

**Meeting of the Executive  
Monday 13 December 2004 at 7.00 pm  
LIST OF DECISIONS**

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

Apologies for absence were given on behalf of Councillor R S Patel.

Councillors Fiegel, Gladbaum, HB Patel and Van Colle also attended the meeting.

**ITEM 1                      Schools Budget 2005/6**

<b>Summary:</b>	<p>This report sets out provisional proposals for the 2005/2006 Schools' Budget following various statements by the Secretary of State for Education and Skills.</p> <p>The Schools Forum will comment on the Schools' Budget on 6<sup>th</sup> December. The initial report to the Forum is attached at Appendix 1. The Forum will also receive a copy of this report.</p> <p>This report to the Executive proposes a provisional Schools' Budget which meets the passporting requirements.</p>
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that the report to the Schools Forum attached at Appendix 1 to the report be noted;</p> <p>(ii) that it be noted the passporting figure of £152.330m (Appendix 2 of the report refers) includes the assumption that the Menorah and Avenue schools will become Voluntary Aided (VA) from 1<sup>st</sup> April 2005;</p> <p>(iii) that approval be given to the VA status of Menorah and The Avenue schools from 1<sup>st</sup> April 2005 and that the schools' revenue funding be allocated through the Individual Schools Budget.</p> <p>(iv) that following the approval of VA status for Menorah and the Avenue schools, the provisional Schools' Budget at the passporting level of £152.330m (Appendix 2 refers) be agreed.</p>

**ITEM 2                      Draft Service Development Plan**

<b>Summary:</b>	<p>Previously circulated with the Full Council papers for 29<sup>th</sup> November were the draft Service Development Plans for the five Service Areas for 2005/2006 – 2008/2009. These are now due for consideration at this meeting. Also included are draft</p>
-----------------	--

	budgets which have been constructed on the basis set out in the Financial Implications of this report.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that the draft Service Development Plans and Budgets 2005/2006 – 2008/2009 be received and noted and forwarded to the Executive to help formulate budget proposals in February 2005 for consideration by Full Council on 28th February.</p> <p>(ii) that the savings proposals set out in Appendix 1 to the report be agreed.</p>

### **ITEM 3 Revenue Budget 2004/2005 Monitoring Report**

<b>Summary:</b>	This report sets out the latest position on the 2004/2005 Revenue Budget which was originally agreed by Full Council on 1 <sup>st</sup> March 2004. It also seeks approval for a number of virements and other budget transfers.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that the final position on the 2003/2004 General Fund and Schools Balances detailed in Section 3.1 of the report be noted and the proposed treatment of audit adjustments be agreed..</p> <p>(ii) that the latest budget in Appendix A to the report be noted;</p> <p>(iii) that the virements in Appendix B to the report be agreed;</p> <p>(iv) that the change in budgets detailed in Section 3.3 of the report be agreed;</p> <p>(v) that the current position on General Fund balances in 2004/2005 in Section 3.4. be noted.</p>

### **ITEM 4 Corporate Equality Policy and Action Plan**

<b>Summary:</b>	This report seeks member approval for Brent Council's Corporate Equality Policy and Action Plan 2004 -2006. The Corporate Equality Policy forms the basis of our commitment to the Equality Standard for Local Government, which the council adopted in June 2003. There are five levels to the Standard and the council reached Level one in March 2004 and aims to reach Level 2 and be working towards Level 3 by March 2006. This policy document has incorporated a Corporate Equality
-----------------	---

	Action Plan, which sets out clear targets and timetables for achieving those objectives.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	That Brent Council's Corporate Equality Policy and Action Plan 2004-2006 be adopted.

**ITEM 5                      Establishing a New Children and Families Department**

<b>Summary:</b>	This report gives an update on progress made to date, and outlines the options considered for implementing the Children Act in Brent. More specifically it proposes the establishment of a new Children and Families Department, headed by a statutory Director of Children and Families, to achieve better service delivery, and to meet the requirements of the Children Act. It also briefly identifies those non children's services which will be affected by the new arrangements. These other services will be subject to further review in a separate paper to be produced by the Chief Executive for the Executive February 2005.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<ul style="list-style-type: none"> <li>(i) that the options laid out in the report from the Chief Executive be noted;</li> <li>(ii) that approval in principle be given to proceed with the proposals to establish a Children and Families Department in Brent, (Option 4) within the timescales laid out in this report, but subject to consultation with staff and unions as appropriate.</li> <li>(iii) that the Chief Executive submit a further report in February 2005, on the outcomes of the consultation exercise, and with the final recommendations on the new Children and Families Department.</li> <li>(iv) that the Chief Executive present a report outlining the structural implications concerning non children's services which will lie outside this new department.</li> <li>(v) that, subject to consultation, to bring forward the appointment of a Director of Children and Families by May 2005, and to note that the appointment will be made by an Appointments Sub-Committee.</li> <li>(vi) that the decision to appoint a Lead Member for Children and Families be confirmed at the Council's Annual Meeting in May 2005.</li> </ul>

	(vii) that at this stage the Council will not opt to set up a Children's Trust but continue instead to develop comprehensive inter-agency partnership arrangements as laid out in the report.
--	---

**ITEM 6 Access to Information: from need to know to right to know**

<b>Summary:</b>	This is a report by the Overview Task Group set up by the Overview Committee to look at the council's implementation of the Freedom of Information Act 2000 (Fol Act) and related environmental legislation.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the report from the Overview Task Group be passed onto the officer information implementation group for its consideration when it oversees the implementation of the Freedom of Information Act.

**ITEM 7 Freedom of Information Act**

<b>Summary:</b>	The Freedom of Information Act 2000 comes fully into force on 1 <sup>st</sup> January 2005. The Act gives any person making a request for information to a public authority the right: (a) to be informed in writing by the public authority whether it holds information of the description specified in the request (whether in electronic or printed form); and (b) if that is the case, to have that information communicated to them within 20 days. This Report describes the preparation work the Council has already completed and that which is still planned to ensure that the Council fulfils its statutory obligations.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	(i) that the progress the Council has made towards meeting its statutory obligations and good practice under the Freedom of Information Act be noted; (ii) that the Fol policy given in Appendix A to the report be approved; (iii) that it be noted Service Areas will be adopting and implementing document retention policies early in 2005 where these are not already in place; (iv) that it be agreed charges should be levied for dealing with Fol requests as set out in paragraph 9 of the report; (v) that the organisational structure and procedures

	<p>proposed to satisfy FoI requests set out in paragraphs 7.3 and 8 be endorsed;</p> <p>(vi) that it be agreed the necessary funding should be made available as outlined in the Financial Implications of the report.</p>
--	--

**ITEM 8                      One Stop Shop Annual Performance Report: March 2003 – April 2004**

<b>Summary:</b>	This covering report introduces the attached detailed report, which provides members with performance information for the entire One Stop Shop service for the period April 2003 to March 2004 which includes achievements, challenges and development initiatives.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that the report be noted together with broad role that the One Stop Shop performs which includes customer care standards organisational leadership, performance, challenges and service priorities for 2004/05.</p> <p>(ii) that staff be congratulated on the Annual Report.</p>

**ITEM 9                      Implementing Electronic Government Statement 4 (IEG4)**

<b>Summary:</b>	The Council is required to submit the fourth Implementing Electronic Government (IEG) Statement to the Office of the Deputy Prime Minister (ODPM) by 20 December 2004. The IEG4 statement describes 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. The approval of this statement by the ODPM is necessary to enable the Council to receive e-government funding of £150,000 from the Office of the Deputy Prime Minister (ODPM) in 2005/06.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the IEG4 Statement be approved.

**ITEM 10                    Civic Centre Project**

<b>Summary:</b>	The case for the feasibility of a new civic centre hangs on two key principles; that a new centre will provide Brent's residents with better public services and will enable better value for money in the provision of services and in the management of the Council's property portfolio. This report sets out the case
-----------------	---

	that it is not a question of whether the council should take the step of rationalising and redeveloping its physical location and offer to local people, but how and when these things should happen.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that it be agreed in principle to proceed with a new civic centre for Brent located in or near the Wembley regeneration area;</p> <p>(ii) that officers be instructed to take the civic centre project to the next stage by:</p> <ul style="list-style-type: none"> <li>• considering the merits of appointing a professional team to represent the council in taking forward the project. Any such appointments will comply with the European Union public procurement regulations and standing orders.</li> <li>• carrying out further work to develop the options.</li> <li>• negotiating with property owners about potential sites and identifying a preferred site preferably within the area adjoining Wembley Stadium Station, along the new boulevard and north of South Way.</li> <li>• discounting the car park on Ealing Road, Chesterfield House and Town Hall sites from further analysis.</li> <li>• finalising which services and partners will be located in the new facility.</li> <li>• choosing a procurement route and planning based on a formal business case.</li> <li>• preparing a risk management strategy.</li> </ul> <p>(iii) that another report be brought to the Executive within six months for a final decision when a suitable site has been identified and that the remit of the cross party working group currently receiving updates on Wembley Stadium/Wembley Regeneration be expanded to consider these proposals. In doing so, we would expect that group to meet more regularly.</p>

**ITEM 11****North West London Online Project – Implications for Brent after December 2004**

<b>Summary:</b>	This report outlines the main implications of the termination of the North West Online Project after the end date of December 2004. This time limited joint project between Harrow and Brent delivers New Opportunities Funded ICT learning via 21 Brent community organisations. The report proposes a way forward to enable a number of Brent community organisations to continue to provide ICT learning and outlines the impact of the exit strategy of the project for Brent.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<ul style="list-style-type: none"> <li>(i) that the implications of the termination of the North West London Online Project for the community organisations involved be noted;</li> <li>(ii) that it be noted officers in both Brent and Harrow are working with the North West London Online Management Board to offer organisations in both boroughs a range of options to sustain online learning for the majority;</li> <li>(iii) that it be agreed to contribute towards the probable redundancy costs of those North West London Online staff not placed with other positions subject to the Director of Education, Arts &amp; Libraries and the Director of Finance being satisfied as to the exact cost to the Council and that they can be met from existing budgets.</li> </ul>

**ITEM 12****Library Service Fees and Charges 2005**

<b>Summary:</b>	This report sets out officers' proposals for the schedule of Library Service fees and charges for the year beginning January 2005. The proposed introduction of the new charges is timed to coincide with an increase in library opening hours.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the proposed schedule of charges set out in Appendix 1 to the report be agreed.

**ITEM 13****Library Service Opening Hours 2004/2005**

<b>Summary:</b>	This report sets out officers' proposals for the extension of Library Service opening hours for the financial year 2004/5, in order to work towards achieving the Public Library Standards.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the proposals for extending the Library Service opening hours as outlined in Section 3 and in Appendix 1 to the report be approved.
<b>ITEM 14</b>	<b>Barham Park Estate Regeneration: Selection of Partner Registered Social Landlord</b>
<b>Summary:</b>	This report concerns the selection of a preferred partner registered social landlord (RSL) for the regeneration of Barham Park estate.
<b>Ward(s):</b>	Sudbury
<b>Decision Taken:</b>	<ul style="list-style-type: none"> <li>(i) that the process that has been carried out, including the assessment criteria, to select a preferred partner RSL for the regeneration of Barham Park estate be noted and approved;</li> <li>(ii) that it be agreed to select Notting Hill Housing Trust as preferred partner, provided that NHHT produce a viable and deliverable regeneration scheme which is acceptable to the Council and estate tenants;</li> <li>(iii) that officers begin negotiations with NHHT on a revised regeneration scheme, which meets as far as possible, the development objectives previously agreed;</li> <li>(iv) that officers identify and secure alternative sources of funding to meet any deficit which may arise in the revised proposals.</li> <li>(v) that officers bring a further report incorporating the following: <ul style="list-style-type: none"> <li>a) detailed proposals and how they would impact on residents and the council,</li> <li>b) an examination of the option of prudential borrowing compared with the RSL proposal,</li> <li>c) a financial impact and risk assessment, including the availability of any gap funding,</li> <li>d) an equality impact assessment, and</li> </ul> </li> </ul>



	e) a final decision on the selection of the delivery partner and regeneration scheme.
--	---

**ITEM 15 Adoption and Permanency Policy**

<b>Summary:</b>	The purpose of this report is to inform members of the Adoption and Permanency Policy and the Statement of Purpose for the Adoption Service in Brent. The Statement of Purpose is required by the Fostering Services Regulations 2002 and the Local Authority Adoption Service (England) Regulations 2003. The policy is broader than the statement of purpose in that as well as adoption it covers long term fostering, kinship placements and residence orders. The full detail of the policy and Statement of Purpose is presented in Appendices 1 and 2 which accompany this report.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the Adoption and Permanency Policy and the Statement of Purpose be agreed.

**ITEM 16 Forced Marriages – Multi Agency Protocol**

<b>Summary:</b>	A report informing members of the guidance on Forced Marriage was presented to the August Executive meeting. It was agreed at that meeting that a multi agency protocol should be written following consultation with key stakeholders in the community. This report presents that protocol.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	that the draft multi agency draft protocol, which includes procedures for professionals working with young people and vulnerable adults, be agreed.

**ITEM 17 Revised Parks Strategy 2004-2008**

<b>Summary:</b>	This report provides Members with an overview of the revised Parks Strategy for Brent. The Strategy identifies key issues affecting the use and management of parks and open spaces in the borough. It also identifies the various partners involved in the provision of improvement opportunities for parks. This Revised Park Strategy is a strategy for the development of parks and open spaces in Brent and is a framework document which outlines how the Parks Service (BPS) will deliver improvements to the borough's parks and allotments.
<b>Ward(s):</b>	All

<b>Decision Taken:</b>	<ul style="list-style-type: none"> <li>(i) that the findings of the revised Parks Strategy be noted;</li> <li>(ii) that the key themes and key service priorities within the Revised Parks Strategy be noted;</li> <li>(iii) that the revised Parks Strategy be adopted.</li> </ul>
------------------------	---

**ITEM 19                      Brent’s Local Development Framework revised Local Development Scheme**

<b>Summary:</b>	This report presents a revised Local Development Scheme (LDS). This is a detailed project plan showing the various documents which will comprise the Local Development Framework (LDF) and the timetable and procedures to be followed in producing them. It is proposed that the number of Development Plan Documents prepared in the first three years be reduced from five, agreed by Executive in July, to three.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<ul style="list-style-type: none"> <li>(i) that the revised Local Development Scheme for preparing Brent’s Local Development Framework be agreed;</li> <li>(ii) that the Director of Planning be authorised to make changes to the programme set out in the LDS, in light of discussions with the Planning Inspectorate, which he considers would not have a significant effect upon service delivery and budget requirements.</li> </ul>

## BELOW THE LINE REPORTS

### ITEM 20                      **Proposed Expansion of the Organic Waste Collection Service**

<b>Summary:</b>	This Report seeks permission from the Executive to vary the existing Materials Recycling and Associated Services Contract to extend the Organic Waste Collection element of the Contract from 30,000 to 60,000 households and increase the collection frequency from fortnightly to weekly.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	That officers be authorised to vary the existing Materials Recycling and Associated Services Contract with ECT Recycling Ltd., to include additional Organic Waste Collection Services, expanding the service from 30,000 to 60,000 households and increase the collection frequency from fortnightly to weekly, subject to reaching agreement with ECT and subject to the costs of the additional services being funded.

### ITEM 21                      **Appointment of Contractor to construct Stadium Access Corridor Section 1 including West Footbridge over Chiltern Line**

<b>Summary:</b>	This report concerns Section 1 of the Stadium Access Corridor (SAC) Phase 2 project, which will provide the main vehicular access to the English National Stadium currently being redeveloped to the west of the SAC. The report summarises the results of tenders submitted to the Council for the construction of Section 1 of the SAC road scheme and requests approval to award the contract for the road improvement and the Western Footbridge over the Chiltern Line. The report also gives an update on the current budget position and estimated costs for Section 1 and outlines the position regarding funding to complete funding to complete the scheme.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	(i) that the content of the report from the Director of Environment be noted and in particular:  (a) the progress to date on the Stadium Access Corridor scheme, (b) the risks to the Council of proceeding or not

	<p>proceeding with the Stadium Access Corridor, and</p> <p>(c) the tendering process for constructing the road.</p> <p>(ii) that agreement be given to proceed with the construction of Section 1 of the Stadium Access Corridor but excluding the Western Footbridge over the Chiltern Line, and that officers be authorised to commence negotiations for the disposal of Network Rail land previously acquired by compulsory purchase powers;</p> <p>(iii) that the Stadium Access Corridor Section 1 construction contract (excluding the Western Footbridge) be awarded to PJ Carey (Contractors) LTD subject to the Director of Finance in consultation with the Borough Solicitor being satisfied that WNSL has agreed in writing to release the S106 money for use against works for Section 1 of the SAC.</p>
--	---

**ITEM 22                      Kensal Rise Station – Disposal of Former Store Room and Land at Station Terrace**

<b>Summary:</b>	This report seeks the Executive’s approval to dispose of the derelict former store room and small area of land at Station Terrace to London Buses Services Limited, a part of Transport for London, for the purpose of providing a bus drivers’ rest room and WC facilities
<b>Ward(s):</b>	Queens Park
<b>Decision Taken:</b>	that it be agreed to dispose of the derelict former StreetCare store room and land at Station Terrace (identified on the attached plan to the report by red verge) to London Buses Services Limited (LBSL), part of Transport for London (TfL), on the terms set out in the report, strictly only for the purpose of providing rest facilities for drivers of LBSL operating local routes. The agreement will be on the main terms set out in the Detail of this report and on such other terms which the Director and the Manager of Corporate Property Services consider to be in the best interest of the Council.

**ITEM 23                      Authority to Invite Tenders for the Installation of Closed Circuit TV Cameras for Brent Council and Wembley National Stadium Contract**

<b>Summary:</b>	This report requests retrospective approval from the Executive to invite tenders in respect of the installation of CCTV cameras for Brent Council and Wembley National Stadium as required
-----------------	--

	by Contract Standing Orders 89 and 90.
<b>Ward(s):</b>	All
<b>Decision Taken:</b>	<p>(i) that approval be given to the pre-tender considerations and the outline evaluation criteria to be used to evaluate tenders as set out in section 3.8 of the report;</p> <p>(ii) that officers invite tenders and evaluate them in accordance with the outline evaluation criteria referred to in section 3.8 of the report which shall be developed further by officers prior to the tender return date.</p>

A JOHN  
Chair