

MINUTES OF THE EXECUTIVE MEETING
Tuesday, 15th April 2008 at 7.00 pm

PRESENT: Councillor Lorber (Chair) and Councillors D Brown, Clues, Colwill, O'Sullivan, Van Colle and Wharton.

Apologies for absence were received from Councillor Blackman (Vice Chair) and Councillors Allie and Matthews.

Councillor Detre also attended the meeting.

1. Declarations of Personal and Prejudicial Interests

The following declaration of personal interest was made:

- Councillor O'Sullivan - in the report seeking Authority to Tender floating housing support for older people and Handy Person Services, as a board member of Brent Housing Partnership.

2. Minutes of the Previous Meeting

RESOLVED:-

that the minutes of the previous meeting held on 18th March 2008 be approved as an accurate record.

3. Annual Report of the Brent Youth Parliament (2007)

Fatima Kanji (Chair, Brent Youth Parliament), James Abiwon (Vice-Chair, Brent Youth Parliament) and Ezras Adams (Vice-Chair, Brent Youth Parliament) introduced the report, which set out the progress that had been achieved in the establishment of Brent's first youth parliament (BYP) since the proposal gained full Council approval in November 2006. The report evaluated the performance and impact of the youth parliament against the terms of reference agreed by the Constitutional Working Group in October 2006.

James Abiwon spoke of the work conducted in relation to the Sports and Leisure project and the focus on the Paralympics. Members heard that the work carried out by the task group with whom he had been involved had identified that young people in the borough were very keen to add to their sports facilities, particularly a swimming pool. Ezras Adams advised on the grant adjudication work carried out to approve grants and further funding to 40 projects from over 100 bids submitted by young people. He then spoke of the consultation work which had identified two main concerns of young people, including sexual health, due to the increase in sexually transmitted diseases, and the safety of young people, in relation to which the youth parliament regularly worked with the Borough Commander. Fatima Kanji spoke of the methods used to evaluate the performance of the youth parliament, whereby each member completed a monthly evaluation form in order to provide feedback. She, as Chair, then met with both Vice-Chairs on a fortnightly basis in order to discuss any issues raised. Fatima Kanji thanked the Council for their support and stressed that the continued engagement of young people in the borough was reliant on just such support. She urged members to continue

to encourage the participation of young people in mediums as such as the youth forum and task group surveys.

Councillor Wharton, the Lead Member for Children and Families, thanked the Chair and Vice-Chairs of the youth parliament for their hard work and for their representations at this meeting. The Lead Member praised the training provided to the young people which had helped them to take such active roles in the youth community, and agreed that the Council too had benefitted from improved consultation with younger service users. Councillor Lorber (Chair, Lead Member, Corporate Strategy and Policy Co-ordination), also thanked the representatives for their contributions. He then addressed the issue of the swimming pool and stressed that the Council was fully in support of increased provision of sports facilities, including a swimming pool, and although there was not the funding for such projects during the forthcoming municipal year, he looked forward to working with the youth parliament in the future to achieve these aims.

RESOLVED:-

- (i) that the substantial progress made by BYP, since its inception, in achieving their aims and objectives be noted;
- (ii) that BYP's recommendations as set out in paragraph 3.8 be endorsed and that their implementation through the strategic planning and resource alignment processes be actively promoted;
- (iii) that it be agreed that all relevant service plans should take account of the three current priorities of the youth parliament: Crime and Safety, Health and Well Being and Sports and Leisure;
- (iv) that the 'Hear by Right'¹ youth participation standards developed by the National Youth Agency be promoted.

4. **Order of Business**

RESOLVED:

that the order of business be changed as follows.

5. **Reference of items considered by the Forward Select Committee meeting held on 2nd April 2008 – Authority to award contract for Cook on Route Meals Service**

Martin Cheeseman (Director, Housing and Community Care) referred to the minutes of the meeting of the Forward Plan Select Committee, which contained the submissions made at that meeting. Members noted the concerns of the Select Committee members but felt that the quality of the performance provided by the proposed service was satisfactory, and provided excellent value for money. Concern was expressed at the delay in introducing the new contract, which had the potential to impact upon efficiency savings.

¹ The 'Hear By Right' standards set out best practice on how to engage young people in service planning, delivery and evaluation. Brent Children and Young People's Strategic Partnership Board have agreed to adopt these standards.

Members agreed to uphold the decision taken at the meeting of the Executive on 18th March 2008.

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 Paragraphs 2 and 4 of Part 1 of Schedule 12A of the Local Government (Access to Information Act) 1972:

- 'Information which is likely to reveal the identity of an individual;
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority...and employees of, or office holders under, the authority.'

RESOLVED:-

- (i) that the views of the Forward Plan Select Committee, having been considered, be noted;
- (ii) that the discontinuation of the current tender process be approved due to the fact that only one tender for the cook on route meals services was received, which was a qualified tender not in accordance with the tender instructions;
- (iii) that an exemption from the tendering requirements of Contract Standing Orders be approved for the good operational reasons described in paragraph 5.2 of the report;
- (iv) that authority be delegated to the Director of Housing and Community Care to make the final decision to award a contract for the provision of a cook on route meals service to apetito Ltd following conclusion of negotiations on outstanding issues;
- (v) that apetito's Option A tender be confirmed as being used as the basis for the contract award referred to in paragraph 2.3 which requires the contractor to provide the service without the use of the Council's drivers.

6. **Authority to Tender floating housing support for older people and Handy Person Services**

Martin Cheeseman (Director, Housing and Community Care) presented this report, which sought authority to invite tenders for contracts for the provision of floating support and handyperson services for older people, as required by Contract Standing Orders 88 and 89. He highlighted that the report also contained proposals to improve services for older people.

RESOLVED:-

- (i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders as set out in section 9 of the report;
- (ii) that approval be given to officers to invite tenders and evaluate them in accordance with the above approved evaluation criteria.

7. Adult Social Care Star Ratings and Annual Performance Reports

The report before the Executive was presented by Martin Cheeseman (Director, Housing and Community Care), who reported on the 2006-2007 performance assessment judgement for Adult Social Care. The report contained the strengths and areas for improvement and detailed actions taken. Members heard that Adult Social Care had retained its two star rating, had been found to deliver good outcomes and had a promising capacity to improve.

Members noted that the outcome of the assessment was a positive reflection on the continued improvements to the service. It was noted that this report reflected last year's outcomes, and members requested that a report to update the Executive on activities during the subsequent six months, and progress made, be brought to a future meeting.

RESOLVED:-

- (i) that the overall annual performance assessment be noted, in particular the strengths and areas for further improvement identified in the performance assessment report.
- (ii) that an update report summarising activities undertaken, and progress made during the subsequent six months, be brought to a future meeting of the Executive.

8. Consultancy Framework Agreement

Duncan McLeod (Director, Finance and Corporate Resources) presented the report before the Executive, which requested authority to award framework agreements as required by Contract Standing Order No 88. The report summarised the process undertaken in tendering the agreements and, following the completion of the evaluation of the tenders, recommended to whom the framework agreements should be awarded. The Director highlighted that the process underscored the Council's efficiency and value for money agendas as a result of information-sharing with other members in the West London Alliance.

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 Paragraph 3, Schedule 12 of the Local Government (Access to Information Act) 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

RESOLVED:-

- (i) that the framework agreement for Lead Consultant and/or Project and Programme Management (Lot 1 of the Property Consultancy and Related Services Framework) be awarded to:
 - MACE
 - Sherlock Consultancy
 - Turner Townsend

- (ii) that the framework agreement for Architecture (Lot 2 of the Property Consultancy and Related Services Framework) be awarded to:
- Frankham Consultancy Group Limited
 - MACE
 - Purcell Miller Tritton
- (iii) that the framework agreement for Structural Engineering (Lot 3 of the Property Consultancy and Related Services Framework) be awarded to:
- MACE
- (iv) that the framework agreement for Mechanical and Engineering Services (Lot 4 of the Property Consultancy and Related Services Framework) be awarded to:
- Appleyards
 - Fairthorn Farrell
 - Frankham Consultancy Group Limited
 - Watts Group PLC
- (v) that the framework agreement for Quantity Surveying (Lot 6 of the Property Framework) be awarded to:
- Babcock Infrastructure
 - Frankham Consultancy Group Limited
 - Keegans
 - Turner Townsend
 - Peter Gittins and Associates
- (vi) that the framework agreement for Construction, Design and Management (CDM) Co-ordinator (Lot 7 of the Property Consultancy and Related Services Framework) be awarded to:
- Frankham Consultancy Group Limited
- (vii) that it be confirmed that, in the case of all Brent Council capital contracts, where external professional construction or design consultancy advice is required, that the use of this framework become mandatory for all capital contracts except in particular circumstances subject to the approval of the Director of Finance & Corporate Resources in consultation with the Head of Property & Asset Management.

9. Any Other Urgent Business

None.

The meeting ended at 9.00 pm.

P LORBER
Chair