



LONDON BOROUGH OF BRENT

MINUTES OF THE CABINET Monday 24 October 2016 at 7.00 pm

PRESENT: Councillor Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Farah, Hirani, Mashari, W Mitchell Murray and Southwood

Also Present: Councillors Chohan, S Choudhary, Colacicco, Mahmood and Ketan Sheth

1. **Declarations of Interests**

There were no interests declared.

2. **Petitions (if any)**

None.

3. **Minutes of the Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting held on 13 September be approved as an accurate record of the meeting.

4. **Matters arising**

There were no matters arising.

5. **Community and Wellbeing Scrutiny Committee Recommendations**

Councillor Ketan Sheth, Chair of the Community and Wellbeing Scrutiny Committee, introduced the report stating that, in July, the Committee had reviewed Brent's existing landlord licensing schemes.

The Committee had concluded that the mandatory, selective and additional licensing schemes are very important for a borough where around a third of households are living in the private rented sector, and there has been a lot of interest from members about how well they have been performing.

Councillor Ketan Sheth stated that he had accompanied officers who were carrying out checks on properties they believed to be unlicensed to witness the work they do, the types of housing conditions people are living in and the challenges faced. Councillor Ketan Sheth paid tribute to the officers for their work and dedication in helping to improve and regulate the private rented sector in the borough.

Councillor Ketan Sheth stated that the Committee has made a number of recommendations about landlord licensing. Members had discussed the importance of communications and how reaching out to tenants and residents could be made more effective.

Councillor Ketan Sheth stated that the Committee had also discussed how the council is working with estate agents and letting agents in the borough and recommended that a strategy be put in place for collaborative working with estate agents and letting agents to ensure they are fully aware of what they need to do as part of the licensing schemes.

The Committee had noted the data about the introduction of the selective licensing scheme in the three wards of Harlesden, Wembley Central and Willesden Green, and that the number of privately rented homes in those wards has exceeded the initial estimates.

Councillor Ketan Sheth reported that at committee it had been said that it seems that a great advantage of selective licensing is the simplicity of its message – *if you rent a room, flat or house you need a licence*. So, on balance, Councillor Ketan Sheth, stated that Committee Members had thought that it would be good to have more selective licensing in the borough, and therefore it was recommended that a borough-wide extension is something that should be considered.

Councillor Ketan Sheth referred to a second report his Committee had discussed at the same meeting in July. He reminded Members that the Cabinet had agreed over a year ago to set up an Ethical Lettings Agency to be operated by Brent Housing Partnership. The Committee had also reviewed the implementation of this scheme and expressed concerned about the limited progress which has been made with it so far.

He reminded Cabinet Members that one of the recommendations is for a proper assessment of other local authority schemes and their respective outcomes.

Councillor Ketan Sheth outlined the number of recommendations for Cabinet on both these schemes, as featured in the report.

With the permission of the Chair, Jacky Peacock OBE, Director, Advice4renters, addressed the meeting. Ms Peacock stated that the recommendations from the Scrutiny Committee support property licensing and the extension of selective licensing across the borough.

Ms Peacock outlined her organisation's support for licensing too, but pointed out that the way it operates at present is increasing homelessness in the borough. There is reference to collaborative working with estate agents and letting agents but there is no reference to the need to work collaboratively with voluntary sector advice agencies such as ourselves. Ms Peacock informed Members about the recent review of licensing, which included a public consultation.

Ms Peacock outlined her organisation's proposal for a review of licence fees to include the provision of Tenant Liaison Officers working alongside Licensing enforcement officers.

Councillor Butt thanked Ms Peacock for her contribution.

RESOLVED:-

1. Cabinet noted the recommendations as set out in Appendix A.

6. **Budget Proposals 2017/18 – 2018/19**

Councillor Margaret McLennan, Deputy Leader, introduced the report. She stated that the report sets out draft budget proposals for 2017/18 and 2018/19.

Councillor McLennan reiterated that subject to the results of consultation it is envisaged that these would then form the basis of the budget to be agreed at the Full Council meeting of February 2017.

Councillor McLennan stated that the process following this cabinet meeting would be as follows:

- These proposals, together with any changes made by cabinet, will form the basis of a consultation between November and January with local residents, businesses and other stakeholders;
- The two scrutiny committees will review the budget proposals and report accordingly;
- General purposes committee will review the calculation of the council tax base;
- In December, Cabinet will receive a paper on the Collection fund surplus which is a technical report on the distribution of estimated surplus on collection of council tax and NDR; and
- After consultation, a budget paper will be presented for Cabinet to recommend a final budget and council tax to the February 2017 Council meeting.

Councillor Roxanne Mashari, Cabinet Member for Employment, Skills, Regeneration and Growth, urged Cabinet Members and Senior Officers to review the equalities impact assessments on each proposed saving in order to avoid negative impact on any particular group.

Councillor Muhammed Butt, Leader of the Council, outlined the comprehensive communications and engagement plan to support the budget setting process.

RESOLVED:-

1. Cabinet noted the overall financial position.
2. Cabinet endorsed the savings previously agreed, as set out in Appendix One.
3. Cabinet agreed to consult on new draft policy options, as summarised in Appendix two and detailed in Appendix Three.

4. Cabinet agreed to consult on council tax increases of 3.99% in each of 2017/18 and 2018/19.
5. Cabinet endorsed the technical assumptions underpinning the budget as set out throughout the report.
6. Cabinet authorised the drawdown of further capital resources to support delivery of the temporary accommodation reform plan, as set out on paragraph 6.7.

7. Sustainability and Transformation Plan

Councillor Krupesh Hirani, Cabinet Member for Community Wellbeing, introduced the report stating that NHS England has published the Five Year Forward View (FYFV), setting out a vision for the future of the NHS.

He stated that planning guidance released in December 2015 set out the requirement for local areas to develop a Sustainability and Transformation Plan (STP) to help local organisations plan how to deliver a better health service that will address the FYFV 'Triple Aims' of improving people's health and wellbeing, address the quality of care which people receive and to address the financial gap.

Councillor Hirani informed Members that this is a new approach across health and social care to ensure that health and care services are planned over the next 5 years and focus on the needs of the place where people live, rather than individual organisations.

It was noted that there are tangible benefits for areas with good STPs through the newly established Sustainability and Transformation Fund (STF).

Councillor Hirani stated that at North West London level, the Strategic Planning Group has been responsible for developing the joint proposals and planning at the system level.

This has included bringing together local plans into the Sustainability and Transformation Plan for North West London. The STP describes plans at different levels of 'place' – across the whole system in North West London, from the local to the sub-regional, as appropriate.

In parallel to the NW London SPG, a local Brent STP Planning Group was established, comprising the Council, CCG, acute, community and mental health provider, Health watch and Brent CVS representatives to develop a local STP. Brent continues to evolve and contribute to the completion of the full NW London STP whilst working to implement Brent specific priorities aligned to the NW London STP. The local version of the STP focusses on how Brent will achieve the triple aim locally. The Brent STP therefore represents Brent's overarching 5-year strategy and implementation plans to improve health and well-being, the quality of services provided, and achieves financial sustainability. It is a triangulation of existing plans, plus new initiatives where gaps in existing plans have been identified, and where we believe a different approach to joint working can make a real difference to people in Brent.

Councillor Hirani stated that it is proposed that the Brent STP will be the overarching strategic plan for Brent. The STP has to reflect and respond to three gaps: Health and Wellbeing, Care and Quality and Finance and Efficiency.

Therefore, it makes sense that these sections reflect updated health and wellbeing priorities and Better Care Fund (primarily focused on Care and Quality) priorities. However, it is important to note that this is an evolving process. The NW London and Brent STP priorities are designed to accelerate the pace of integration through strengthening collaboration between commissioners, providers and partners to address the triple aims of the Five Year Forward View.

Councillor Hirani stated that the partnership nature of STP requires that the responsibility for overseeing the development and implementation of the STP priorities and deliverables is through the Brent Health and Well Being Board locally. To this end, the Health and Well Being Board has recently reviewed and extended its membership to include key partners such as London North West Hospitals Trust and Central and North West London Foundation Trust to ensure effective governance arrangements underpinning the STP.

This report sets out the North West London STP priorities, how they align with the Brent STP priorities, the approach to delivering these and the financial implications associated with the proposals.

RESOLVED:-

1. Cabinet noted the STP submission for North West London.
2. Cabinet welcomed the principles adopted within the STP of prevention, out of hospital care, dealing with the social care funding gap and the need to work across the public sector to maximise benefits from changes to the NHS and other public sector estate.
3. Cabinet noted that the STP will need formal sign off by the end of December and that between October and December the following issues need to be clarified both within the submission and through other NHS processes, in order for the council to give full support for the plan:
 - a. That the IMBC on which delivery area 5 is based is released, debated and understood;
 - b. That the flow of monies from acute to out of hospital settings are clarified;
 - c. That the specification for out of hospital settings, in particular social care, are clarified based on an agreed model of out of hospital care;
 - d. That a full risk assessment for the plan and relevant mitigations are included.

8. **Annual Complaints Report 2015/2016**

Councillor Margaret McLennan, Deputy Leader, introduced the report stating that the report provides an overview of the complaints received by the Council during the period April 2015 to March 2016.

She stated that high level data for the past 3 years has been included where available for the purpose of comparison. She stated that departmental/service area analysis has been provided for the 2015 – 2016 operational year (based on the current structure).

She informed Members that complaints concerning the Adult Social Care and Children and Young People departments come under separate statutory complaint procedures and are therefore provided as separate analysis reports in appendices A and B respectively.

Members noted and welcomed the positive feedback about Brent staff in the report.

Councillor McLennan encouraged Cabinet Members to attend the Member Learning and Development session the following day on *Improving Residents' Experience*.

RESOLVED:-

1. Cabinet noted and considered the Council's performance in managing and resolving complaints.
2. Cabinet noted the actions being taken to improve response times to complaints and reduce the number of complaints which escalate to stage 2 (final review).
3. Cabinet noted the ongoing measures to improve services as a results of complaints and improve the customer experience

9. **Advice Small Grant Approval**

Councillor Margaret McLennan, Deputy Leader, introduced the report stating that the procurement and award of Brent's Local Advice and Guidance Service contracts were considered by Cabinet on 16 November 2015 and 8 February 2016.

She stated that one of the contracts awarded to Brent Citizen's Advice Bureau was the Brent Advice Partnership contract.

This contract included administration of a small advice grants programme of £242,000 per year to include recommending to Officers the award of small advice grants of up to £10,000 using delegated powers.

A recommendation from Brent Advice Partnership's Advice Fund Grant's Panel has now been received to award a grant in the sum of £18,500 and as a result Cabinet approval is sought to permit such award.

RESOLVED:-

1. Cabinet noted Chief Officers' powers to make grants as set out in paragraph 3.5.
2. Cabinet noted the making of Round 1 Brent Advice Partnership's Advice Fund grants using delegated powers as set out in Figure 1 at paragraph 3.8.
3. Cabinet approved the making of a Brent Advice Partnership's Advice Fund grant of £18,500 to Advice4Renters for the period of 1 year for the reasons detailed in paragraphs 3.09 – 3.12.

10. **Visitor Permit Pricing**

Councillor Eleanor Southwood, Cabinet Member for Environment, introduced the report stating that the report summarises the outcome of the formal consultation on the proposed change to the structure of visitor parking permits in Brent, and the associated price increases for stays of more than two hours.

This follows Cabinet agreement on 27 June 2016: to proceed to formal consultation on these changes, informed by the results of extensive informal consultation; and to a coherent set of linked proposals for reform.

Councillor Southwood stated that the report also notifies Cabinet of the contents of an online public petition relating to this issue (see paragraph 6.11) which has received 312 signatures.

RESOLVED:-

1. Cabinet noted the petition referred to in paragraph 6.11 of the report.
2. Cabinet agreed to introduce new visitor parking charges in all Controlled Parking Zone (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.
3. Cabinet agreed to implement the charging structure and price changes, including amendment of the relevant Traffic Management Orders, to be effective from 08th November 2016 or a later date to be set by the Strategic Director for Regeneration and Environment in consultation with the Lead Member for Environment

11. **The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016**

Councillor Eleanor Southwood, Cabinet for Environment, introduced the report stated that from 9 May 2016, local authorities in England have been give the power to issue Fixed Penalty Notices (FPN's) for small-scale fly-tipping.

She stated that the legislation provides for a default payment level of £200- or £120 for early payment; whilst allowing the opportunity for Councils to set their own levels of charges between £150 and £400.

Councillor Southwood stated that the Enviro-Crime Enforcement Team is currently using this new power and applying the default payment level. This report seeks authority to set a higher level of charge within Brent.

RESOLVED:-

1. Cabinet approved the proposal to set the upper payment level for fly tipping Fixed Penalty Notices to the maximum of £400 with an early payment charge of £350.

12. **School Led Building Projects at Roe Green Infant School and Our Lady of Grace Catholic Infant School – Approval to Procure Works**

Councillor Muhammed Butt, Leader of the Council, introduced the report stating that Roe Green Infant School and Our Lady of Grace Catholic Infant School both wish to expand existing nursery provision in order to offer 30 hours free education and childcare to families from September 2017 in line with Government policy. In order to do this both schools require additional accommodation.

Councillor Butt stated that the report seeks Cabinet approval for each school to procure a works contract for its own proposed nursery extension building works. Schools are required to abide by the LA's financial regulations and standing orders in purchasing, tendering and contracting matters. Officers are therefore facilitating the schools fulfilling these responsibilities.

Councillor Butt also stated that Cabinet is asked to delegate authority to award high value works contracts to a relevant Officer in order for the schools project programmes to be maintained ready for September 2017.

RESOLVED:-

1. Cabinet approved the recommendation to invite tenders on the basis of the pre-tender considerations set out in paragraph 3.9.
2. In respect of paragraph 2.1 above, Cabinet approved the evaluation of tenders on the basis of the evaluation criteria set out in paragraph 3.9 of the report.
3. Cabinet agreed to delegate authority to award these high value works contracts to the Strategic Director of Regeneration and Environment in consultation with the Chief Finance Officer and Chief Legal Officer.

13. **Award of a Contract for Postal Services**

Councillor Margaret McLennan, Deputy Leader, introduced the report stating that the Council has a need for mail services, whereby outgoing post is collected from Council buildings and delivered to individual addressees. Whilst an increasing amount of communication from the Council is in digital only format, there are still large volumes of hard copy correspondence that need to be delivered.

The Council's mail is currently collected and delivered by Royal Mail under a contract that was awarded following a pan-London procurement in 2013. The contract is used by the digital post room and spend is from the centralised budget for postal services. This contract expired on 10th September 2016 and there is a need to put a new contract in place. Upon expiry of the contract, the Council continued to use Royal Mail as the default national provider, and Royal Mail have agreed to continue to apply the previous contract rates in the interim period until the new contract commences.

RESOLVED:-

1. Cabinet noted the Council's participation in a collaborative procurement under a framework agreement for a contract for postal services.
2. Cabinet approved the award of a contract for Collection and Delivery of Mail to Royal Mail Group Limited, for a period of two years and 319 days from 1st November 2016 to 15th September 2019 with an option to extend for a further year to 15th September 2020.

14. **Reference of item considered by Scrutiny Committees (if any)**

None.

15. **Exclusion of Press and Public**

None.

16. **Any other urgent business**

None.

The meeting ended at 20:03pm.

COUNCILLOR MUHAMMED BUTT
Chair