

**London Boroughs of Brent and Harrow
Trading Standards Joint Advisory Board
27 November 2014**

FOR INFORMATION

Trading Standards Joint Advisory Board meeting forward plan

1 SUMMARY

- 1.1 This report provides Members with information concerning forthcoming Joint Advisory Board meetings and the planned programme of reports to the Board.

2 RECOMMENDATIONS

- 2.1 That Members consider the report and comment where appropriate.

3 DETAILS

- 3.1 The Joint Advisory Board (JAB) is established through the Agreement establishing and governing the Consortium. The powers and responsibilities given to the JAB by that Agreement are:

“In order to oversee and review the arrangements set out in this agreement the *Joint Advisory Board* will:

- (a) consider the operation, extent and management of the Trading Standards service;
- (b) consider the annual report of the Head of Service, subject to prior discussion and agreement by Commissioning Officers for Brent and Harrow;
- (c) consider the report on budget options for the following year mentioned in Sub-Clause 23.3 and make any recommendations relating to that report for consideration by whoever is authorised to make budget decisions by each respective council’s constitution
- (d) consider management reports concerning complaints from customers about the service;
- (e) receive reports and representations submitted to it by the relevant commissioning officers in Brent and Harrow Council on matters relating to the service; and

- (f) consider and make recommendations on the level of fees and charges to be made to the public in respect of any part of the service, for consideration by whoever is authorised to make fees and charges decisions by each respective council's constitution.

3.2 The Board is required to have a minimum of two meetings a year, with an option to have more if necessary.

3.3 Agreed dates for forthcoming Board meetings are:

- 27 November 2014
- 26 March 2015.

3.4 As a result of a number of inquorate meetings and one cancelled meeting the some updates for the Joint Board are later in the municipal year than would ordinarily be the case. The below forward plan seeks to rectify this at today's meeting, and to regularise the reporting timetable for future meetings.

3.5 Forthcoming Board meetings and planned reports are set out below:

Board meeting	Planned reports
27 November 2014	<ul style="list-style-type: none"> • 2013/14 Annual Report • 2014/15 Work Plan • 2015/16 Fees and charges • 2015/16 budget options • Forward plan report
26 March 2015	<ul style="list-style-type: none"> • 2015/16 Work Plan • SLA review • Brent Enforcement Policy review • Forward plan report
Summer 2015 - TBD	<ul style="list-style-type: none"> • 2014/15 Annual Report • 2016/17 budget options • Forward plan report
Autumn 2015 - TBD	<ul style="list-style-type: none"> • 2016/17 Fees and Charges • Forward plan report

4 FINANCIAL IMPLICATIONS

4.1 There are no financial considerations arising from this report.

5 STAFF IMPLICATIONS

5.1 None.

6 BACKGROUND INFORMATION

6.1 Any person wishing to obtain more information should contact David Thrale, Head of Service, Regulatory Services, Brent Civic Centre, Engineers Way, Wembley Middlesex HA9 0FJ. Telephone: (020) 8937 5454.

DAVID THRALE
HEAD OF REGULATORY SERVICES