



LONDON BOROUGH OF BRENT

MINUTES OF THE EXECUTIVE Monday 23 April 2012 at 7.00 pm

PRESENT: Councillor John (Chair), Councillor Butt (Vice-Chair) and Councillors Arnold, Beswick, Crane, Jones, Long, J Moher, R Moher and Powney

ALSO PRESENT: Councillors Cheese, Chohan, S Choudhary, Gladbaum, Harrison, Hashmi, Hunter, Mitchell Murray and Sneddon

1. Declarations of personal and prejudicial interests

Councillor R Moher declared a personal interest in the item related to the expansion of primary schools as a governor of Fryent Primary School.

2. Minutes of the previous meeting

RESOLVED:-

that the minutes of the previous meeting held on 12 March 2012 be approved as an accurate record of the meeting.

3. Petition - Willesden Library Centre Regeneration Plans

Miki Berenyi addressed the Executive on behalf of petitioners who had requested that the council "pause" the Willesden Green Library regeneration plan which she said was unpopular with residents and would result in the loss of communal space, the Victorian former Willesden Library building and also the village-feel to the area. The community wanted a new library but not as currently planned. Ms Berenyi called for full consultation, referred to the meetings with residents that had taken place in February 2011 which she felt were inadequate and urged the Executive to devise new plans that everyone supported.

Councillor Sneddon (ward councillor) spoke in support of the petitioners against the plans for the regeneration of Willesden Green Library. He stated that residents were disillusioned over the consultation process and felt that there should have been consultation on fundamental issues at the outset on what improvements people would like to see and what parts of the site should be retained.

Councillor Hunter (ward councillor) advised that she had been part of the original consultation exercise in February 2011. She felt that however long the consultation process was, there would still be the dilemma of whether or not to retain the existing Victorian frontage. Some people felt very strongly about the retention of architectural features, while other residents held the view that it was now time to look forward. As the former Willesden Library was a locally listed building there

would be a requirement to demonstrate how any new development enhanced the area. The new Civic Centre being built in the Wembley area would be an asset and so would the new Willesden Green development need to be. Councillor Hunter referred to the current facilities which she felt needed to be redesigned and not just updated. There was currently a lot of wasted space, the cinema was unable to compete with the nearby alternatives and she was pleased that the new proposals included a café/bookshop. There would also be extensive provision for contact services desks in the new centre. Councillor Hunter was confident that the issues would be fully debated and while it was unrealistic to expect universal agreement, she recognised that members were democratically elected to make decisions. She stressed the need for the project to be properly managed and looked forward to a first class facility that would be enjoyed for decades to come.

Councillor Crane (Lead Member, Regeneration and Major Projects) addressed in turn concerns raised over the proposed Willesden Green Library Centre development. He assured that all views expressed had been listened to. The consultation which the developers had started had paused while the planning application was being submitted and would continue as part of the planning process. He assured there had been no breach of due process. He accepted that people had differing views on the architectural significance of the old library building the historical significance of which he felt should be celebrated within the confines of the new centre should the building not be retained. Councillor Crane added that consideration would be given to finding bookshop space as part of a café and also to having communal space at the front of the centre. These efforts were further indications of the extent to which the council was listening to views. The council was trying to achieve a centre that was fit for the 21st century and for the south of the borough and he rejected the calls to delay what he considered to be a worthwhile project.

RESOLVED:

that the petition be noted.

4. Deputations - distribution of free literature on designated land

Martin Francis (local resident) addressed the meeting in respect of the report from the Director of Environment and Neighbourhood Services which recommended the adoption of licencing powers to regulate the distribution of free literature to reduce litter and nuisance to passers-by. He stated that it was unclear whether political campaigns would be exempted and whether the measures would be in place solely for the period surrounding the forthcoming Olympic Games. Additionally, the process for applying for licences was disproportionate and bureaucratic. Sarah Cox (local resident) referred to mixed messages that had surrounded the proposals and emphasised the need for the regulations to be clear in order for people to be able to comply. She also questioned the types of literature that would be covered for example, for charitable or religious purposes. Ms Cox felt that small businesses should be able to give out leaflets and that 14 days for objections was insufficient. She also raised equalities issues as often free newspapers were circulated for foreign nationals.

5. Control of distribution of free literature on designated land

Councillor Powney (Lead Member, Environment and Neighbourhoods) introduced the report from the Director of Environment and Neighbourhood Services which proposed the adoption of licensing powers to regulate the distribution of free literature with a view to controlling distributors especially during the Olympic period and reduce waste printed material in particular areas. Councillor Powney referred to deputations earlier in the evening from local residents speaking against the proposals and clarified that in his communications about the report he had made it clear that literature for political purposes would not be affected. What was required was a clarification of the legislation. He stated that the regulations were not just for the Olympic period or for Olympic venues and drew attention to the areas concerned and fees based on cost recovery adding that the council should not be expected to pay the clean-up costs of littering for commercial purposes. The proposals were now out for consultation and any objections would be reported back for consideration. Councillor Powney commended the recommendations to the Executive.

Councillor Sneddon questioned the evidence base for the claim that leaflets lead to litter, asked about action taken to address problems caused by the sale of fast food and what other boroughs were doing in response to the legislation. He felt that reference to the Olympic period was misleading as there was no time limit on implementation. In answer to a query on enforcement and the cost implications, Councillor Powney responded that the legislation had been in place since 2005, was being implemented in the expectation of more activity during the Olympic period and once distributors were registered enforcement would be easier.

RESOLVED:

- (i) that approval be given to the designation of the following roads as places where free literature may not be distributed without the council's prior written consent in the form of a licence as described in paragraph 3.2 of the report from the Director of Environment and Neighbourhood Services:

Kilburn/Cricklewood – Kilburn High Road, Shoot-Up Hill, Cricklewood Broadway, Willesden Lane

Willesden/Harlesden – High Road (Willesden), Walm Lane, Craven Park Road, High Street (Harlesden), Dudden Hill Lane, Station Road (Harlesden).

Wembley – Bridge Road, Wembley Hill Road, Wembley Park Drive, Park Lane, Empire Way, South Way, Rutherford Way, Engineers Way, Olympic Way, Fulton Road, Brook Avenue, Great Central Way, First Way, Fourth Way, Fifth Way, High Road, Harrow Road, St John's Road, Lancelot Road, Ealing Road, Ecclestone Place, London Road, Dagmar Avenue, Linden Avenue, Mostyn Avenue

Kingsbury/Kenton/Edgware – Kenton Road, Kingsbury Road, Edgware Road

- (ii) that approval be given to the fees set out in paragraph of the Director's report;
- (iii) that the proposed licence conditions in Appendix 1 to the Director's report be applied to all licences.

6. Adjournment

At 7.50pm the meeting adjourned for five minutes.

7. Determination of proposal to permanently expand primary schools in Brent

The report from the Director of Children and Families informed the Executive of the statutory proposals to alter Barham, Fryent and Mitchell Brook primary schools through permanent expansion from January 2013 and also the expansion of St Robert Southwell Primary School from September 2013. Councillor Arnold (Lead Member, Children and Families) stated that this was the next phase in the expansion programme, that all the schools were high performing and seen to be meeting children's needs. The expansions would be funded from grant allocations and Basic Need Safety Valve funding.

Councillor Gladbaum (Chair, Children and Young People Overview and Scrutiny Committee) welcomed the proposals and asked about plans for further expansions. The Director of Children and Families responded that her staff were working closely with Regeneration and Major Projects colleagues and a strategy report would be submitted to the Executive in August.

RESOLVED:

- (i) that approval be given to the permanent expansion of Barham Primary School (Community) by one form of entry from 7 January 2013, conditional upon the grant of full planning permission under the Town and Country Planning Act 1990 by 30 November 2012;
- (ii) that approval be given to the permanent expansion of Fryent Primary School (Community) by two forms of entry from 7 January 2013, conditional upon the grant of full planning permission under the Town and Country Planning Act 1990 by 30 November 2012;
- (iii) that approval be given to the permanent expansion of Mitchell Brook Primary School (Community) by one form of entry from 7 January 2013, conditional upon the grant of full planning permission under the Town and Country Planning Act 1990 by 30 November 2012;
- (iv) that it be agreed that the main reason for approving the alteration of Barham, Fryent and Mitchell Brook primary schools was to provide permanent primary places in areas of the borough which have severe shortages of Reception and Year 1 school places;
- (v) that authority be delegated to the Director of Regeneration and Major Projects to appoint one or more main works contractors using existing construction frameworks up to combined total value of £14m, for the expansion of the above schemes referred to in section 5.0 of the Director's report;
- (vi) that approval be given to the allocation of £1.5m from the Council's Main Capital Programme for providing additional primary school places at St.

Robert Southwell Primary (Voluntary Aided) School from September 2013 by 105 places (15 places per year group), subject to due diligence to be completed by the Council and a subsequent agreement with the school and the Diocese of Westminster, as referred under section 4.0 of the report from the Director of Children and Families.

8. The future SEN developments at Vernon House School and at Alperton Community School

Councillor Arnold (Lead Member, Children and Families) introduced the report which informed the Executive of the outcome of the statutory proposals to add a 20 place Additionally Resourced Provision (ARP) for pupils with statements of Special Educational Needs for Moderate Learning Difficulties from September 2012 at Alperton Community School (Foundation). The report also proposed to alter the character of Vernon House School (Special) from a 30 place special school for pupils with Behaviour, Emotional, Social Difficulties (BESD) to a 35 place special school for pupils with Autism Spectrum Condition (ASC) and Complex Learning Difficulties and Disabilities (CLDD) who were capable of accessing the mainstream curriculum with specialist support, from 1 September 2012. Councillor Arnold referred to the change to a broader designation would allow the school to admit children with a broader range of associated needs. Lack of provision had meant the children had to be placed out of borough and in the private sector. Councillor Arnold referred members to the financial implications, the Equalities Impact Assessments and the outcome of the consultations appended to the report.

Councillor Mitchell Murray, a governor at Vernon House School, welcomed the proposals.

RESOLVED:-

- (i) that approval be given to the permanent change of character of Alperton Community School by adding a 20 place Additionally Resources Provision (ARP) for pupils with statements of Special Educational Needs for Moderate Learning Difficulties from September 2012;
- (ii) that approval be given to the permanent change of character of Vernon House School from a 30 place special school for pupils with BESD to a 35 place special school for pupils with ASC for those pupils capable of accessing the mainstream curriculum with specialist support) and Children with Complex Learning Difficulties and Disabilities (CLDD) from September 2012;
- (iii) that the main reasons for approving the change of character of Alperton Community School and Vernon House School are consistent with Brent's long term strategy for SEN to secure better outcomes for children delivered in special school places more efficiently closer to home communities.

9. Authority to tender contract for the provision of School Meals Services to Brent Schools

The report from the Director of Children and Families requested approval to invite tenders for the provision of school meal services via a framework agreement as

required by Contract Standing Orders 88 and 89. Councillor Arnold (Lead Member, Children and Families) stated that the proposed joint procurement should reduce duplication, standardise costs, allow for the sharing of best practice and improve take up.

RESOLVED:

- (i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders as set out in paragraph 3.12 of the report from the Director of Children and Families;
- (ii) that officers invite tenders and evaluate them in accordance with the approved evaluation criteria referred to in (i) above;
- (iii) that it be noted that a supplementary update report may be provided to the Executive if it was possible to include the council's meals on wheels service on the framework.

10. Parking Services Transformation

The report from the Director of Environment and Neighbourhood Services reminded the Executive that the current service delivery model deployed in Parking Services was based on a contract started in 2005. It was proposed to expand the channels through which customers could obtain the service, simplify processes, make transactions available through the internet and telephone, and enable cash payments through retail outlets. Councillor J Moher (Lead Member, Highways and Transportation) advised that consultation on proposals had started, been extended and that Brent was one of the last councils to be on-line and provide a telephone system. Parking Shops would close in 2013 and customers without internet access could use telephones and cash facilities would still be available.

RESOLVED:-

- (i) that approval be given in principle to the proposed variation to the customer services delivery model and closure of the parking shops situated at Walm Lane and Pyramid House;
- (ii) that authority be delegated to the Director of Environment and Neighbourhood Services, in consultation with the Director of Finance and Corporate Services, to approve the proposed final Customer Service delivery model and determine the final date to officially close the Walm Lane and Pyramid House parking shops;
- (iii) that approval be given to a reduction in Parking shop opening hours from Monday to Saturday 08.30 - 18.30 to Monday to Friday 09.30 – 16.30 for the remaining period that the parking shops are to remain open, and authority be delegated to the Director of Environment and Neighbourhood Services to implement this change.

11. Environment and Neighbourhood Services Capital Spend 20012/13: Highways Major Works Programme

Councillor J Moher (Lead Member, Highways and Transportation) introduced the report which made recommendations to members detailing the prioritised programme for major footway upgrade projects, carriageway resurfacing schemes, accessibility and improvements to grass verge areas, renewal of marginal highway land, new street signage/improvements to public realm, gulley maintenance, carriageway resurfacing – short sections, and footway upgrades – short sections. The report also detailed, for information, the Principal (A) Road programme for 2012/13, which utilised the £788k maintenance element of funding allocated by Transport for London (TfL), for improvements on the basis of the results of a London wide condition survey.

RESOLVED:-

- (i) that agreement be given to utilise the (2012/13) main highways capital programme allocation of £2,920k as follows:

Footways	% of Budget	Amount (£ 000's)
Major footway upgrade	38.4	1,120
Footway upgrades – short sections	3.4	100
Renewal of marginal highway land	0.9	25
Accessibility and Improvement to grass verges	1.7	50
Renew Signage / Public Realm Improvements	2.5	75
Total	46.9	1,370
Major carriageway resurfacing of non-principal unclassified (borough road) network	37.6	1,100
Major carriageway resurfacing of non-principal classified (B & C) network (NI169)	5.2	150
Carriageway resurfacing – short sections	5.2	150
Gulley replacement/maintenance	1.7	50
Total	49.7	1,450
Miscellaneous		
Contingencies for TfL funded schemes	3.4	100
Total	100	2,920

- (ii) that approval be given to the schemes and reserve schemes, as listed in Appendices 1–3 of the report from the Director of Environment and Neighbourhood Services.

12. Supply and Demand and Temporary Accommodation

The report from the Director of Regeneration and Major Projects sought approval of the lettings projections for social housing for 2012/13 and also provided an analysis of housing supply and demand issues, including performance in 2011/12 and challenges for 2012/13 onwards. Councillor Long (Lead Member, Housing) referred to the increasing demand for temporary accommodation. Bed and breakfast out of borough placements were also likely to increase due to loss of subsidy. Councillor

Long drew attention to the many challenges the council was facing following changes in Local Housing Allowance which would affect ability to pay rents leading to increased evictions and more people being housed outside the borough. The benefits cap would also cause difficulties for larger families. Residents would have to face significant changes and the council needed to manage expectations.

Councillor John (Chair, Leader of the Council) expressed regret that the general public were in the main unaware of the additional pressures being experienced by many impoverished people. The Executive discussed the impact on children who had been forced to relocate and noted that many were travelling long distances to school given the shortage of school places in their new areas. The situation was being monitored and head teachers were concerned.

RESOLVED:-

- (i) that approval be given to the lettings projections for 2012/13, as detailed in paragraph 3.3 of the report from the Director of Regeneration and Major Projects and in Appendix D;
- (ii) that note the analysis of housing supply and demand issues, including performance in 2011/12 and challenges for 2012/13 onwards be noted;
- (iii) that it be noted that changes may be made to the Allocations Scheme following consultation on the Council's Tenancy Strategy. Any proposed changes would be subject to consultation and would be presented to the Executive for consideration and approval.

13. Locata Housing Services Ltd - amendments to Company Memorandum and Articles of Association

Councillor Long (Lead Member, Housing) advised the Executive that amendments were being proposed to the Memorandum of Association and Articles of Association of Locata Housing Services Ltd which had expanded since first established in 2002. Members discussed the overall shortage of accommodation which often meant that there was a long list of families bidding for the same accommodation some living in accommodation that was below recognised over-crowding standards.

RESOLVED:-

- (i) that the Council, as a member of Locata Housing Services Ltd, approve the amendments to the existing Memorandum and Articles of Association of Locata Housing Services Ltd as set out in Appendix A to the report from the Director of Regeneration and Major Projects;
- (ii) that authority be delegated to the Director of Regeneration and Major Projects to approve any further minor amendments to the Memorandum and Articles of Association of Locata Housing Services Ltd, where these changes would support the achievement of the objectives as set out in paragraph 3.2.1 of his report.

14. Brent Civic Centre - authority to tender contract for furniture, furnishings and equipment

The report from the Chief Executive referred to the decision taken in October 2010 to award the contract for the Design and Build contractor for the Civic Centre. Members were now requested to give approval to tender for the Furniture, Furnishings and Equipment (FFE) for the Civic Centre. The Chair, Councillor John (Leader of the Council) while looking forward to completion of the new Civic Centre, asked that consideration be given to the relocation of trees that had been planted in the gardens at the Town hall in memory of individuals. Councillor Crane agreed to do all possible to make the transfer.

RESOLVED:-

- (i) that approval be given to the pre-tender considerations and the criteria to be used to evaluate tenders for the Furniture, Furnishings and Equipment for the Civic Centre as set out in paragraph 3.5 of the report from the Chief Executive;
- (ii) that officers to invite tenders for the Furniture, Furnishings and Equipment in accordance with European procurement regulations using the Restricted Procedure and evaluate them on the basis and in accordance with the approved evaluation criteria referred to in paragraph 3.5 of the Director's report.

15. Authority to award a framework for Passenger Transport Services for Participating West London Alliance

The report from the Director of Finance and Corporate Services requested authority to award a Framework Agreement as required by Contract Standing Order No 88. It summarised the process undertaken in tendering the Framework Agreement and, following the completion of the evaluation of the tenders, recommended which organisations should be appointed to the Framework Agreement.

The Executive also had before them appendices to the report which were not for publication as they contained the following categories of exempt information as specified in 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).

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

RESOLVED:

that agreement be given to the appointment to four Lots of the Framework Agreement for Passenger Transport Services of those organisations detailed in Appendix 1 of the report from the Director of Finance and Corporate Services for a period of four years from 1 June 2012.

16. National Non-Domestic Rate Relief

The Council has the discretion to award rate relief to charities or non-profit making bodies. It also has the discretion to remit an individual National Non-Domestic Rate (NNDR) liability in whole or in part on the grounds of hardship. The report from the Director of Finance and Corporate Services detailed applications received for discretionary rate relief since the Executive last considered such applications in January 2012. An application has also been received for 100% discretionary rate relief from Meanwhile Space CIC working with the Council in bringing empty shop units in Wembley back into use.

RESOLVED:-

- (i) that approval be given to the discretionary rate relief applications in Appendix 2 of the report from Finance and Corporate Services;
- (ii) that agreement be given granting Meanwhile Space CIC 100% discretionary rate relief in respect of their short term occupation of units in Wembley as detailed in Appendix 3 of the Director's report.

17. Authority to award contract for the to implement an Oracle R12 HR/payroll system

The report from the Director of Finance and Corporate Services requested authority to award contracts as required by Contract Standing Order No 88 for the replacement of Logica based HR/Payroll system with a HR/payroll system that would provide self-service, streamlined processes, improved functionality and quality management information and upgrade to Oracle R 12. Circulated at the meeting was a supplementary report updating on the status of the Framework Agreements advising that the award of the Framework Agreements had been delayed and was now expected to be awarded in May 2012 and proposing changes to the recommendations to reflect the fact that the Framework Agreements have not yet been awarded.

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 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 collaborative procurement process undertaken for Oracle 12 Joint Service Implementation Services for Oracle R12 HR/payroll and Financials and Lambeth's intention as lead authority to award Framework Agreements to Capgemini UK plc for:
 - Lot 1 (Systems Integration and new functionality)
 - Lot 2 (Systems Housing Solutions)be noted;
- (ii) that the Director of Finance and Corporate Services be authorised to award two contracts to Capgemini plc by calling off from the framework agreements described in paragraph (i) for the provision of Lot 1 and Lot 2 services in

respect of Oracle HR and Payroll systems (Phase 1), for the reason set out in paragraph 3.49 of the report from the Director of Finance and Corporate Services, subject to award of the Framework Agreements noted in recommendation (i) above and subject to the Director of Finance and Corporate Services being satisfied that the final contract value is in line with the costs estimates in section 4 and Appendix 2 of the Director's report.

- (iii) that it be noted that a further report will be brought to the Executive to outline the cost of Phase 2 and to seek agreement to re-engage with the SI for the second phase of the programme in due course.

18. Authority to award contracts for insurance services

This report informed members of the award of contracts for the provision of Insurance services by the Director of Finance and Corporate Services, which were set out within four lots, as required by Contract Standing Order 88. The report summarised the procurement process undertaken by officers to procure suppliers for the provision of services and, following completion of the evaluation of tenders, to whom the contract was awarded.

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 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 award of the contract for the provision of Insurance Service to Zurich Municipal PLC trading as Zurich Municipal be noted;
- (ii) that it be noted that the contract for the provision of Insurance Service was awarded for three years with an optional two year extension to 31 March 2016 to commence on 1 April 2012;
- (iii) that it be noted that the value of the contract for the provision of Insurance Services was estimated to be £4,073,024 over the 5 years.

19. Reference of item considered by Call in Overview and Scrutiny Committee

None.

The meeting ended at 8.30 pm

A JOHN
Chair