



Call In Overview and Scrutiny Committee

Thursday 17 May 2012 at 7.30 pm

Committee Room 3, Brent Town Hall, Forty Lane,
Wembley, HA9 9HD

Membership:

**To be confirmed at the Annual Council meeting on
16 May 2012**

For further information contact: Toby Howes, Senior Democratic Services Officer
020 8937 1307 toby.howes@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item	Page
1 Declarations of personal and prejudicial interests	
Members are invited to declare at this stage of the meeting any relevant financial or other interest in the items on the agenda.	
2 Deputations (if any)	
3 Minutes of the last meeting held on 1 February 2012	1 - 12
The minutes are attached.	
4 Matters Arising	
5 Call-in of Executive decisions from the meeting of the Executive held on 23 April 2012	13 - 20

Decisions made by the Executive on 23 April 2012 in respect of the following report was called in for consideration by the Call In Overview and Scrutiny Committee in accordance with Standing Orders 6 (b) and 18.

Control of distribution of free literature on designated land

The reasons for the call in are:-

- (1) The report does not quote the relevant passage of the act, nor explain that interpretation of the act would be a matter for the courts.
- (2) The report does not explain the evidence base for the problem. There should be a context paragraph explaining why they think the problem will get so much worse, why existing measures are inadequate and what action other London boroughs are taking.
- (3) The report should either time limit these powers or make explicit that they are being requested permanently. At the moment the report implies they are just for the Olympic period from the way it is worded.
- (4) The issue of enforcement, in particular the circumstances which would lead to action by council officers, is unclear.
- (5) Equalities issues are dealt with inadequately: for example many small

businesses in Brent are owned by members of particular ethnic minorities and small non-commercial group which are not charities or political organisations may be disproportionately affected given the level of fees proposed.

- (6) The report does not sufficiently make clear whether small organisations which are not charities or political organisations and do not cause litter will be compelled to take out licenses and risk fines.

Suggested action for the Call In Overview and Scrutiny Committee to take:-

- (1) Clarify how the controls will be enforced and who they will affect.
- (2) Consider whether further information is needed about the equalities impacts of the decision.
- (3) Recommend that if the council goes ahead with the proposal it should consult on and adopt a code of practice for enforcement of the controls, including guidance as to how officers will use their discretion, particularly in the case of small unlicensed distributors (commercial and non-commercial) who are not causing littering.

The Executive report is attached. The Lead Member and Lead Officer are invited to the meeting to respond to Members' questions.

6 The Executive list of decisions for the meeting that took place on 23 April 2012 21 - 28

The list of decisions is attached.

7 Date of next meeting

The next meeting of the Call In Overview and Scrutiny Committee will be confirmed at the Annual Council meeting on 16 May 2012 and will take place in the event of there being any call-ins of decisions made by the Executive meeting that preceded it.

8 Any other urgent business

Notice of items raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.



Please remember to **SWITCH OFF** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.
- Toilets are available on the second floor.
- Catering facilities can be found on the first floor near the Paul Daisley Hall.
- A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge



MINUTES OF THE CALL IN OVERVIEW AND SCRUTINY COMMITTEE Wednesday 1 February 2012 at 7.30 pm

PRESENT: Councillor Ashraf (Chair), Councillor Denselow (Vice-Chair) and Councillors Mrs Bacchus, Gladbaum, Kabir, Lorber and Thomas

Also Present: Councillors Adeyeye, Cheese, Chohan, S Choudhary, Crane (Lead Member for Regeneration and Major Projects), Hashmi, Hunter and Jones (Lead Member for Customers and Citizens)

An apology for absence was received from: Councillor HB Patel

Prior to the commencement of the meeting, a minute's silence was held in memory of Councillor Alec Castle, a former chair of the Call In Overview and Scrutiny Committee, who had recently passed away.

1. **Declarations of personal and prejudicial interests**

Councillor Lorber declared an interest as a member of Friends of Barham Library, however he did not consider the interest to be prejudicial and remained in attendance to discuss and vote at the meeting.

2. **Minutes of the last meeting held on 3 August 2011**

RESOLVED:-

that the minutes of the last meeting held on 3 August 2011 be approved as an accurate record of the meeting.

3. **Matters Arising**

Additional street cleansing savings

Councillor Gladbaum commented that she was still awaiting information concerning leaf fall collection arrangements for parks.

4. **Call-in of Executive decisions from the meeting of the Executive held on 16 January 2012**

Decisions made by the Executive on 16 January 2012 in respect of the report referred to below were called in by councillors for these to be considered by the Call In Overview and Scrutiny Committee in accordance with Standing Orders 6 (b) and 18.

Willesden Green Redevelopment Project

The reasons for the call in were:-

1. Delegation of authorisation of detailed design (recommendation 2.4 in the report): it is appropriate that a decision of this significance is signed off by members, especially if the consultation process or other pressures result in a need to reconsider elements of the scheme or choose between options.
2. Interim service delivery strategy (recommendation 2.5)
 - (a) Lack of clarity over important aspects of the alternative provision including the size of the premises at Grange Road and details of other premises in the Willesden Green area being explored.
 - (b) Lack of serious consideration of the use of available closed libraries to aid the delivery of services as evidenced by the perfunctory nature of paragraph 6.29 in the report.
 - (c) It is incorrect to state that the provision of transport services to aid access to alternative study space is outside the council's powers (para. 9.23). The council has a number of potentially relevant powers including the power of well-being.
3. Lack of clarity in the papers provided to members at the Executive meeting about the design and functions of the proposed new building including:
 - (a) No information (even in broad terms) about how the available floorspace will be split between the different uses and the projected income from the proposed commercial uses.
 - (b) No information about the architectural and design approach to the development or the planning considerations and risks (other than the risk of local objections set out on page 54) that the design has to take into account.
 - (c) Lack of clear explanation about how the zero net capital cost will be achieved.
 - (d) Inadequate consideration of the risk of construction costs being greater than anticipated and the extent to which the additional costs might fall on the council if they are not the responsibility of the contractor; and inadequate assurance about financial control of the project subsequent to detailed design development and prior to practical completion.
4. Defects in the decision making process including lack of information provided to members about the revenue consequences of the recommended decision (section 7 asserts that all future revenue costs will be contained within existing budget allocations for the management of the WGLC but there are no figures to support this. Additionally there is no mention of the revenue implications of the non-cultural centre functions such as office space and contact centre).
5. Lack of access to Background Papers despite requests in good time

6. Consultation strategy (recommendation 2.7)

- (a) The agreed consultation strategy does not include any objectives nor does it specify what scope there is for the current design to be altered in response to the consultation. It is therefore unclear to what extent this is a genuine consultation strategy and to what extent it is simply a public engagement strategy designed to provide reassurance and promote the project to stakeholders.
- (b) There is no mention in the report, recommendation or consultation strategy of reporting back the outcome of the consultation to members (Executive or Scrutiny) to enable consideration of the views expressed.

Suggested action for the Call In Overview and Scrutiny Committee to take:-

- Consider the revenue implications of the decision to assure value for money and the other issues raised above.

Recommend that:-

- The decision about the detailed design and costs be taken by the Executive and not delegated;
- The interim service delivery strategy be revised to provide more library floorspace and more accessibility to the museum collection than the present proposals deliver, possibly including use of currently closed library premises to avoid the need to pay rent;
- Objectives be set for the consultation strategy; the process for considering and responding to consultation feedback be clarified and publicised to stakeholders in due course; a resident / stakeholder liaison group be created as part of the consultation strategy

The Chair confirmed that recommendations 2.4, 2.5 and 2.7 in the report had been the decisions that had specifically been called in along with other additional reasons and he invited Councillor Lorber, one of the councillors who had called in the item, to provide an initial summary for the reasons for the call in. Councillor Lorber began by acknowledging that the Willesden Green Redevelopment Project had been under consideration for a while and certain issues had arisen. The preferred bidder during the tendering process had had to withdraw their bid due to their not being able to secure the necessary funding and the second preferred bidder was now proposed as the contractor to develop the site. In respect of recommendation 2.4, Councillor Lorber felt that in view that the costs involved in the project were in excess of £10m, the final decision should not be delegated to officers but referred to the Executive which would also allow non Executive Members to play a scrutiny role. In respect of recommendation 2.5, Councillor Lorber suggested that the interim service delivery strategy presented an opportunity for the council to rebuild its relationship with the community since the library closures and that re-opening closed libraries to provide this service and working with voluntary groups to help deliver it would have a beneficial impact on the relationship with the community. With regard to recommendation 2.7, Councillor Lorber felt that the initial Client

Design Brief had received only limited consultation and the workshops organised had been significantly undersubscribed and that there needed to be considerably more scope for consultation to be set out in the consultation strategy and more extensive consultation in respect of the final Client Design Brief.

The Chair then invited some members of the public who had requested to speak to address the committee.

Sonja Nerdrum, representing Cricklewood Library Supporters Club, began by stating that both Cricklewood and Kensal Rise libraries were purpose built libraries that had been donated by All Souls College. She queried why the council would wish to pay rent and refurbishment costs for the temporary library at Grange Road as the building that had not been designed to be a library. Sonja Nerdrum asserted that the Cricklewood library building was ready to use at no extra cost to the council and as Willesden Green library had been identified as the nearest library to both former Cricklewood and Kensal Rise library users, there was no reason not to re-open these libraries again during the interim service delivery period.

Alison Hopkins, representing former users of Neasden Library and also residents of surrounding areas, including Dollis Hill and Dudden Hill, addressed the committee. Alison Hopkins began by stating that residents were against the closure of Neasden library and that the Willesden Green and Wembley libraries were difficult to travel to from Neasden and surrounding areas. The temporary closure of Willesden Green library would worsen matters as the alternative locations would remain in Willesden Green and concern was expressed that the redevelopment would take longer than the 18 months planned. Alison Hopkins commented that Neasden library had previously attracted a large number of visitors and was a hub for local activities, including hosting mother and child groups and Brent Adult and Community Education Service (BACES). In addition, the library had also had a recent refurbishment costing £360,000. Alison Hopkins contended that in view that the council was still paying rent on the Neasden library building, it made sense to use the library in view of the council's financial situation as well as to provide facilities for Neasden residents during the entire period that Willesden Green library was closed for redevelopment.

Jackie Baines addressed Members and asked when residents would be consulted with regard to the demolition of the old library building currently occupied by the Brent Irish Advisory Service (BIAS) and the views of local residents would be taken into account with regard to the proposals. She urged those present to sign a petition to save the old library building that had listed building status. Jackie Baines also stated that although she had been asked to participate in the initial consultation, she felt that this had been limited to a few.

Eric Pollack addressed the committee as a representative of Libraries for Life for London. Eric Pollack explained that he had understood that there were plans to accommodate the new Willesden Green library on the first floor which he suggested was highly impractical and would impact upon the ability of visitors to access it, particularly those with physical disabilities. With regard to the rear part of the site to be given to the developer, he felt that this too was unfortunate as it would lead to a loss of car parking spaces that many users would otherwise benefit from, particularly older persons and others who had to rely on cars for transport. Eric Pollack also asked on what basis was the regeneration of the site taking place at

zero capital cost and what benefits would the developer gain from the agreement. The importance of consultation was also emphasised.

Phillip Bromberg felt that there were sufficient funds to keep Cricklewood and Kensal Rise libraries open during the interim service delivery period. He stated that it was difficult to obtain particular details with regard to the proposals, including a request made in November 2011 for costs associated with relocating library services to Grange Road during the interim period. In addition, the council was yet to respond to an offer to discuss initial proposals from Friends of Kensal Rise library to continue to operate a library from the building. In his view, Phillip Bromberg felt that the council did not have sufficient information either to agree the proposals, or make a judgement on any proposals from voluntary organisations to operate libraries. He requested that the committee recommend that the Executive reconsider using Cricklewood and Kensal Rise libraries and that this would not unduly delay the regeneration project.

Nicolette McKenzie, representing Mapesbury Residents Association, stated that when the Willesden Green building had opened in 1989, it had housed a library, cinema, arts complex, café and bookshop. Whilst the cinema and coffee shop had since closed, the bookshop continued to be well used and provided a unique service and was a source of local employment. In addition, it should be expected that a bookshop would be located within a cultural centre. Nicolette McKenzie acknowledged that although the bookshop could not be considered a core service of the council, she suggested that agreement could be sort to accommodate the bookshop on the new site possibly in conjunction with the café.

Melvyn Hacker introduced himself as a member of Save Preston Library and began by stating that there had been no mention of a temporary closure of Willesden Green library when it had been announced that six libraries were to close as part of the libraries transformation programme. He informed Members that he had visited Willesden Green library twice on recent occasions, including a weekend visit and had observed heavy use of the study spaces area. He queried where students would go to during the temporary closure and felt that the suggestion of using Vale Farm would be impractical for many because of the journey involved. Melvyn Hacker suggested that the ideal solution would be to re-open all libraries that had closed to be used as study centres and that it would only require minimal staff to open and close the buildings during the day and volunteer staff could also help. In addition, heating and lighting would help keep these buildings in good condition and deter vandalism. The building that Preston Library had operated in was also only twelve minutes on the tube from Willesden Green.

David Butcher of the Kensal Rise Library Users Group began by querying the council's view that the Willesden Green library building was no longer fit for purpose, especially as the building had only been opened in 1989 and had undergone a £700,000 refurbishment as recently as 2006. He expressed concerns about the interim service delivery strategy and asserted that the Kensal Rise library building could be re-opened almost immediately with all its facilities still in place and even the WiFi was still functioning. David Butcher felt that the Kensal Rise building could be used as a community library at no cost to the council, whilst in addition, extra space in the building could be used for other purposes. He suggested that such an arrangement would represent a win-win situation for both Kensal Rise residents and the council.

Simon Watkins, a Brondesbury Park resident, stated that he had only been made aware of plans to demolish the existing site at the Executive meeting on 16 January and that the two consultation exercises of one hour each were nowhere near sufficient. He expressed concern that the only meaningful consultation would take place during the formal planning application stage which minimised the impact residents and other stakeholders would have on the design of the new building and more consultation was needed in particular with regard to design. In addition, the design would need to be mindful that the site was located in a conservation area. Simon Watkins suggested that the interim service delivery was incoherent and lacked clarity and he enquired how the Client Design Brief could be accessed by residents. He also sought information on the vision for future needs and how would this reflect cultural diversity, why was a cinema not part of the plans and asked that recreational space in the new building not be reduced. Simon Watkins also stressed the need for sound management of the new library.

The Chair then invited Councillor Crane (Lead Member for Regeneration and Major Projects) to respond to issues raised. Councillor Crane confirmed that the report from the 16 January Executive meeting was a follow up to the report that went to the Executive in February 2011 that had approved a comprehensive redevelopment of the Willesden Green site at zero capital cost to the council through a developer partner framework. Some land on the site, including the car park, would be sold to the developer, however the council would remain the freeholder. Members heard that the present building was in poor condition and offered a poor customer experience and there were no funds available for the high costs required to undertake the necessary refurbishment. The decision had been taken at the 16 January Executive meeting was to award the contract for the regeneration and to delegate authority to officers to enter into a Development Agreement with the contractor. It was acknowledged that the timescales for the temporary closure during the regeneration had changed. Councillor Crane advised that the new building would provide a number of uses in addition to the library and customer contact centre and would be the major civic building for the south of the borough. The consultation to date had included a small number of users and ward councillors and more extensive consultation was planned in future.

Councillor Crane explained that all three prospective contractors that had reached the final stage of the tender process required additional land, including the land presently used for the car park. In addition, all three had included proposals to replace the listed building on the site. Councillor Crane advised that there was no space available for the bookshop and BIAS in the new building, however the council was assisting both in identifying suitable alternative sites. Councillor Crane added that it would have been extremely difficult for the bookshop and BIAS to survive during the temporary closure if they had been allocated space in the new building. A comprehensive interim service delivery strategy had been developed and a full Equality Impact Assessment had been undertaken. The contractor was committed to undertaking a full consultation and community engagement exercise, whilst there would also be statutory consultation during the planning stage.

Councillor Lorber sought further details with regard to the consultation exercises that would be undertaken by the developer and what had already been agreed in respect of the development. In reply, Councillor Crane advised that the developer would establish contact points and liaise with key stakeholders and ensure

information was available to the public. The proposals would also be presented at the Area Consultative Forums, residents' associations, traders and schools. Broadly, the internal structure of the building had been agreed and user groups had provided feedback in respect of the Client Design Brief. Further feedback from consultation would be sought during consideration of the detailed plan.

Andy Donald (Director of Regeneration and Major Projects) was then invited to address the committee. Andy Donald began by confirming that the contractor was the developer and therefore the associated risks were theirs rather than the council's. The council would benefit from a new centre in Willesden Green, whilst the contractor would have the opportunity to develop the land currently used by the car park. Andy Donald advised that the Client Design Brief would be made available on the council's website. In respect of the locally listed building, it was confirmed that planning permission would be required for its demolition and the applicant would need to justify this by replacing it with a building of considerable architectural merit which would be tested through the planning process, during which there would be plentiful opportunities for input from consultation. An indicative design had been produced, however this could not be published until the council and contractor had signed the Development Agreement. Andy Donald then outlined the consultation process which would involve informal consultation at the pre-planning stage which include design and layout aspects of the building. This would be followed by the formal planning process involving residents and stakeholders. In the meantime, there would continue to be on-going consultation with regard to details of specific arrangements. The committee heard that there was no provision for a cinema on the new site as this use was not viable and in any case the cinema had not been occupied for a number of years on the existing site. In addition, the Tricycle and Lexus cinemas were conveniently located nearby for residents. Discussions had taken place with both the bookshop and BIAS concerning suitable alternative sites and Members heard that the council had contacts with a number of landlords in Willesden Green that may offer opportunities, whilst there were also other council owned premises in the area. Andy Donald advised that it was common for the detail of the design of major projects such as this to be delegated to officers and the final planning permission would still be required from the Planning Committee.

Jenny Isaac (Assistant Director, Environment and Neighbourhoods) then addressed the committee in respect of the interim service delivery strategy. She advised that the interim service would continue to ensure the library was open seven days a week and the outreach and home delivery service would remain. The Grange Road site would include book stock, computers, study spaces and reading for the under fives, whilst additional space was also being sought for groups to use. However, this was presently subject to negotiation, although it was anticipated that the details would be able to be published within the next four weeks. Jenny Isaac explained that some groups of the community had not been accessing the museum and so it was felt that this would be a good opportunity to take the museum to the community by visiting various groups and areas and also schools. An on-line library service would continue to be available which would also include archive material. The library transformation project approved by the Executive in April 2011 had clearly demonstrated high level demand for library provision in Willesden Green and so it was important that the interim service continued to be delivered from this location. In addition, high levels of deprivation and low school achievement in the area

strengthened the need to locate library services in Willesden Green during the redevelopment.

The committee then discussed the item in depth. Councillor Denselow commented that issues raised about the consultation, including the future of the bookshop and the locally listed building, should be seen in the context that the regeneration proposals were to be delivered within a development partner framework. He acknowledged that it was normal for the detail of such proposals to be delegated to officers, whilst the interim service delivery proposals were yet to be finalised. He also enquired whether the book stock would be increased during the interim service period. Councillor Gladbaum asked whether the consultation that had been undertaken involved ward councillors and users from both Willesden Green and Brondesbury Park wards and what had been the outcome. Clarification was sought with regard to bids for the London Mayor's Outer London fund to redevelop Willesden Green. Councillor Gladbaum asked for further information about the next steps to be taken with regard to the proposals and when was the planning application for the new building likely to be made.

Councillor Kabir enquired whether the same amount of study spaces and space for socialising would be available under the interim service and also whether the £50,000 deposit the developer was due to give the council would contribute towards this service. She also commented that a new centre in Willesden Green was desirable and the regeneration scheme would also contribute towards providing housing that was so sorely needed in Brent. Councillor Thomas sought assurances that the new building proposed would have a longer future than the present one and asked how the facilities would be accommodated. He concurred that it was normal for such proposals to have delegated authority to officers at this stage. In respect of timescales, he asked reasons as to why this had changed and were there any measures in place to monitor need in respect of the interim service and could more study spaces be accommodated if such a need had been identified.

Councillor Lorber acknowledged that provision of study spaces was demand-led, however he stated that they were just in much need in Kensal Rise, Preston, Barham Park and Tokyngton and that these should be provided across the borough. He referred to the meeting of this committee on 27 April 2011 when Brent Youth Parliament had been informed that providing study spaces was a high priority and asked when would these be made available. In respect of taking the museum out to the community, Councillor Lorber suggested that this type of activity should be on-going and not just during the interim service period. He asked whether all Willesden Green library staff would be moved to the Grange Road site in view that it was smaller and sought details with regard to costs in providing services in Willesden Green during the interim service period. Further details were sought concerning the estimated costs in re-opening Kensal Rise library and the value of the land on Chambers Lane. Councillor Lorber suggested that funds from the Chambers Lane sale could be used to help fund repairs for the existing library building. He queried why the museum had been moved from Grange Road to the library building as late as 2005. In noting the £2m costs for the interim library service, he suggested that part of this could be used to re-open Kensal Rise, Cricklewood or Neasden libraries during this period. Clarification was also sought regarding whether all shortlisted tenderers had included acquisition of Chambers Lane as part of their applications.

The Chair sought further information with regard to the costs involved in re-opening libraries that had been closed and how had these been calculated. He enquired what discussions had taken place with voluntary groups in respect of them operating the libraries that had been closed. The issue was raised as to whether any additional funds would be made available for libraries. The Chair also queried why authority had been delegated to officers in respect of the Development Agreement and he sought further details with regard to who was on the Willesden Green Project Board and what was the Board's role.

Councillor Hunter, a ward councillor for Willesden Green, was then invited to address the committee. Councillor Hunter stated that councillors from Willesden Green and surrounding wards had received a briefing on the proposals and had been informed that the present Willesden Green library building's foundations would not be able to accommodate an additional floor and was no longer fit for purpose. The councillors concerned had provided input with regard to the design brief. Although there were some concerns with regard to the interim service, the outreach service in respect of the museum had the support of the British Museum, and furthermore the library outreach service to be provided under the interim service was also welcomed. Councillor Hunter felt that the new building would be of significant benefit to the area and welcomed the proposals and she acknowledged that details of the indicative design could not be elaborated on until the Development Agreement had been signed.

Councillor Cheese, ward councillor for Brondesbury Park, was also invited to address Members. Councillor Cheese welcomed the proposals overall, however he stated that he understood that the first developer who had initially been selected had not included Chambers Lane as part of the land they wished to acquire and he asked why it had been agreed to give this land to the developer that had finally been chosen.

In reply to issues raised, Councillor Crane confirmed that the council had made a successful bid in the first round of the Mayor of London's Outer London Fund in respect of the New Windows for Willesden scheme. However, a subsequent second bid to regenerate Willesden Green High Road had been turned down, as had a bid to regenerate sites in Tokyngton. Members heard that several plans were being considered in respect of the new building, including those that proposed locating the library on the ground floor. Councillor Crane advised that study space provision was demand-led and would be provided for accordingly. The committee also noted that in respect of the delay in terms of timescales, BIAS and the bookshop had been advised that they could continue to operate from their sites until the space was needed.

Andy Donald confirmed that the regeneration of the Willesden Green site would be at zero capital cost to the council. It had been estimate that even a basic repair of the present Willesden Green library building would be in the region of £600k to £700k. A cinema and a commercial café were also not viable uses on the site. Andy Donald advised that the present building was poorly designed and had initially included plans for an additional floor. The design brief for the new building addressed the need to include the extra floor and to ensure that the building was fit for purpose for the uses proposed, as well as being an efficient building. Consultation on the interior design of the new building would take place informally at the pre-planning and at the formal planning application stages. There would also

be subsequent opportunities to provide feedback on the finer details of the building, such as signage. The developer fully understood their consultation responsibilities and obligations to the stakeholders and there would be plenty of opportunities for discussion with regard to how spaces could be used. Andy Donald confirmed that both Brondesbury Park and Willesden Green ward members had been presented with the plans and had been broadly positive, although he acknowledged that consultation had been limited to date. Most of the concerns raised had been with regard to the interim service delivery and these were being taken on board. With regard the Development Agreement being delegated to officers, Andy Donald advised that he met regularly with Councillor Crane to ensure that he would be satisfied with the planning application that would eventually be submitted. It was normal to delegate such decisions to officers particularly as it involved extensive negotiations and discussions which would be much harder to pursue if member approval was needed at some stage.

Andy Donald confirmed that he led the Willesden Green Project Board whose role was to deliver the scheme on time and within budget. Members heard that the Chambers Lane land was worth approximately £300k. All three short listed prospective developers had been offered the land on Chambers Lane and all had ultimately included acquisition of this area in their applications. An in principle decision to redevelop the site had been made by the Executive in February 2011 and so there had been no further consideration given to refurbishing the existing building since. The £50k deposit to be received from the developer would be used to help put together the design brief and pay any legal costs. The planning application was due to be submitted in April 2012 with a view for permission to be approved in July 2012 and during this period there would be on-going statutory consultation. Subject to planning permission being granted, works would commence on site in October 2012, with building complete by April 2014, during which time input from stakeholders concerning specific interior features could be made.

Jenny Isaac acknowledged that there was not presently a great level of specific detail that was publically available concerning interim service and this was due to on-going litigation with regard to the library transformation programme and also because the Development Agreement was yet to be signed. The full provision of study spaces could be accommodated during the exam period, however there was presently a ten space shortfall outside of these times. Every effort was being made to address this by identifying alternative sites for additional study spaces. Museum services would travel extensively in the Borough and there would also be a major exhibition celebrating the last time London had hosted the Olympics in 1948. Exhibition space would also be available in the Civic Centre when it opens in 2013. Jenny Isaac advised that five library staff were due to be located at the Grange Road site and a further four staff would be deployed for library outreach services. Members noted that the main priority, based on the findings of the library transformation project, was to provide a library service for Willesden Green residents during the regeneration and that there were no additional funds available to provide more. Two buildings would be used in Willesden Green, although the configuration and uses for each would be confirmed once negotiations were finalised. Jenny Isaac explained that monitoring of the interim service would be undertaken and any appropriate changes would be made from the findings. In respect of book stock, this would not increase during the interim service period, however there would be a larger stock once the new building was complete.

The committee then agreed to a recommendation put forward by Councillor Lorber that the Executive reconsider proposals for the interim service delivery strategy and to specifically consider the use of some closed existing libraries and the costings involved for the proposed strategy in order to provide a comprehensive library service for residents.

RESOLVED:-

- (i) that upon considering the report from the Director of Regeneration and Major Projects, the decisions made by the Executive be noted; and
- (ii) that the Executive be recommended to reconsider proposals for the interim service delivery strategy and specifically consider the use of some closed existing libraries and the costings involved for the proposed strategy in order to provide a comprehensive interim library service for residents.

5. **The Executive list of decisions for the meeting that took place on 16 January 2012**

RESOLVED:-

that the Executive list of decisions for the meeting that took place on 16 January 2012 be noted.

6. **Date of next meeting**

It was noted that the next meeting of the Call In Overview and Scrutiny Committee was scheduled for Wednesday, 29 February 2012 at 7.30 pm, however it would only take place in the event of there being any call ins of decisions made by the Executive on 13 February 2012.

7. **Any other urgent business**

None.

8. **Exclusion of Press and Public**

Members noted the information contained in an appendices 8, 14 and 16 to the report on the Willesden Green Redevelopment Project in relation to item four in the minutes were not for publication as they contained exempt information as specified in the Local Government Act 1972, namely:-

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

The meeting closed at 10.00 pm

J ASHRAF
Chair

	Executive 23 April 2012 Report from the Director of Environment and Neighbourhood Services
Wards Affected: ALL	
Control of distribution of free literature on designated land	

1.0 Summary

- 1.1 This report recommends adoption of licensing powers to regulate the distribution of free literature (flyers/leaflets/newsletters/ newspapers), which causes significant littering problems and can impede passers-by who have literature thrust at them.
- 1.2 These controls are being sought now to assist with the effective control of literature distributors anticipated during the Olympic period in an attempt to reduce the amount of waste printed material deposited in certain areas of the borough.

2 Recommendations

- 2.1 Members agree to designate 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 :

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

- 2.2 Members agree the fees set out in paragraph 3.12
- 2.3 Members agree that the proposed licence conditions in Appendix 1 be applied to all licences.

3.0 Detail

- 3.1 Distribution of free literature has been of concern due to people dropping the printed material as litter. Current controls, namely, statutory nuisance provisions (which only apply to private land) and seizure and disposal of literature under London Local Authorities Act 1996 have had limited impact because the distributors return with more literature. Furthermore, there are no controls in place to limit the number of distributors or recover the cost of enforcement.
- 3.2 Section 23 of the Clean Neighbourhoods and Environment Act 2005 (“The Act”) (as inserted by section 94B and Schedule 3A of the Environment Protection Act 1990) provides specific provisions to control the distribution of free literature. The powers provide a presumption to allow distribution of free literature but only under consents (to be issued in the form of a licence) by the Council. The licence will include specific conditions to control problems arising from the consequences of distributing free literature. Breach of a licence is a criminal offence which could lead to prosecution.
- 3.3 The powers cannot be used until the Council hereinafter referred to as the (“Principal Litter Authority”) has designated land to which it applies. It only applies to land within the ownership of the Council or to Highways for which it is responsible as Highway Authority. It does not apply to private land.
- 3.4 These powers do not apply to materials promoting charities, for religious purposes or for political purposes.
- 3.5 The process comprises three distinct parts:
 - declaring that the provisions of The Act will be enforced in designated areas/roads;
 - controlling distribution of free literature through consents/ licenses
 - undertaking enforcement for non-compliance.

- 3.6 If problems come to light in areas outside the designated areas it can be added to the designated areas through a further declaration.

Adoption of controls

- 3.7 The main areas currently identified as having repeated problems with flyers are in town centres, around the National Stadium and Wembley Arena, as detailed in paragraph 2.1 above.
- 3.8 The Council will need to issue a legal notice stating its intention to designate areas/roads on a specified date (being not less than 28 days following the date of publication). Public notices will be advertised in a local newspaper for the relevant time period as well as posting notices directly in the area. It is important that the Council discharges its duty in this respect to avoid any possible challenge.
- 3.9 The consultation period is 14 days allowing for Objections. Any objections received during this time period must be considered and if rejected, reasons for rejection must be fully recorded
- 3.10 If the Council were minded to adopt the scheme by agreeing the proposed recommendations, a further public notice must be posted to announce this together with the date of commencement.
- 3.11 Once the areas/roads have been designated the public will be informed accordingly via the Councils website.

Licenses/Consents

- 3.12 Licenses will need to be issued in a consistent manner to ensure that the process is transparent and easily understood by members of the public. The Licence will be subject to:
- an application fee of £175 to cover administrative and part enforcement cost;
 - A £75 re-submission fee will be applied to cover administrative cost.
 - A discount of £25 will be applied to applicants that apply and pay on-line. The discount is applicable to both applications and re-submissions
 - A fee for each distributor employed for each day of £75 except where the distribution takes place after 1800 hours or before 0800 hours where the fee will be £100 per distributor per day, or for Sundays and bank holidays where the fee will be £165 per distributor per day.
- 3.13 The licence may be limited by:
- reference to the material to be distributed;
 - reference to a particular period, or particular times or dates;
 - reference to any part of the designated area/road; or
 - particular distribution.

- 3.14 Appendix 1 contains proposed licence conditions to be applied to all licenses. Additionally, officers may apply ad-hoc licence conditions as appropriate provided they are reasonable. Safer Streets within Environment and Neighbourhoods will carry out the license application process. In order to reduce the administrative burden on-line applications and payments will be encouraged through differential pricing.
- 3.15 A charge can be levied for licenses which will cover costs of issuing, then enforcing the process as well as a contribution to street maintenance needed to clean the streets when they are grade B and above in accordance with the Code of Practice on Litter and Refuse (April 2006) such government guidance issued by the Department for Environment Food and Rural Affairs from time to time under section 89 (7) of the Environment Protection Act 1990. Please note that cleaning of areas which fail to meet grade B will be subject to an additional charge for extra cleaning on a case by case basis.
- 3.16 Applications for consent will normally be considered within 14 days. Promotion company consents will be granted unless the applicant has three or more fixed penalty notices (FPN) or one or more prosecutions against them in the previous 3 years for distribution of flyers without consent.
- 3.17 The promotion company consent holder will be responsible for screening its staff. If an identified member of the leaflet distribution staff has received a FPN for littering in the previous year, the application will be refused resubmission will be at the resubmission fee rate as described above. Payment must be made with the application.
- 3.18 Application forms that fail to contain all the relevant details so as to allow the Principal Litter Authority to fully assess the application will be refused. Resubmission with correct details will be at the resubmission fee rate as described above. Payment must be made with the application.

Enforcement

- 3.19 Once the areas/roads have been designated, it is a criminal offence to distribute printed materials in the areas without a valid licence issued by the Principal Litter Authority. The definition of distribution has a wide meaning under the Act. Examples of distribution include, but are not limited to putting items on display for collection or on vehicles and in telephone boxes giving rise to a nuisance.
- 3.20 The distributor and the licence holder may both be liable to criminal prosecution. All materials may be seized and if so will be kept for 28 days and returned on proper application. Materials unclaimed after the 28 day period will be destroyed without further notification.
- 3.21 For offences where licence conditions have been breached, the licence may be revoked in writing on-the-spot by a duly authorised officer of the Council. If the issuer is not the consent holder, but is an identified distributor for the licence holder, the duly authorised officer of the Council immediately contact

the licence holder to advise of the revocation. Subsequent leaflet distribution activities may result in prosecution.

- 3.22 Prosecution may be taken against the promoter who should have sought a licence (where one exists) as well as the distributor. The opportunity to discharge the offence using FPNs may be offered to both, together with an instruction to the distributor to remove and lawfully dispose any litter created forthwith. If the area has deteriorated beyond grade D in the Code of Practice, the use of FPNs would not be appropriate in these circumstances, therefore prosecution action would be the appropriate enforcement option.
- 3.23 Where a person is to distribute commission or pay for the distribution of free printed matter without the Council's prior written consent in a designated area he commits an offence and shall be liable on summary conviction in the magistrates court to a fine not exceeding level 4 on the standard scale currently £2,500. FPNs can be discharged by payment of £75.
- 3.24 If an appeal against either a refusal to grant a licence or a revocation of a licence is made to the Magistrates' Court then the distributor will not be able to lawfully distribute material until the court either determines that the licence should be granted or quashes the revocation of the licence. If the distributor distributes material pending the outcome of the appeal he will not be issued with a FPN but may be prosecuted for the offence, following the determination of the appeal.
- 3.25 All enforcement decisions and actions will be in accordance with the Councils Enforcement Policy acting reasonably.

4.0 Financial Implications

- 4.1 The fees have been set to recover all the Council's costs of licensing administration, enforcement and where necessary remedial cleansing. The proposed regime is expected to be cost neutral in terms of costs to the Council.
- 4.2 The following fees will apply:
- Application fee of £175 will cover the expected cost of processing and enforcement. The fee covers licence for normal day time operations, Monday to Saturday.
 - A re-submission fee where needed of £75.
 - It will cost an applicant £75 per person employed or used to distribute printed material per day that they issue the material and a fee of £110 will apply where distribution takes place after 1800 hours or before 0800 hours. A premium fee of £165 per person will apply for printed materials issued on Sundays and bank holidays.
 - A discount of £25 will be given for each submission or re-submission where the application and payment is made on-line.

5.0 Legal Implications

- 5.1 The actions proposed in this report are in essence to regulate the distribution of free printed matter, for the advertisement to be published and to authorise a formal consultation to be conducted in accordance with the statutory framework provided for in the Clean Neighbourhoods and Environment Act 2005

6.0 Diversity Implications

- 6.1 The proposals contained in this report have been examined and are not considered to have any equalities implications. There is a fourteen day consultation period where objections can be made.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 None

Background Papers

The Clean Neighbourhoods and Environment Act 2005
Code of Practice on Litter and Refuse (April 2006) issued by DEFRA
Brent Councils Enforcement Policy

Contact Officers

Yogini Patel
Senior Regulatory Service Manager
Safer Streets
Tel 020 8937 5262
Email yogini.patel@brent.gov.uk

Michael Read
Assistant Director Environment & Neighbourhood
Tel 020 8937 5302
Email michael.read@brent.gov.uk

Sue Harper
Director of Environment & Neighbourhood Services
Tel 020 8937 5192
Email sue.harper@brent.gov.uk

Appendix 1

Licence conditions for leaflet distribution:

All licences will be subject to the following standard conditions. Licences may also be subject to specific conditions based upon the application details.

1. All staff engaged in the distribution of free literature shall wear an authorisation badge with photograph of the distributor issued by Brent Council bearing the licence number and showing the name, address and contact telephone number of the licence holder so that it is clearly visible.
2. The above authorisation shall be produced on demand to an authorised officer of the Council or other relevant agency, such as the police.
3. All staff engaged in the distribution of free literature shall wear a hi-visibility safety tabard provided by the licence holder and marked 'Authorised Distributor'.
4. No free literature shall be left unattended by staff for the general public to take at their discretion.
5. All places in the vicinity of free literature distribution, must be kept free of discarded literature so that the area does not fall below grade B of the Government's Code of Practice on Litter and Refuse at any time. If an authorised officer of the council judges that the standard has been breached as a consequence of the distribution of free materials, his judgement will be definitive at the time. Challenges to that assessment will only be accepted through the formal appeal process.
6. The free literature must bear the name and address of the licence holder who is responsible for its distribution unless exemptions have been agreed by the Council.
7. Applications for consent must be made not less than 14 days before the required date for the distribution of free literature.
8. Licences will be subject to the payment of a fee to be paid at the time of the application.
9. No free literature shall be placed on, attached to, affixed to vehicles, buildings, street furniture, telephone boxes or structures.
10. No free literature which encourages irresponsible consumption of alcohol can be distributed. This includes examples of: offering free alcoholic drinks; drink vouches; discounted drink offers; all in bar offers; unduly cheap sales; happy hours and similar promotions. It is recommended that responsible promotions for alcohol carry the Drink Aware message.
11. If an authorised officer requests the consented staff to pick up discarded literature, the staff member shall do so immediately.
12. If litter is created which is in need of urgent clean up, the licence holder will be liable for the full cost of the necessary street cleaning operation.

13. All staff engaged in the distribution of free literature must not cause obstruction to pedestrian movement and shall at the request of authorised officers or the police must move to areas where obstruction does not take place. This may apply during Stadium Event days.
14. Promotion Company consents will not be granted if the applicant or the company has three or more leaflet distribution FPN or one or more prosecutions against them in the previous three years.
15. It will be incumbent on the Promotion Company consent holder to screen its staff. If an identified member of the distribution staff has received one Fixed Penalty Notice for littering in the previous year, the application will be refused.

**London Borough of Brent
Summary of Decisions taken by the Executive
on Monday 23 April 2012**

PRESENT: Councillor , 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

Agenda Item No	Item	Ward(s)	Decision
4.	Petition - Willesden Library Centre Regeneration Plans		Noted.
6.	Determination of proposal to permanently expand primary schools in Brent	Fryent; Stonebridge; Sudbury	(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

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>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;</p> <p>(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.</p>
7.	The future SEN developments at Vernon House School and at Alperton Community School	All Wards	<p>(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;</p> <p>(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;</p> <p>(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.</p>
8.	Authority to tender contract for the provision of School Meals Services to Brent Schools	All Wards	<p>(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;</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision																		
			(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.																		
9.	Parking Services Transformation	All Wards	(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.																		
10.	Environment and Neighbourhood Services Capital Spend 20012/13: Highways Major Works Programme	All Wards	(i) that the Executive agrees to utilise the (2012/13) main highways capital programme allocation of £2,920k as follows: <table border="0" data-bbox="1182 1177 2038 1385"> <thead> <tr> <th data-bbox="1182 1177 1787 1209">Footways</th> <th data-bbox="1787 1177 1921 1233">% of Budget</th> <th data-bbox="1921 1177 2038 1233">Amount (£ 000's)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1182 1233 1787 1265">Major footway upgrade</td> <td data-bbox="1787 1233 1921 1265">38.4</td> <td data-bbox="1921 1233 2038 1265">1,120</td> </tr> <tr> <td data-bbox="1182 1265 1787 1297">Footway upgrades – short sections</td> <td data-bbox="1787 1265 1921 1297">3.4</td> <td data-bbox="1921 1265 2038 1297">100</td> </tr> <tr> <td data-bbox="1182 1297 1787 1329">Renewal of marginal highway land</td> <td data-bbox="1787 1297 1921 1329">0.9</td> <td data-bbox="1921 1297 2038 1329">25</td> </tr> <tr> <td data-bbox="1182 1329 1787 1361">Accessibility and Improvement to grass verges</td> <td data-bbox="1787 1329 1921 1361">1.7</td> <td data-bbox="1921 1329 2038 1361">50</td> </tr> <tr> <td data-bbox="1182 1361 1787 1385">Renew Signage / Public Realm Improvements</td> <td data-bbox="1787 1361 1921 1385">2.5</td> <td data-bbox="1921 1361 2038 1385">75</td> </tr> </tbody> </table>	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
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																			

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision																											
Page 24			<table border="0"> <tr> <td>Total</td> <td align="right">46.9</td> <td align="right">1,370</td> </tr> <tr> <td>Major carriageway resurfacing of non-principal unclassified (borough road) network</td> <td align="right">37.6</td> <td align="right">1,100</td> </tr> <tr> <td>Major carriageway resurfacing of non-principal classified (B & C) network (NI169)</td> <td align="right">5.2</td> <td align="right">150</td> </tr> <tr> <td>Carriageway resurfacing – short sections</td> <td align="right">5.2</td> <td align="right">150</td> </tr> <tr> <td>Gulley replacement/maintenance</td> <td align="right">1.7</td> <td align="right">50</td> </tr> <tr> <td>Total</td> <td align="right">49.7</td> <td align="right">1,450</td> </tr> <tr> <td>Miscellaneous</td> <td></td> <td></td> </tr> <tr> <td>Contingencies for TfL funded schemes</td> <td align="right">3.4</td> <td align="right">100</td> </tr> <tr> <td>Total</td> <td align="right">100</td> <td align="right">2,920</td> </tr> </table> <p>(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.</p>	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
	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																												
11.	Control of distribution of free literature on designated land	All Wards	<p>(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:</p> <p>Kilburn/Cricklewood – Kilburn High Road, Shoot-Up Hill, Cricklewood Broadway, Willesden Lane</p> <p>Willesden/Harlesden – High Road (Willesden), Walm Lane, Craven Park</p>																											

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>Road, High Street (Harlesden), Dudden Hill Lane, Station Road (Harlesden).</p> <p>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</p> <p>Kingsbury/Kenton/Edgware – Kenton Road, Kingsbury Road, Edgware Road</p> <p>(ii) that approval be given to the fees set out in paragraph of the Director’s report;</p> <p>(iii) that the proposed licence conditions in Appendix 1 to the Director’s report be applied to all licences.</p>
12.	Supply and Demand and Temporary Accommodation	All Wards	<p>(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;</p> <p>(ii) that note the analysis of housing supply and demand issues, including performance in 2011/12 and challenges for 2012/13 onwards be noted;</p> <p>(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</p>
13.	Locata Housing Services Ltd -	All Wards	<p>(i) that the Council, as a member of Locata Housing Services Ltd,</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision
	amendments to Company Memorandum and Articles of Association		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	All Wards	(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	All Wards	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 for a period of 4 years from 1 June 2012.
16.	National Non-Domestic Rate Relief	All Wards	(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.

London Borough of Brent – Summary of Decisions taken by the Executive on Monday 23 April 2012 (continued)

Agenda Item No	Item	Ward(s)	Decision
17.	Authority to award contract for the to implement an Oracle R12 HR/payroll system	All Wards	<p>(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;</p> <p>(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.</p> <p>(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.</p>
18.	Authority to award contracts for insurance services	All Wards	<p>(i) that the award of the contract for the provision of Insurance Service to Zurich Municipal PLC trading as Zurich Municipal be noted;</p> <p>(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;</p> <p>(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.</p>

This page is intentionally left blank