive to consider the recommendations of the Planning Committee (Policy).

7. **Guinness Brewery Site Supplementary Planning Document & Planning Position Statement**

This report sought approval for adoption for a Supplementary Planning Document (SPD) which has been prepared by the Planning Service in conjunction with interested parties following a period of consultation from 16<sup>th</sup> September 2005 to 14<sup>th</sup> October 2005. The SPD sought to secure the prompt redevelopment of the site and provided guidance to potential developers on the form of the development that the Council considered acceptable. The SPD also set out the planning justification for a Section 106 Agreement associated with any future planning application for the site.

*Councillor John responded to the deputation on this item earlier in the meeting stating that consideration had been given to the Guinness site as a possible location for a new City Academy. Councillor Jones (Lead Member, Environment and Culture) added that wide consultation had taken place on the future of the Guinness site and the site had not been considered suitable for a secondary school as the transportation was inadequate, the location was too close to the Alperton School catchment area, it was not close to a residential area and there was no existing need for a primary school in that area. The existing and planned transport routes would better serve the London Borough of Ealing. Councillor Jones drew attention to the recommendation in the report responding to the Planning Committee's (Policy) suggestion that the site be considered for educational purposes, noting that it was now recommended that the SPD schedule be amended to reflect the site's suitability for post 16 (tertiary) education.*

The Director of Environment and Culture drew members' attention to a map of the area indicating the location of the site in relationship to identified housing growth areas, existing residential areas and transport links confirming that the site's lack of suitability for new primary or secondary schooling. It was also pointed out that nearby primary schools had spare capacity and that additionally, the site would be expensive to acquire. The Executive re-affirmed the suitability of the Wembley Park site for the new City Academy.

RESOLVED:-

- (i) that the Guinness Brewery Site combined SPD & Planning Position Statement incorporating revisions following consultation (as set out in Appendix 1A and 1B of the report) be adopted; that part of the document which constitutes a Supplementary Planning Document as a Supplementary Planning Document to Brent's Unitary Development Plan and the remainder of the document as a Planning Position Statement;
- (ii) that the Officer response to the request by Planning Committee (Policy) as set out sat paragraph 3.8 of the report be agreed;

- (iii) that the Sustainability Appraisal incorporating revisions following consultation (as set out in Appendix 3 of the report) be noted;
- (iv) that the Director of Planning be delegated to approve editorial and other minor changes to the combined SPD & Planning Position Statement prior to its publication.

## **7. Planning Obligations Supplementary Planning Document (SPD)**

The ODPM have issued a revised Planning Obligations Circular 05/2005. This Circular obliged local authorities to set out the implications for planning obligations of topic-based Development Plan Documents policies (e.g. transport, open space etc.) in a Supplementary Document, based on the policies of the Circular. The Circular also encouraged local planning authorities to adopt standard formulae and charges where possible.

The Director of Environment and Culture advised that since the report's circulation The Treasury had released consultation on planning gain supplements that would effectively change the way that S106 agreements are made with much of the benefits secured being managed through central government. The new arrangements were not expected to come into effect until 2008 and a further report would be submitted. The Executive agreed with Councillor Beswick's suggestion that a report be produced outlining what had been achieved with S106 monies.

RESOLVED:-

- (i) that an amendment be made to Brent's Local Development Scheme to bring forward the drafting of a Planning Obligations SPD originally planned for Summer 2006;
- (ii) that officers produce a proposed SPD covering both planning obligations based on topic led Development Plan Policies and the standard formulae / charges approach.

## **8. BHP Performance Report to Executive**

The report looked at the performance of Brent Housing Partnership Ltd in Key Performance areas and the progress made in achieving its long term aims of achieving "Decent Homes" for the Council properties under its control. It also considered progress that has been achieved in securing improved ratings thorough the external inspection process. The Director of Housing and Community Care drew attention to the steady improvement in performance on national and local performance indicators, that the decent homes delivery targets and stretch targets were being met. Performance was overall satisfactory.

RESOLVED:-

- (i) that the progress made by BHP in delivering the decent homes programme, as well as on other significant performance indicators be noted;

- (ii) that it be agreed to receive performance reports at six monthly intervals i.e. half yearly performance.

**9. Draft Service Development Plans 2006/2007 – 2009/2010**

Draft service development plans for 2006/2007 – 2009/2010 were circulated with the First Reading Debate papers for Full Council on 28<sup>th</sup> November 2005. The First Reading Debate papers also included savings proposals put forward by departments to achieve the 2% annual budget savings targets for 2006/07. Most of these savings proposals were already included in the 2005/06 budget papers. The Executive was being asked to agree the savings so that departments could ensure full year implementation for 2006/07 (details in Appendix 2 to the report). The Chief Executive pointed out that the plans reflected the new council departmental structure.

RESOLVED:-

- (i) that the draft service development plans and budgets for 2006/2007 – 2009/2010 be received and noted;
- (ii) that the draft SDPs and budgets be used to help formulate budget proposals to Full Council on 6<sup>th</sup> March 2006;
- (iii) that the savings proposals set out in Appendix 2 to the report from the Director of Finance and Corporate Resources be approved.

**10. Brent Council Corporate Procurement Strategy**

Councillor Coughlin (Lead Member, Finance and Corporate Resources) introduced this report. The National Procurement Strategy required councils to have a corporate procurement strategy in place which has been endorsed by members. Procurement also featured heavily in the criteria for assessing councils under the government's CPA framework. The Strategy set out the framework within which the Council will work to ensure that our procurement activity fulfils all requirements and targets across all service areas. The Chief Executive emphasised that there was a need to improve the implementation of procurement procedures around the Council and review meetings took place on a regular basis. He felt that given that financial settlements were unlikely to be generous there was an increased need to be prudent with available resources the benefits of which could contribute to improvements in services. The Director of Finance and Corporate Resources assured that would be close working with Environment and Cultural Services to ensure the respective procurement strategies were complementary.

RESOLVED:-

that the Corporate Procurement Strategy be approved.

11. **Authority to Award Contract for Credit Card Acquiring Services**

This report requested authority to award a contract, as required by Contract Standing Order No 89. This report summarised the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommended to whom the contract should be awarded. The contract enabled the Council to accept payments by credit and debit card face to face, by telephone and on-line.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in the Schedule of the Local Government (Access to Information Act) 1985:

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

RESOLVED:-

that the contract for Credit and Debit Card Acquiring Services be awarded to the National Westminster Bank Plc carrying on business as Streamline Merchant Services ("Streamline") to take effect from 3rd January 2006.

12. **Implementing Electronic Government Statement 5 (IEG5)**

The Council is required to submit the fifth Implementing Electronic Government (IEG) Statement to the Office of the Deputy Prime Minister (ODPM) by 19th December 2005. The IEG5 statement described the Council's preparedness for e-Government and its plans for achieving the targets of having all relevant services available electronically by the end of 2005.

RESOLVED:-

that the IEG5 Statement and notes the Council's excellent progress towards meeting the required targets be approved.

13. **Brent People Management Strategy**

This report provided detailed of the work undertaken by KPMG on behalf of the Council in preparing a People Management Strategy and recommending an associated HR delivery model. It also outlined the main recommendations contained within the KPMG report, and sought funding to take this work forward. It was noted that £150,000 was required at this stage with additional resources in 2006/7 to be met through savings. It was anticipated that some savings would be made through improved procurement.

RESOLVED:-

- (i) that the contents of the KPMG report be noted;
- (ii) that the broad approach outlined in the report be approved and officers tasked to produce a detailed project implementation plan by the end of January 2006;
- (iii) that agreement be given to the establishment of the four Hay graded 'Strategic HR Manager' posts to take forward the People Management Strategy within individual service areas, and to the appointment of a project manager to develop and implement the 'People Centre', subject to funding being agreed by full Council;
- (iv) that approval be given to one-off funding in 2005/06 of up to £105k to meet the cost of (1) preparing a detailed project plan for implementation of the KPMG recommendations, and (2) selection and recruitment to the Strategic HR Manager posts;
- (v) that it be noted that the cost in 2006/07 of the 'Strategic HR Manager' posts and of the project manager to develop and implement the 'People Centre', net of savings from the measures set out in paragraph 3.5, will be a maximum of £200k, and that funding for this be considered by full council at the budget making meeting on 6th March 2006;
- (vi) that approval be given to an immediate freeze on advertising or recruitment to HR, Learning and Development and related posts;
- (vii) that approval be given to the savings proposals referred to in paragraph 3.5 with respect to HR staffing and efficiencies in training procurement;
- (viii) that a further report be submitted in six months time setting out progress in implementing the KPMG recommendations.

**14. 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 Paragraphs 7 & 8 of Schedule 12A to the Local Government Act 1972, namely:

"Information relating to the financial or business affairs of any particular person (other than the authority).

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



15. **Authority to Settle Final Account for Estate Access Corridor Construction Contract**

The Estate Access Corridor (EAC) contract was completed on 24<sup>th</sup> December 2004 and the measurement and valuation process has continued since that time. The report made proposals to settle the account.

RESOLVED:-

- (i) that the Director of Transportation be authorised to enter into an agreement with the contractor, John Mowlem & Company Plc (Mowlem) to settle the Final Account for the EAC construction contract in the total amount as set out in the report as full and final settlement of all construction costs and construction claims issues;
- (ii) that the work undertaken by Officers in relation to achieving the conclusion of the contract be endorsed;
- (iii) that the funding implications for meeting Mowlem's offer to finalise the construction contract, together with the funding implications to meet expected outstanding land costs be noted, and the approach taken be approved.

16. **Carlyon Road to Mount Pleasant Footbridge over Grand Union Canal - Negotiation and Award of Contract for the Construction of a New Access Ramp**

The existing approach ramp to the footbridge over the Grand Union Canal between Carlyon Road and Mount Pleasant is structurally unsound. Funds have become available at short notice which would enable a new access ramp to be built. The report puts forward proposals.

RESOLVED:-

- (i) that it be agreed for the reasons set out in this report there are good financial and operational reasons to negotiate the contract for the construction of the eastern ramp to the Carlyon Road Footbridge and additional demolition works (if funding allows) without inviting tenders in accordance the Council's Standing Orders;
- (ii) that the negotiation of a contract for the work with a single tenderer be agreed.

The meeting ended at 7.55 pm

A JOHN  
Chair

Mins0506/Executive/exec12dk