



LONDON BOROUGH OF BRENT

MINUTES OF THE CABINET Monday 14 March 2016 at 7.00 pm

PRESENT: Councillor Butt (Chair), Councillor Pavey (Vice-Chair) and Councillors Denselow, Hirani, Mashari, McLennan, Moher and Southwood

Also present: Councillors Duffy and Kelcher

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

None declared.

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 8 February 2016 be approved as an accurate record of the meeting.

3. **Matters arising**

4. **Determination of the proposal to permanently expand The Village Special School**

Councillor Moher, Cabinet Member for Children and Young People, introduced the report informing the Cabinet of the outcome of the statutory proposals to increase the number of places at The Village School from April 2016. Councillor Moher stated that the Village School, Grove Park, Kingsbury, London, NW9 0JY, was a maintained community special school designated to provide school places for pupils between the ages of 4 to 19 with Severe Learning Difficulties (SLD) / and Profound and Multiple Learning Difficulties (PMLD).

Councillor Moher stated that the school currently has a planned admissions number (PAN) of 235 permanent places and the proposal was to increase the (PAN) to 270 permanent places by April 2016. As at 19 February 2016 there were 269 children on roll at The Village School. The school has admitted pupils above its existing planned admissions number (PAN). Under the most recent school organisation guidance (January 2014) Governing Bodies were able to increase their numbers as long as the admissions authority was content for the published admissions number (PAN) to be changed where this formed part of expansion plans, in accordance with the School Admissions Code.

Councillor Moher informed members of the Cabinet that Brent Council had consulted with staff, parents and the community on the proposal to increase the pupil numbers.

RESOLVED:

- (i) that the expansion of The Village School by adding 35 new places for students aged 4 to 19 from April 2016 be approved;
- (ii) that the Strategic Director for Resources be authorised to approve the lease of Kingsbury School premises on satisfactory terms being agreed.

5. Library Stock Contract

Councillor Denselow, Cabinet Member for Stronger Communities, introduced the report highlighting the officer recommendation following the successful procurement exercise for the supply of stock items to Brent library service.

Councillor Denselow stated that in February 2015 Cabinet had authorised officers to review two frameworks, Central Buying Consortium (CBC) and London Libraries Consortium (LLC) to determine which would provide the best value and most efficient service. The new CBC Framework has an estimated purchasing power of £19,000,000 and the CBC had negotiated a strong range of discounts with greater flexibility than other frameworks.

Councillor Denselow stated that it was therefore felt to be the strongest framework in terms of providing value for money to Brent Council.

The recommendation from the review was for Brent to call off from the CBC framework to provide the majority of its library stock.

RESOLVED:

- (i) that approval be given to the Council becoming an Associate Member of the Central Buying Consortium (CBC) Library Group from 1 April 2016 for up to four years;
- (ii) that approval be given for the Council to call off services under the CBC single supplier Library Book and AV Framework;
- (iii) that approval be given for the Council to enter into a call off contract and place an order with the winning bidder, Askews and Holts Library Services Ltd, for an initial two years with the option to extend for a further two years effective from 1 April 2016.

6. Adult Social Care - Charging for Services

Councillor Hirani, Cabinet Member for Adults, Health and Well-being introduced the report stating that The Care Act 2014 gave local authorities the power to charge for services for care and support and replaced existing provisions under the Council's Fairer Contribution for Services and Charging for Residential Accommodation Guidance (CRAG). The overarching principle is that people should only be required

to pay what they can afford. People would be entitled to funding from their local authority based on a means-test and some would be entitled to free care. Statutory guidance published by the Department for Health set out how the local authority should interpret the provisions of the Act.

Councillor Hirani stated that this report related to a minor change in the current policy detailing how people were financially assessed in order to establish their financial contribution towards their care.

The report set out the consultation process that would need to take place in order to ensure residents are made aware of the potential changes to the policy and process, and to demonstrate the council's commitment to maintaining current practices with regards to charging for care and support services, but within a new single financial charging policy in accordance with the Care Act 2014.

Councillor Butt, Leader of the Council, stated that consultation would take place for 30 days from 1 April 2016 to 1 May 2016.

RESOLVED:-

- (i) that a 30 days consultation period be undertaken on the:
 - (a) Implementation of a new Charging Guidance 2016 Policy which brings together the current Fairer Contribution Policy and national guidance for residential care under CRAG.
 - (b) Implementation of light touch assessment in accordance with the Care Act 2014;
- (ii) that an average charge of £29.07 be made for those customers who were in receipt of services.

7. Temporary Accommodation Reform Plan

Councillor McLennan, Cabinet Member for Housing and Development, introduced the report stating that the report set out a plan of action to improve the quality of accommodation and services available to homeless households at reduced revenue cost to the council, whilst alleviating the pressure to allocate so much social housing to homeless households. She stated that the main points of this were summarised in the report with the Temporary Accommodation Reform Plan appended as Annex 1.

Councillor McLennan informed Cabinet members that the proposed programme over the next three years was based on an analysis of the types and costs of Temporary Accommodation and the costs and difficulties in provision of private rented sector accommodation for homeless households by the borough at present and going forward.

She stated that the plan attempted to estimate likely homelessness demand to the end of 2018/19. By comparing that with estimated supply of different types of accommodation to prevent homelessness and accommodate homeless households over the same period, it estimated the likely trend in numbers in temporary accommodation and the associated costs to the council without reform.

The analysis showed an improved financial position in 2016/17, as the council benefits from the success of its efforts to reduce the use of Bed & Breakfast (B&B) accommodation in 2015/16. However, after 2016/17, without reform increasing pressures and costs to the council were expected as private sector rents diverge further from Housing Benefit levels, causing increased homelessness and reducing the council's ability to end a homelessness duty in the private rented sector (PRS) year on year.

Councillor McLennan reiterated that, if successful, implementation of this plan would deliver long term savings to the council and better quality accommodation for homeless households, whilst reducing pressure on the council's social housing allocations.

She stated that the report asked for approval of a number of specific measures within the plan including commitment of funds to purchase private rented sector accommodation suitable for long term occupation by homeless households.

RESOLVED:

- (i) that the analysis of current and future temporary accommodation supply and cost issues for the next three years be noted;
- (ii) that the approach set out in the Temporary Accommodation Reform plan to improve the quality of accommodation for homeless households at reduced cost to the council over the period to March 2019 be approved as summarised in the submitted report and set out in Annex 1 to the report;
- (iii) that initial capital expenditure of £10m for the acquisition of private rented properties (as set out in paragraphs 7.27 to 7.39 and Annex 1 of the report) be approved, subject to financial criteria to be agreed by the Chief Finance Officer.

8. Authority to award contract for building works at Leopold Primary School, (Brentfield Road site, Stonebridge)

Councillor McLennan, Cabinet Member for Housing and Development, introduced the report stating that in, January 2015, Cabinet had previously approved the recommendation to include Leopold Primary School within Phase 3 Primary School expansion programme and approved the commencement of the procurement process for the building contract works, based on pre-tender considerations set out in that report. In November 2015 Cabinet approved the permanent expansion of Leopold Primary School.

In accordance with the Contract Standing Orders 88 and 89, a high value works contract procurement process was undertaken. Tenders have now been received and evaluated. The report requested authority to award the building works contract as required by Contract Standing Order 88. This report summarised the process undertaken in tendering this contract and recommended the contractor to whom the contract should be awarded.

RESOLVED:

that the works contract for the construction works at Leopold Primary School (Brentfield Road) be awarded to GMS Building Services Ltd at a contract sum of £1,389,897.15.

9. South Kilburn Regeneration Programme - Phase 4 notices

Councillor McLennan, Cabinet Member for Housing and Development, introduced the report summarising the progress made on the regeneration of South Kilburn and setting out the approvals required by the Cabinet to further progress Phase 4 of the regeneration programme.

She indicated that the report set out the approvals required by the Cabinet to serve demolition notices on Phase 4B of the South Kilburn regeneration programme (being Dickens House, Blake Court, Crone, Zangwill and John Ratcliffe House). This would enable the next major phase of the Regeneration programme to be initiated.

Councillor Duffy, Kilburn Ward, welcomed the report and agreed to meet with Councillor McLennan to discuss publicity and consultation in the area.

RESOLVED:

- (i) that the progress made to date in delivering the South Kilburn Regeneration as detailed in the submitted report at Appendix 1 to the report be noted;
- (ii) that the serving of demolition notices and the suspension of secure tenants' Rights to Buy in relation to secure tenancies in blocks Dickens House, Blake Court, Crone, Zangwill and John Ratcliffe House (together defined as 'Phase 4B' of the South Kilburn regeneration programme) be authorised and the Strategic Director of Regeneration and Environment be authorised to issue all and any notices required to be issued in connection with such demolition.

10. A new South Kilburn Enterprise Hub and Homes - approval to enter into the GLA Grant Agreement

Councillor McLennan, Cabinet Member for Housing and Development, introduced the report stating that working in partnership with the Oxford Kilburn Club (OK Club) and the South Kilburn Trust (SKT), the 'in principle' proposal was for land assembly and redevelopment comprising a new South Kilburn Enterprise Hub and approximately 40 homes.

Councillor McLennan stated that the report detailed the proposal and asked members to approve entering into the GLA grant agreement. At the appropriate time the Cabinet would be asked to approve the land transaction and further agreements.

RESOLVED:

- (i) that approval be given to entering into the Greater London Authority Grant Agreement, securing £1.8m funding, to develop the proposed South Kilburn Enterprise Hub;

- (ii) that the Strategic Director of Regeneration and Environment be delegated authority to finalise the terms of the proposed GLA Grant Agreement, subject to consultation with the Strategic Director of Resources.

11. Highways Capital Scheme Programme 2016-17

Councillor Southwood, Cabinet Member for Environment, introduced the report stating that in 2015/16 approximately £4.629m would be spent improving the condition of Brent's highways, including resurfacing of 9.5 miles of road and 4.3 miles of pavement. This equated to 3% of the road network and less than 1% of the pavements. The investment included £3.55m of Brent capital and £1.079k of TfL capital funding for principal (A road) maintenance.

She stated that, during 2016/17, it was proposed to allocate £3.55m of Brent capital to maintain the highway network, subject to approval of the Budget and Council Tax report to be submitted to Cabinet and Full Council in February 2016.

In addition to £3.55m of Brent capital, TfL have on 22 December 2015 confirmed funding of £0.901m of Principal Road (A-road) improvements. This was a decrease against the 2015/16 Principal road programme value of £1.079 m.

Councillor Southwood stated that the report set out recommendations for how Brent's £3.55m capital budget should be allocated during 2016/17.

The programme criteria has been shaped in discussion with elected members and would be delivered using Brent's Highway Asset Management Planning (HAMP) approach, which provided a systematic long term methodology for maintaining the borough's highways. The HAMP approach, which was started in 2014/15, will deliver better value for money through adoption of a sensible and forward thinking maintenance plan.

Councillor Southwood stated, in line with public and elected member priorities, further investment in the roads and pavement network would also be considered this year to improve our performance and reduce reliance on reactive maintenance. Future proposals and priorities to cover a medium term (up to 5 years) approach will see more miles of road maintained each year and our customers would have greater visibility as to the relative status of their roads. As such proposals for 2017/18 priorities would be submitted to a later meeting of the Cabinet as part of this ongoing process. Furthermore the outcome based review of the physical, social and environmental regeneration, which has just begun, would seek to secure greater strategic alignment between the council's vision and its investments in the borough's infrastructure.

Councillor Southwood stated that future investment would be aimed also to address the following: achieving greater equality in condition between footways and carriageways; addressing localised conditions in an area patching programme to extend the life of roads; accommodating members' requests for regenerating high streets by giving them greater priority, so improving their look and feel; and consideration of alternative materials, for instance replacing slabs with tarmac when doing full footway renewals.

Councillor Southwood stated that all this will be set out in greater detail in the future "Investment in Highways Report".

In response to a question from Councillor Duffy, Kilburn Ward, Conrad Hall, Chief Finance Officer, agreed to circulate a briefing to Members about a previous one off central government grant of £300,000.

Councillor Pavey, Deputy Leader, welcomed the changes to the process in comparison with previous years.

RESOLVED:

- (i) that investment of £3.55m of Brent capital funding as summarised in Section 6.0 of the submitted report be approved;
- (ii) that the proposed highways maintenance programme for 2016-17 as detailed in Appendix B of the submitted report be approved.

12. **Parking Issues Report**

Councillor Southwood, Cabinet Member for Environment, stated that, following the Cabinet meeting on 16 November 2015, it was proposed that a holistic review of on-street parking would be undertaken.

She stated that the report set out a series of changes to the way in which the council manages, and charges for, on street parking.

Subject to Cabinet approval, it would result in a widespread consultation with local residents and businesses leading to a final set of proposals which will come back to Cabinet in June 2016.

Councillor Mashari, Cabinet Member for Employment and Skills, encouraged engagement with small and medium sized enterprises on this subject given the impact Controlled Parking Zones could have on businesses.

In response to a question from Cllr Kelcher, Chair of Scrutiny, it was agreed include carers in the list of stakeholders to be consulted on the proposals.

Councillor Southwood also stated that she would work with ward councillors to identify residents associations across the borough to consult.

Councillor Duffy, Kilburn Ward, said that the current system could be open to abuse.

RESOLVED:

that the following be agreed:

Demand-Led Pay and Display Tariffs:

- To consult residents and businesses on a recommendation to freeze parking prices in Pay & Display bays borough-wide.

Daily Visitor Parking Charges:

- To consult residents and businesses on introducing new visitor parking arrangements in CPZ areas, with a £1.50 charge for up to 2 hours, a £3 charge for up to 4 hours, and a £4.50 charge for 'all-day' visitor parking of more than 4 hours.

Visitor Household Permit:

- To consult residents on withdrawing the Visitor Household permit.

Carer's Permit

- Subject to 2.3 above, to consult residents on the introduction of a new annual Carer's Permit at a 2016/17 rate of £165 for a full year; £99 for 6 months and £66 for three months; and with future increases linked to the same inflation formula and April revision date used for Resident Parking Permit price increases.

School Parking Permit:

- To consult residents and schools on allowing schools within CPZs to:
 - Purchase a maximum of 3 business permits at the standard rate (£361 in 2015/16) and terms and conditions; and
 - Purchase a maximum of 3 school parking permits at a rate discounted by 25% to reflect term-time use only providing the school has a bronze level accredited travel plan;
 - Purchase additional school parking permits at the reduced term-time rate should they have either a silver (up to 6 school permits in total) or a gold (up to 9 school permits in total) level accredited travel plan.

Household Car Permits:

- To consult residents on measures to combat air pollution, including:
 - Simplifying emission-based bandings for resident household permits, as set out in paragraph 7.3, to provide clearer encouragement to switch to low-emission vehicles
 - Capping the number of resident permits allowed per household to 2 cars
 - Introducing a £25 supplement for diesel cars to reflect their additional contribution to air pollution
 - Introducing a minimum charge of £25 for any resident parking permit for a vehicle other than a powered two-wheel vehicle
 - Reducing the permitted weight of vehicles with resident permits to 3.5 tonnes

Visitor Permits:

- To consult residents on measures to manage demand, including:
 - Capping the number of visitor permits a household can buy to a maximum value of £350 a year (equivalent to just over 75 full day permits, 115 four hour sessions or 230 two hour sessions, or any combination thereof).

Trader Permits:

- To consult local businesses and residents on:
 - Making specific provision for the parking needs of local traders, in particular those engaged in residential building works.

Parking Statutory Guidance:

- The official list (as set out in paragraph 11.10) of officer posts permitted to cancel a Penalty Charge Notice, in accordance with the Secretary of State's Statutory Guidance on parking enforcement.

13. Shared Passenger Transport Service with the London Borough of Harrow

Councillor Southwood, Cabinet Member for Environment, introduced the report which stating that a project had been established in 2014 to provide significant savings through a transformational change in the delivery of the council's passenger transport service (BTS). The objective was to deliver £538k savings in BTS in 2015/16 and a further £100k in 2016/17. The projected timeframe for full delivery was in the order of twenty-four months based on a start date of August 2014. The savings were set against the base budget.

Councillor Southwood stated that work by the Children and Young People Department began to get underneath the pattern of demand and the very real difficulties of reducing it within the time frame required. At the root, rising demand and lack of in borough places.

She stated that officers have sought to bring forward as many savings as quickly as possible by creating a collaborative solution with the London Borough of Harrow which was seeking to establish itself as a regional transport hub. Both Brent and Harrow have passenger transport services and are responsible for transporting adults and children with particular needs from their homes to specified schools, colleges or day centres. This proposal was for a fully shared passenger transport service, delivered from Harrow's Central Depot and ready for the start of the academic year in September 2016.

Councillor Southwood stated that the proposal was expected to create financial savings for both councils whilst still ensuring a high standard of service is maintained.

RESOLVED:

- (i) that a shared service arrangement be entered into with the London Borough of Harrow for the provision of special needs transport from September 2016;
- (ii) that approval be on the basis of the initial savings opportunities that have been identified and officers be authorised to work with Harrow over a further period from March to September 2016 to establish the maximum savings profile possible;
- (iii) that approval be given to Harrow leading on the necessary procurement of labour supply and taxi contracts in 2016/17.

14. Tackling Illegal Rubbish Dumping and Litter with Uniformed Street Patrols

Councillor Southwood, Cabinet Member for Environment, introduced the report setting out proposals to deploy a suitably experienced and qualified contractor to provide uniformed enforcement officers and the necessary infrastructure for the delivery of dedicated enforcement of street scene and environmental offences such as litter, dog fouling, fly-tipping, spitting, fly posting and graffiti at problem areas across Brent.

She stated that this would require the contractor to provide a team of experienced and competent enforcement officers, a team leader and adequate administrative support to create a high profile, self-funding enforcement initiative tackling street

scene issues across Brent. The primary focus of the initiative in the first instance was to make Brent cleaner and change behaviour towards environmental offences.

Councillor Southwood outlined the proposed one-year pilot contract to be entered into with Kingdom Security Ltd, to be evaluated throughout, and with a full procurement taking place during the course of that year, should the pilot prove to be successful.

Councillor Mashari, Cabinet Member for Employment and Skills, welcomed the report stating that residents would welcome such an initiative.

In response to a question from Councillor Duffy, Kilburn Ward, Councillor Southwood stated that the uniform design will be subject to consultation with the Cabinet and signed off by the Strategic Director.

In response to a question about the London Living Wage, Councillor Southwood stated that Kingdom would pay their officers £9.61 per hour. This will be for a 5 day week over 7 days. The Team Leader would receive £12.00 per hour.

Councillor Southwood stated that a full procurement process will only be undertaken if the model works. She explained that expanding the council's operation by recruiting officers, training and improving the administrative infrastructure would not only be more costly but would take longer. She reminded Members that Kingdom also offers a tested back office system which provides management, administrative support and access to an area support system for identification checks.

In response to a question from Councillor Duffy, Kilburn Ward, Conrad Hall, Chief Finance Officer, stated that the purpose of the pilot was to inform any potential future business model.

In response to a question from Councillor Kelcher, Chair of Scrutiny, it was clarified that Kingdom Security Limited currently provided services in Harrow, Ealing, Havant, Barnsley, Knowsley, Denbighshire, Birmingham City, Maidstone and Croydon. Councillor Southwood stated that officers had entered into discussions with Ealing and Harrow Councils about their partnerships with Kingdom Security Limited.

RESOLVED:

- (i) that a pilot contract for the delivery of a uniformed service for the enforcement of street scene and environmental offences in the borough be exempt from the requirements of the Council's Contract Standing Orders in respect of conducting a tender process;
- (ii) that the proposal to enter into a pilot contract with Kingdom Security Limited for the delivery of a payment-by results, cost-neutral uniformed service for the enforcement of street scene and environmental offences in the borough for a period of 12 months be approved;

- (iii) that the proposal to suspend the offer of a reduced payment for early settlement of litter-related Fixed Penalty Notices for the period of the pilot be noted and endorsed.

15. Procurement Strategy and Social Value Policy

Councillor Pavey, Deputy Leader, introduced the report seeking approval to a Procurement Strategy for Brent for the financial years 2016 – 2018 inclusive as set out in Appendix A of the report.

Councillor Pavey stated that the principal aim of the Procurement Strategy was to ensure that the Council's Procurement framework and function was aligned to the strategic needs of the Council.

Councillor Pavey stated that the Procurement Strategy set out a vision for procurement in Brent to be an enabling function that supports the Council to be effective, providing value for money, supporting local business and achieving social value to meet the needs of Brent's residents and businesses.

Councillor Pavey also indicated that approval was also sought to a Social Value Policy as set out in Appendix B. The Policy supports the Procurement Strategy and its principal aim is to ensure that the Council's procurement activities maximise the opportunity to obtain Social Value benefits that can help deliver aspects of the Borough Plan.

RESOLVED:

- (i) that the Procurement Strategy for the financial years 2016–2018 inclusive as set out in Appendix A of the report submitted be approved;
- (ii) that the Social Value Policy as set out in Appendix B of the report submitted be approved;
- (iii) that the establishment of a joint Member/Officer Social Value Advisory Group to oversee the development and implementation of Social Value in the Council be approved as detailed in paragraph 3.11 of the report submitted.

16. Voluntary Sector Initiative Fund - Infrastructure Grant 2016-2018

Councillor Butt, Leader of the Council, stated that this report seeks agreement on the change of terms of the Voluntary Sector Initiative Fund – Infrastructure Grant for CVS Brent from one year to two years from April 2016.

Councillor Butt stated that the current Voluntary Sector Initiative Fund (VSIF) which was approved in 2012 has been allocated to four funding streams: i) Local Grants ii) Infrastructure Support iii) Advice & Guidance Contracts and iv) London Council's Grant with a total yearly budget of £2.04M.

He informed members that changes to the terms of the VSIF Local Grants 2016-2018 from 3 year to 2 year grants were approved in February 2016. He stated that an annual £410K savings requirement from the VSIF, to be implemented from April 2016, was agreed as part of the Council's wider budget savings in February 2015.

It was clarified that these agreed savings do not impact the VSIF Infrastructure Grant as savings were agreed elsewhere within the VSIF.

The approved annual VSIF Infrastructure Grant was £161K and is currently awarded to CVS Brent on a yearly basis through a conditional grant. The proposed two year grant will total £322K (£161K per year).

RESOLVED:

- (i) that the award of conditional grant funding of the Voluntary Sector Initiative Fund Infrastructure Grant to CVS Brent in the sum of £161K per annum for a period of two years be approved;
- (ii) that the introduction of a grant condition requiring the payment of all staff funded through the grant referred to in paragraph 2.1 of the report submitted to be at the level of the London Living Wage be approved.

17. Reference of item considered by Scrutiny Committee (if any)

Carolyn Downs, Chief Executive, stated that due to an administrative misunderstanding, an item that the Council's Scrutiny Committee had intended to refer to this Cabinet meeting was not on the agenda. It was noted that the item would be referred to the Cabinet meeting in April 2016.

18. Exclusion of Press and Public

RESOLVED:

That the public and press be excluded during consideration of the following item which contains exempt information defined as:

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.

19. Regularisation of land ownership

Councillor McLennan, Cabinet Member for Housing and Development, introduced the report.

RESOLVED:

that the Strategic Director of Resources, together with the Strategic Director of Regeneration and Environment, the Chief Legal Officer and the Chief Finance Officer and in consultation with the Leader of the Council and the Lead Member for Regeneration and Housing be delegated authority to achieve the best settlement reasonably obtainable including seeking to optimise protection to the Council's interests should there be a subsequent change of use, but with a preference for the strategy outlined in Option 2 in the report submitted.

20. **Any other urgent business**

Councillor Southwood, Cabinet Member for Environment, congratulated the Council's Parking Team for winning Team of the Year at The British Parking Awards which took place on 4 March.

The meeting ended at 8.55 pm

M BUTT
Chair