

MINUTES OF THE EXECUTIVE
Monday, 17th November 2008 at 7.00 pm

PRESENT: Councillor Lorber (Chair), Councillor Blackman (Vice Chair), and Councillors Allie, D Brown, Detre, Colwill, Matthews, Sneddon, Van Colle and Wharton.

Councillor Mistry also attended the meeting.

1. Declarations of Personal and Prejudicial Interests

Councillor Detre declared a personal and prejudicial interest in the item relating to the contract for provision of an internet protocol telephony system as his employer was a service provider for one of the bidders and indicated that he would withdraw from the meeting for the discussion.

2. Minutes of the Previous Meeting

RESOLVED:-

that the minutes of the previous meeting held on 6th October 2008 be approved at an accurate record.

3. Approval of Expression of Interest submission for Building Schools for the Future (BSF)

The report from the Director of Children and Families sought approval to submit an Expression of Interest by the deadline of 30th November in order to attempt to gain entry into the Building Schools for the Future programme. The Lead Member, in introducing the report referred to the five schools seen to meet the criteria for BSF investment: Wembley High, Copland Community, Alperton Community and Queens Park and. It was noted that the Director of Children and Families may make minor adjustments to the Expression of Interest prior to its submission.

RESOLVED:-

- (i) that approval be given to an Expression of Interest being submitted to enter the BSF Programme;
- (ii) that the draft Expression of Interest shown as Appendix A of the report from the Director of Children and Families (including the commitment to establishing a Local Educational Partnership) be approved and authority be delegated to the Director of Children and Families to finalise the EoI, in consultation with the lead member for Children and Families and to submit it to the Department for Children, Schools and Families;
- (iii) that the provisional BSF Governance model shown as Appendix C to the Director's report be approved.

4. **Authority to extend the existing contract and award a new contract for the delivery of play services in Brent**

The report from the Director of Children and Families requested authority to award contracts as required by Contract Standing Order No 88. The report summarised the process undertaken in tendering the contract for play services and, following the completion of the evaluation of the tenders, recommended to whom the contract should be awarded. The report also requested authority to extend the current contract with Brent Play Association pending commencement of the new contract for play services.

The Executive also had before them appendices to the report which were not for publication as they contained the following category of exempt information as specified in Schedule 12A of the Local Government (Access to Information) Act 1972, namely:

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

RESOLVED:-

- (i) that an extension of the existing contract for play services with Brent Play Association be authorised for a period of two months and officers be authorised to agree a possible further extension for up to two months;
- (ii) that the contract for the delivery of future play services in Brent be awarded to Kids.

5. **Strategic review of sports facilities in Brent**

The Lead Member (Environment, Planning and Culture), Councillor Van Colle, introduced the report which summarised the key findings and recommendations arising out of two strategic documents: a Strategic Review of Sports Centres and the Planning for Sport and Active Recreation Facilities Strategy 2008–2021. The report set out current facilities and aspirations for the future. The Lead Member reminded the Executive that swimming had been agreed as the key priority for the borough and that choices needed to be made on when to build new or refurbish existing facilities. It was recommended that a new pool be provided for the north of the borough, based on levels of demand. Councillor Van Colle then outlined the other priorities for Brent's sports centre provision involving new facilities at Vale Farm sports centre, a fourth swimming pool with other facilities, pay and play facilities in the Kilburn area and the redevelopment of Bridge Park. He acknowledged that funding for initiatives had yet to be identified.

Members welcomed the intention to provide the third pool in the north of the borough which, it was hoped, would increase participation. Councillor Blackman advised that at a recent conference, the Mayor of London had

indicated that funding would be made available for boxing and he suggested that this be looked into.

RESOLVED:-

(i) that the findings of the Strategic Review of Sports Centres and the Planning for Sport and Active Recreation Facilities Strategy be noted;

(ii) that it be agreed that, in order to have the greatest impact, the first priority to improve sports facilities in the Borough should be:

Priority One - the provision of a third swimming pool with other sports, health and fitness facilities that serves the North of the Borough;

(iii) that it be agreed that the other priorities for Brent's sports centre provision should be:

- new build wet and dry sports hub at Vale Farm sports centre that meets the sporting needs of the area.
- the provision of a fourth pool with other sports, health and fitness facilities.
- the provision of additional 'pay and play' health and fitness facilities in the Kilburn area, potentially through the refurbishment of Charteris sports centre, subject to the provision elsewhere in the area of a sports hall with 'pay and play' community access.
- the redevelopment of the Bridge Park site that results in the provision of a replacement sports centre at or near the existing location of Bridge Park Community Leisure Centre;

(iv) that the Director of Environment and Culture be instructed to undertake further work to identify potential locations and investigate all potential funding, financing and procurement opportunities that may be available to achieve these priorities and bring forward proposals as to how they will be delivered;

(v) that the strategic approach to improve sports provision be agreed as outlined in paragraphs 3.65 to 3.87 of the report from the Director of Environment and Culture and request that he report back on any issues that require additional funding;

(vi) that the local planning standards be agreed as per paragraphs 3.88 to 3.90 of the Director's report that will help the authority achieve its Planning Policy Guidelines for open space, sport and recreation requirements and act as a planning mechanism for assessing local provision.

6. **Reference from the Forward Plan Select Committee – 30th October 2008**

The Executive had before them an extract from the minutes of the Forward Plan Select Committee which considered a briefing note on the Strategic review of sports facilities in Brent. Councillors Van Colle and Detre who were present at the Select Committee meeting reported that the Select Committee had asked and been provided with a briefing note on consultation and then were unhappy that members were not prepared to give detailed information on the content of the committee report that was still being drafted.

Members agreed that it was within the Select Committee's remit to conduct pre-scrutiny before decisions were made however recommended to the Select Committee that they make clear their reasons for requesting a briefing note and ask relevant questions. It was hoped misunderstandings could be avoided in future.

RESOLVED:

that the reference from the Select Committee be noted.

7. **Council Travel Plan**

Brent Council first adopted a Council Travel Plan in 2000. The Plan has now been subject to a fundamental review and a draft revised plan had been made available for consultation to all staff, managers and Members over the summer of this year.

Councillor Lorber (Lead Member, Corporate Strategy and Policy Co-ordination) introduced the report which summarised the responses received on the draft Plan through the consultation and presented a proposed final version of the Plan amended to reflect comments including those from both Unison and the GMB trade unions. Councillor Lorber emphasised the importance of protecting the local environment, the Council's Local Area Agreement (LAA) target to reduce CO² emissions and the need for effective action to ensure that this and other key priorities were met. He felt that the Council, including members and staff needed to be seen to take a lead on this campaign and proposed that the Executive take the decision, in principle, to deliver on the key objectives outlined in the report from the Director of Environment and Culture.

Councillor Detre (Lead Member, Regeneration) expressed concern at the low rate response to the staff consultation which he was felt could lead to problems in the future. It was proposed that the travel plan be referred back for further consultation for as a short a time as considered feasible. Councillor Blackman (Lead Member, Resources) spoke against the proposals pointing to the difference in parking available between the office locations. Past experience indicated that to introduce charges for office car parks would encourage drivers to use on-street parking, adversely affecting

residents. It was felt unfair to charge casual office visitors and stated that any proposals not to have parking available at the proposed new civic centre would not be supported. It was put that staff and trade unions would be against the introduction of charges given the current economic climate, that residents should be consulted, the proposals were unnecessary where there was no shortage of on-street parking. Support was given to measures to reduce car usage such as homeworking and walking to work. Concern was expressed at the likely costs of facilities for staff using alternative modes of transport namely for the provision of showers, lockers, cycle parking and training which could be spent instead on services for the public.

Contrary views were put that trade union comments had been included and the proposals brought the council into line with many other local authorities. It was argued that the proposals were entirely acceptable and typical, there was reasonable public transport into the Wembley area and there were savings to be made in the Council not having to rent commercial car parking for staff. Parking on street was already finite and Town Hall staff had preferential treatment in having access to a free car park. It was already the case that the car park was soon full in the mornings and parking displaced onto nearby streets.

The Director of Environment and Culture contributed that some London authorities charged for parking, others restricted availability to a number of days in the week. Office based staff had received regular invitations to comment on the travel plan and there would be further opportunities for staff to comment on subsequent specific proposals which would be submitted to the Executive for approval. The Director responded to the comments on the cost of facilities for staff using alternative modes of transport stating that these would be self-financing using income from car park charging. The proposals were examples of good practice from other boroughs, schools and companies.

The Executive noted that at this stage agreement in principle was being sought with detailed proposal to be put forward at a later date and that elected members would have similar treatment to staff.

The amendment to defer the consideration to allow more time for staff consultation was put the vote and declared lost. The Executive then voted by majority in favour of the recommendations in the report.

RESOLVED:-

- (i) that the Council Travel Plan be adopted;
- (ii) that the proposals at paragraphs 4.3-4.6 in the report from the Director of Environment and Culture for using the proceeds of workplace parking charges and savings from not paying for commercial parking places be agreed;

- (iii) that the recommendations over other issues at paragraphs 3.7.1-3.7.6, relating to business mileage reimbursement, parking in the vicinity of the Town Hall, setting a criteria for access to spaces be agreed;
- (iv) that the future programme of work and next steps as set out in paragraph 3.8 be noted, and that it be noted that there will be further reports to the Executive where decisions are required.

(Councillor Van Colle declared a personal interest in this item as a local resident likely to be affected by vehicles displaced from parking in the Town Hall car park).

8. Review of Brent's on and off-street parking charges and residents' parking permits

The report from the Director of Environment and Culture set out a proposal to change both on and off-street parking charges in Brent. Previous changes to both on-street (parking meter) and off-street (car park) charges were agreed by the Council's Executive in November 2006 and remain in place to date. A review would bring the borough into line with neighbouring local authorities. Councillor D Brown (Lead Member, Highways and Transport) set out the proposals which were in keeping with the 'green agenda' and included a nil charge for vehicles with 'Band A' and 'Band B' tax discs and all-electric vehicles and a free permit for older vehicles with smaller engines up to 1200cc.

A view was expressed against the proposals which it was felt may have serious implications for the future expressing a preference instead for linear charging, that is, charging only for the parking period required.

In response, it was put that charges had been frozen for local residents particularly in recognition of the current economic climate, those driving smaller cars would benefit and that charges had increased in neighbouring boroughs while some of the charges in Brent had not increased in the last five years.

RESOLVED:-

- (i) that proceed with increasing on and off- street parking charges to be effective from April 1st 2009 or as soon after that date as practical (in light of (iii));
- (ii) that officers be instructed to proceed with introducing a nil-charge for the first resident parking permit linked to post-2001 owned vehicles (earliest available 'band' information) which fall within the D.V.L.A "Band B" or pre-2001 vehicles with engine size up to and including 1200cc, to be effective from April 1st 2009 or as soon after that date as practical (in light of (iii));

- (iii) that officers be instructed to proceed with Traffic Regulation Orders (TRO's) to implement the proposed on and off-street parking charges and resident parking permit charges. Should there be any objection to the TRO's, the Director of Environment and Culture is authorised to resolve such objections unless it is of a substantial nature in which case a report should be submitted to a future meeting of the Executive to consider such objection. Notices and associated publicity will also have to be completed regarding resident parking permit price changes.

9. **Process for allocating main programme grant 2009/10**

The report from the Director of Housing and Community Care concerned the allocation of the Main Programme Grant (MPG) to voluntary organisations. It recommended the continuation of the 'themed' approach for a proportion of the grant to be allocated in April 2009/10 and in the following three years.

The Director reminded that those organisations awarded funding as providers services for children and young people would need to reapply for funding from April 2009. The report sought agreement on delivering the proposed changes to the MPG in order that a new funding process can commence from 2009/10.

Members sought assurances that letters would be sent to organisations that needed to reapply for funding explaining clearly what they had to do. They restated their support for children and young people being a priority for grant funding and agreed on the need to keep clear the distinction between these and other organisations in receipt of funding under the MPG.

RESOLVED:-

- (i) that Children and Young People's services be selected as the theme for funding from the MPG for 3 years commencing April 2009/10;
- (ii) that £260,231 of the MPG be allocated to the proposed theme and apply an open bidding process to enable applications from new organisations;
- (iii) that the grant of £127,815 to 13 organisations that provide services to Children and Young People be reduced or discontinued. These organisations will be expected to apply for the funding available under the new theme;
- (iv) that funding to existing organisations, which are not affected by the proposed theme at the same level as in 2008/09 be renewed. These organisations are listed in Appendix 2, and funding will be allocated for one year commencing April 2009;

- (v) that the unallocated balance of £44,326 be awarded to fund the three months notice period for organisations whose grants have been withdrawn, i.e. current organisations that are eligible for the new fund but choose not to apply or organisations that apply but are unsuccessful in their bid.

10. **Authority to establish a framework agreement for the provision of passenger transport and to call off the framework agreement for services**

The report requested authority to establish a Framework Agreement as required by Contract Standing Order No 88 and recommended which suppliers should be included in the framework agreement for the provision of passenger transport services. The report further sought delegated authority for the Director of Housing and Community Care authority to award initial contracts to any of the Framework Agreement companies in the event that the value of any such proposed contract is higher than the high value contract threshold of £500,000.

The Lead Member, Children and Families, outlined the process for tendering the contract for passenger transport for both children and vulnerable adults. It was an opportunity to improve efficiency and save costs. More flexible arrangements could now be put in place including changing the arrangements for picking up escorts.

RESOLVED:-

- (i) that the establishment of a Framework Agreement with the following firms being appointed to the Framework Agreement panel be agreed:

- Brent Couriers
- Cheetah Cars
- Computercab
- City Cars
- Clockcars
- Olympic (South) Ltd
- Express Ways
- Wheelgetyouthere Ltd
- Impact Group
- Ruskin Private Hire;

- (ii) that an exemption from Contract Standing Order 86(d) be granted with regard to obtaining Executive approval to the award of high value contracts under the Framework Agreement and agree to delegate to the Director of Housing and Community Care authority to award contract commencement high value contracts under the Framework Agreement.

11. **Disposal and authority to proceed with development of housing scheme at Aldbury Avenue**

The report from the Director of Housing and Community Care sought to progress the Brent Housing Partnership Limited (BHP) development of new affordable homes under the Housing Corporation's 2008-11 National Affordable Housing Programme. The report specifically requested agreement to dispose of the Aldbury Avenue Garage site to BHP at nil financial consideration and allow BHP to enter into a Grant Agreement with the Housing Corporation with performance guarantee bond arrangements. The Council would receive nomination rights to these homes.

The Executive also had before them appendices to the report which were not for publication as they contained the following category of exempt information as specified in Schedule 12A of the Local Government (Access to Information) Act 1972, namely:

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

The Lead Member (Housing and Customer Care), Councillor Allie, welcomed the initiative and that the Administration had taken the opportunity to build homes, the first for many years. The scheme would give tenants the opportunity to maximise choices and help address housing need. Councillor Allie proposed that BHP should be able to submit any further bids schemes to be developed under the NAHP programme with the approval of the Director of Housing and Community Care, in consultation with the Lead Member and this was agreed. The Director added that BHP would be looking at locations not normally considered by housing associations, for example, smaller sites.

RESOLVED:-

- (i) that it be noted that BHP have received a Housing Corporation funding allocation of £412,500 under the 2008-11 National Affordable Housing Programme to develop the Aldbury Avenue Garages site to provide three affordable social rented three bedroom five person family houses;
- (ii) that it be agreed to dispose of the Council-owned HRA land at the Aldbury Avenue Garage site to BHP at nil financial consideration;
- (iii) that approval be given to enter into a development agreement with BHP under which BHP will agree to procure the construction of the three new homes on terms to be determined by the Director of Housing and Community Care in consultation with the Borough Solicitor;
- (iv) that approval be given to BHP to enter into a Grant Agreement with the Housing Corporation in respect of the aforesaid BHP funding

allocation of £412,500 under the 2008-11 National Affordable Housing Programme provided that the terms of that Grant Agreement are approved by the Director of Finance and Corporate Resources;

- (v) that approval be given to BHP to finance the development, using its reserves, for the sum of £191,947 to cover the shortfall in funding the scheme;
- (vi) that it be agreed to enter into a Performance Guarantee Bond with the Housing Corporation in respect of the Grant Agreement entered into by BHP under paragraph (iv) above on terms to be approved by the Director of Finance and Corporate Resources;
- (vii) that BHP may, on approval from the Director of Housing and Community Care in consultation with the Lead Member, Housing and Customer Care, submit further bids to the Housing Corporation for schemes to be developed under the NAHP programme without prior Executive approval provided that Executive approval will be required before completing each scheme and/or entering into any Grant Agreement or other agreement for any such schemes;
- (viii) that BHP may submit a further bid to the Housing Corporation to allow tenants occupying these properties to purchase their home under the Social Homebuy scheme as set out in paragraph 3.2.10 of the report from the Director of Housing and Community Care and subject to the approval of the Director and Finance and Corporate Resources as set out in paragraphs 3.2.10 and 4.13 of the report.

12. **South Kilburn Neighbourhood Trust**

Councillor Detre (Lead Member, Regeneration) introduced the report which made proposals to set up a “legacy body” for the South Kilburn NDC, the South Kilburn Neighbourhood Trust (SKNT), and outlined the potential benefits this organisation could bring to the both the current and future regeneration of the South Kilburn area. He recommended that the report be agreed noting that further reports on the development of south Kilburn would be forthcoming.

RESOLVED:-

- (i) that it be approved in principle to establish a new South Kilburn Neighbourhood Trust (SKNT);
- (ii) that it be constituted as a Charitable Co. Ltd by guarantee (or such alternative type of body as determined by officers);
- (iii) that a further report be submitted to the Executive meeting in December to approve the detailed arrangements for the establishment of the body including the specific relationships

between the new Trust, the South Kilburn Partnership Board and the Council.

13. Authority to participate in a collaborative procurement for temporary and permanent agency workers recruitment services

The report from the Directors of Finance and Corporate Resources and Human Resources and Diversity requested approval to participate in a collaborative procurement to set up a Framework Agreement in respect of Temporary and Permanent Agency Workers Recruitment Services as required by Contract Standing Order 85. Councillor Sneddon (Lead Member, Human Resources and Diversity) stated that the proposed approach would lead to a better service, be cost efficient and would be a good example of cooperative working with other local authorities.

RESOLVED:-

- (i) that approval be given to the Council participating in a collaborative procurement exercise run through the London Contracts and Supplies Group, leading to the establishment of a framework agreement by the London Borough of Hounslow for the supply of Temporary and Permanent Workers Recruitment Services;
- (ii) that approval be given to the collaborative procurement exercise described in paragraph (i) of the report from the Directors of Finance and Corporate Resources and Human Resources and Diversity being exempted from the normal requirements of Brent's Contract Standing Orders in accordance with Contract Standing Orders 85(c) and 84(a) on the basis that there are good financial and operational reasons as set out in paragraphs 4.1 to 4.7 of the report from the Directors of Finance and Corporate Resources and Human Resources and Diversity.

14. Authority to award a contract for the provision of an Internet Protocol (IP) telephony system

This report requested authority to award contracts as required by Contract Standing Order No 88. The report summarised the process undertaken in conducting a mini-competition under an existing pre-tendered OGC Framework Agreement for an Internet Protocol (IP) telephony system and following evaluation of the mini tenders, recommended to whom the contract be awarded.

The Executive also had before them appendices to the report which were not for publication as they contained the following category of exempt information as specified in Schedule 12A of the Local Government (Access to Information) Act 1972, namely:

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

The Lead Member, Resources, Councillor Blackman, stated that the contract would lead to a more coherent service and allow flexible working, a single messaging system and an all round improved service.

RESOLVED:-

that the contract for an IP telephony system contract be awarded to Computacenter for a period of 5 years.

Councillor Detre declared a personal and prejudicial interest in this item as his employer provided a service for one of the bidders and withdrew from the meeting for the discussion.

15. Exclusion of Press and Public

RESOLVED:

that the press and public be now excluded from the meeting as the following report contains the following category of exempt information as specified in the Local Government Act 1972 namely:

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

16. Brent House Rent Review for Air France

The report from the Director of Finance and Corporate Resources sought approval to take back a wing at Brent Housie from Air France and to agree to the rent review in May 2009 for the remaining areas leg by Air France.

RESOLVED:-

- (i) that a deed of variation to the lease be approved, reflecting the taking back of the 7th floor west (500m²) from Air France on the main terms outlined below or such other similar space and authorise the Head of Property and Asset Management to complete the transaction;
- (ii) that the settlement of the May 2009 rent review as set out in Section 3 be approved;
- (iii) that the proposal to vacate Elizabeth House at the lease expiry date in 2009 be noted.

The meeting ended at 8.15pm.

P LORBER
Chair