



# **LONDON BOROUGH OF BRENT**

## **MINUTES OF THE EXECUTIVE Wednesday 19 September 2012 at 7.00 pm**

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

Also present: Councillors Al-Ebadi, Cheese, Chohan, S Choudhary, Hashmi, Mitchell Murray and RS Patel

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

None made.

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 20 August 2012 be approved as an accurate record of the meeting.

3. **Matters arising**

None.

4. **Deputations**

None received.

5. **Framework Agreement for Carers Service in Adult Social Services and Children and Families**

The joint report from the Directors of Adult Social Care and Children and Families summarised the process undertaken in tendering the contract for the provision of carer related short break, home based support and respite services for adult social services and children services. The Lead Member for Adults and Health, Councillor Hirani, reminded the Executive that in February 2012 agreement had been given to the selection criteria for the procurement of the framework agreement and that there were currently in excess of 23,000 unpaid carers in the borough whom the council had a responsibility to support and meet eligible needs. Councillor Hirani drew attention to the range of services for which contractors had been invited to tender and the list of suppliers recommended for appointment as set out in the report. He stated that the equalities implications had been assessed to be positive with services being provided to all.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

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RESOLVED:-

that agreement be given to the appointment to the seven Lots of the Framework Agreement for the provision of carer related short break, home based support and respite services for Adult Social Services and Children and Families of those providers stated in paragraph 3.15, Table 2 of the report from the Directors of Adult Social Services and Children and Families for a period of four years.

**6. Local Safeguarding Children's Board (LSCB) Annual report April 2012**

Councillor Arnold (Lead Member, Children and Families) presented the Brent Local Children Safeguarding Board (LCSB) Annual Report which summarised safeguarding activities and priorities across the key agencies for the first year of the two year business plan. Actions yet to be completed would be included in the second year. The new chair of the LCSB had developed a new approach and themes to which all partners had agreed. It was confirmed that the business plan conformed to the necessary financial and legal obligations.

RESOLVED:-

that the contents of the LSCB Annual Report for 2011-12 be noted.

**7. A Plan for Children and Families in Brent (PCFB) 2012-2015**

The Executive received the report from the Director of Children and Families which set out a three year partnership plan for children and families in Brent which built on the achievements of the previous Children and Young People's Plan (2010-12) and brought together in one document the vision and key priorities for improving outcomes for children and families in Brent. Councillor Arnold (Lead Member, Children and Families) commended the Plan to members which she considered to be both ambitious and easily accessible. Notwithstanding central government's decision to remove the statutory requirement for the publication of a Children and Young People's Plan the council, along with some other local authorities, would continue to produce a single plan for children and young people which demonstrated commitment to improve outcomes for children driven by Brent Children's Partnership. Members' attention was drawn to the main priorities, action plan and performance management scheme. The Plan had been developed following wide consultation, Councillor Arnold reminded the Executive that everyone had a role to play its success and welcomed the report and the Plan.

RESOLVED:-

that agreement be given to the content of the PCFB and that it be noted that the priorities and outcomes would be fully integrated in service area plans and priorities.

## **8. Recovering costs of events in Brent's parks and open spaces**

Councillor Powney (Lead Member, Environment and Neighbourhoods) introduced the report from the Director of Environment and Neighbourhood Services which sought to ensure that residents were able to enjoy self organised events in parks and open spaces with appropriate standards of public safety and in compliance with licensing legislation. Councillor Powney also sought agreement to the principle of partial cost recovery by introducing of a nominal charge to event organisers and drew attention to the scale of charges for events in categories set out in the report.

RESOLVED:-

- (i) that agreement be given to the principle of partial cost recovery charging to organisers that wish to hold events in Brent's parks and open spaces;
- (ii) that agreement be given to the partial cost recovery rates proposed in paragraphs 3.17, 3.18 3.19 of the report from the Director of Environment and Neighbourhood Services and that these charges be implemented from 1<sup>st</sup> December 2012;
- (iii) that the establishment and role of the Borough Safety Advisory Group as outlined in paragraphs 3.4 – 3.6 of the report be noted.

## **9. Cashless Parking**

The report before members set out options for the adoption of different ways of payment for ad-hoc parking and sought member approval for the pace and extent of the move towards cashless parking and the introduction of price changes to better reflect the cost of processing different payment methods. Councillor J Moher (Lead Member, Highways and Transportation) stated that this was one of a number of initiatives and would increase efficiency and flexibility. Price changes had been introduced to incentivise payment.

RESOLVED:-

- (i) that approval be given to a flexible programme of replacement of coin payment machines for on-street and off-street locations with a cashless alternative and proposals for transition as set out in paragraphs 3.6 - 3.18 of the report from the Director of Environment and Neighbourhood Services;
- (ii) that approval be given to removal of built-in credit card readers in Brent car parks as set out in paragraphs 3.19 – 3.20 of the report;
- (iii) that approval be given to a new pricing scheme that incentivises cashless methods of payment for on-street and off-street locations as set out in paragraphs 3.22 – 3.24 of the report;
- (iv) that approval be given to the proposal that Brent adopt its own cashless parking identity, as part of the future procurement or renewal of the parking contract as set out in paragraph 3.25 – 3.26.

- (v) that approval be given to termination of the voucher payment contract and withdrawal of this payment method as set out in paragraphs 3.29 – 3.30 of the report.

## 10. **Parking service simplification and pricing**

Councillor J Moher (Lead Member, Highways and Transportation) introduced the report from the Director of Highways and Transportation which set out options to simplify the range of parking permits and the multiplicity of eligibility criteria. The proposed simplification would make it easier, quicker and more convenient for customers to obtain parking permits and pay to park. The cost of processing applications would reduce and several loop-holes which allowed drivers to park in unintended ways that undermine the Borough's parking objectives would be closed. Councillor Moher stated that the revised arrangements would be good news eliminating a number of inconsistencies and bringing in benefits to residents and visitors.

RESOLVED:

that approval be given to:

### **Simplification recommendations**

#### *Permit durations*

- (i) the implementation of a 24 month permit as set out in paragraph 3.7 of the report from the Director of Environment and Neighbourhood Services;
- (ii) the withdrawal of temporary courtesy permits in favour a new one month permit as set out in paragraph 3.46;
- (iii) the implementation of rolling permits as soon as technology allows as set out in paragraphs 3.7;

#### *Permit redesign*

- (iv) the withdrawal of liveried and non-liveried business permits in favour of a new business permit scheme as set out in paragraphs 3.10 – 12;
- (v) the withdrawal of essential user permits in favour of a new online essential user day pass as set out in paragraph 3.14 – 3.15;
- (vi) the introduction of online four hour visitor passes as set out in paragraph 3.27, together with the corresponding withdrawal of visitor permits as set out in paragraphs 3.24 – 3.25 and 3.43, and biennial expiry for re-authentication of Temple Visitor permits as set out in paragraph 3.26, together with the introduction of a new cared-for permit as set out in paragraph 3.32 – 3.33;
- (vii) the withdrawal of Wembley Stadium Protective Parking Scheme permits and replacement with permits identical except for biennial expiry for re-authentication as set out in paragraphs 3.41 - 3.42;

- (viii) revised permit refund arrangements as set out in paragraph 3.51;

#### *Permit withdrawal*

- (ix) a phased withdrawal of special permits as set out in paragraph 3.18 – 3.19;
- (x) a withdrawal of replacement vehicle permits after virtual permits become universal, save that a maximum replacement period of one month is permitted where the vehicle is a higher emission than the original vehicle as set out in paragraph 3.47;

#### *Suspensions*

- (xi) the revised suspension arrangements as set out in paragraphs 3.53 - 3.54 and appendix C.

### **Pricing and payment recommendations**

#### *Principles*

- (xii) the pricing principles as set out in paragraph 4.4;

#### *Inflationary adjustments*

- (xiii) an inflationary adjustment of residential permit prices for 2012 on 1st December 2012 as set out in paragraph 4.6;
- (xiv) automatic annual RPI increases as set out in paragraph 4.7 effective from April 2013;

#### *December 2012 price adjustments*

- (xv) pricing for special permits as set out in paragraph 4.25 - 4.26 effective from 1st December 2012;
- (xvi) pricing for temporary courtesy permits as set out in paragraph 4.33 effective from 1st December 2012;
- (xvii) pricing for replacement vehicle permits as set out in paragraph 4.35 effective from 1st December 2012;
- (xviii) pricing for existing business permits, pending replacement with a new business permitting scheme, as set out in paragraph 4.24 effective from 1st December 2012;
- (xix) pricing for essential user passes as set out in paragraph 4.26 and changes to existing permits as described in paragraph 4.28 with effective from 1st December 2012;

#### *Pricing consistency adjustments*

- (xx) revised pricing arrangements for residential permit duration pricing as set out in paragraph 4.10;
- (xxi) revised pricing arrangements for additional vehicle for residential permits as set out in paragraph 4.11;
- (xxii) pricing for dispensations as set out in paragraphs 4.38 – 4.40;
- (xxiii) pricing for suspensions as set out in paragraph 4.42;

*New permit type prices*

- (xxiv) pricing for cared-for permits as set out in paragraphs 4.16 – 4.17;
- (xxv) pricing for online visitor passes as set out in paragraph 4.15;
- (xxvi) pricing for new business permits as set out in paragraphs 4.19 – 4.23;

*Biennial renewal administration charge*

- (xxvii) a £15 administrative charge for biennial renewal of Wembley Event Day permits as set out in paragraph 4.29;
- (xxviii) a £15 administrative charge for biennial renewal of Temple zone visitor permits as set out in paragraph 4.31;

*Payment method arrangements*

- (xxix) new pricing arrangements to encourage use application routes and payment methods that incur least cost to the Council at paragraphs 4.12, 4.17, 4.23, 4.26, 4.30, 4.32, 4.34, 4.36, 4.39, 4.43 as explained in paragraph 4.12 – 4.13;
- (xxx) the cessation of cheques as a means of payment for parking services, with the exception of Penalty Charge Notices as set out in paragraph 3.55.

## **11. Update on the Cross Borough Parking collaboration**

The report from the Director of Environment and Neighbourhood Services provided an update on key issues of the tender process for the Parking Services contract, a joint initiative with other West London Alliance members, such as highlights of the proposed specification, confirmation of the final scope of the contract, agreement of the evaluation criteria and details of the governance arrangements. The Director drew attention to the pre-tender considerations as set out in the report which were also before the Executive for approval.

RESOLVED:-

that approval be given to the pre-tender considerations for the proposed Parking Services contract as set out in section 4 of the report from the Director of

Environment and Neighbourhood Services as per requirement of Contract Standing Order 89 (Pre-tender Consideration).

**12. Brent Civic Centre: Authority to Award Contract for Furniture Furnishings and Equipment (FFE)**

Councillor Crane (Lead Member, Regeneration and Major Projects) introduced the report in the name of the Chief Executive which sought authority to award contracts as required by Contracts Standing Order 88. The report summarised the procurement process undertaken by the council to procure the Furniture, Furnishings and Equipment (FFE) for the new Civic Centre and recommended to whom contracts should be awarded. Councillor Crane was pleased to announce that the new Civic Centre had achieved a BREEAM outstanding rating as the greenest public office building in the country. Councillor Crane thanked Hopkins Architects, the developers SKANSKA and the Civic Centre Development Team for all their work. Arrangements would be made for members to visit the site in due course. On the contract for Furniture, Furnishings and Equipment, Councillor Crane reported that 11 organisations had tendered following the placement of the notice in the Official Journal of the European Union (OJEU) in April 2012 and reminded the Executive that once the decision was taken to award the contract there would be a mandatory 10 day standstill period before the appointment could be made.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

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RESOLVED:-

- (i) that the Furniture, Furnishings & Equipment contracts to the organisations named in Appendix 2 for the following Lots be awarded as follows:

Lot 1: Workstation Desks, Storage and Lockers

Lot 2: Loose Furniture for Administration Areas

Lot 3: Loose Furniture for Public and Democratic Areas

Lot 4: Specialist Furniture for Conference Rooms and Civic Hall

Lot 5: Workstation Chairs

- (ii) that the Assistant Director Major Projects and Civic Centre with the Director of Legal and Procurement be authorised to finalise the terms of appointment.

**13. West Lodge, Paddington Cemetery 95 Willesden Lane London NW6 7SD**

The report from the Director of Regeneration and Major Projects sought approval for the disposal by auction of the West Lodge, 95 Willesden Lane London NW6 7SD which was located in the Paddington Cemetery as the property had now

become surplus to requirements after the previous occupier, an employee of the Sports and Parks Service, vacated the property at the end of April 2012. Councillor Crane (Lead Member, Regeneration and Major Projects) advised that contractual payments to City of Westminster would have to be deducted from the profits from the sale.

RESOLVED:-

- (i) that the Assistant Director, Regeneration and Major Projects, (Property and Asset Management), be authorised to dispose of the property by way of auction, on such terms that he considers appropriate, after all due regard to planning and architectural considerations so as to ensure that the best price was received on sale and to instruct the council's Legal and Procurement Department in the matter of the disposal;
- (ii) that the Assistant Director, Regeneration and Major Projects, (Property and Asset Management) be authorised to commence and comply with the procedure, as set out in Section 123(2A) of the Local Government Act 1972 (LGA 1972), of the Council's intention to dispose of the public open space comprising the West Lodge and the land within its curtilage.

#### 14. **Wembley School Site**

Councillor Crane (Lead Member, Regeneration and Major Projects) advised that the council had secured a possible site for a new primary school in the Wembley Stadium area as a consequence of a S106 planning obligation. The site was currently in industrial use but could be used in the medium term for a primary school. The owners of the site have offered either the site to be taken now or a cash sum to put towards new school provision. The report from the Director of Regeneration and Major Projects outlined the two options before the council to either receive two payments in 2013/14 and 2014/15 to be put towards education provision in the Wembley area or Option 2, to have year from signature of signing the S106 to enter into an option to 'purchase' the site and/or within three months. Option 1 would be the default position should Option 2 not be exercised. The land would effectively be transferred to the council at nil value ie no cost to the council. Councillor Crane indicated that Option 2 was being recommended for approval as there were limited sites available and he drew members' attention to the associated risks set out in the report. An outline agreement had been produced with Quintain Estates for the school land and Councillor Crane recommended its acquisition by the council on the terms set out in the report.

The Executive also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972:

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RESOLVED:-

- (i) that approval be given to the acquisition of the Fulton Road site as a future school site subject to any necessary environmental investigation;



- (ii) that officers prepare legal documents for the transfer of the land based on the principles set out in paragraph 3.8 of the report from the Director of Regeneration and Major Projects;
- (iii) that the precise terms of that agreement be delegated to the Director of Regeneration Major Projects/Assistant Director, Property and Asset Management.

**15. Complaints report 2011/12**

Councillor Butt (Leader of the Council) introduced the report from the Director of Strategy, Partnerships and Improvement which provided an overview of complaints received and investigated by the council under the Corporate Complaints procedure and by the Local Government Ombudsman. He stated that generally the report was positive with the number of complaints falling. The Director of Strategy, Partnerships and Improvement added that progress was being made and pointed to the council now being among the best local authorities in dealing with complaints with in only nine cases (12%) did the Ombudsman ask for action to be taken to resolve a complaint compared to the London average of 27%. The Director also drew attention to a fall in the level of compensation awards due to complaints being dealt with more efficiently at the first stage. Councillor Butt thanked the Complaints Team and the Brent Housing Partnership for their efforts.

RESOLVED:

that the report be noted.

**16. The Treasury Management Annual Report 2011/12**

The Lead Member for Finance and Corporate Resources, Councillor R Moher, introduced the report from the Director of Finance and Corporate Resources which summarised borrowing and investment activity and performance compared to prudential indicators during 2011/12. The report needed to be referred to Full Council for approval in accordance with best practice. Councillor Moher drew attention to the interest rates charged during the year which were relatively low due reflecting the low demand for credit and desire for security. On loans and investments, Councillor Moher referred to the repayment of £198m of PWLB (Public Works Loans Board) debt relating to the Housing Revenue Account which would allow the HRA to be self-financing in the long term while accruing interest. The council had also borrowed from the PWLB in 2011/12 at a low interest rate. Councillor Moher, summarised lending activity and made specific reference to the recovery of loans to Icelandic banks where almost the whole sum had been repaid, referred to developments in financial markets since the end of the year, efforts being made to identify low cost funding and the investment strategy and indicators.

RESOLVED:-

that Full Council be recommended to

- (i) approve the Treasury Management Annual Report and Annual Investment Strategy Report;

- (ii) note the outturn for prudential indicators;
- (iii) note the updated position since 2011/12 .

**17. Performance and Finance review - quarter one**

The joint report from the Directors of Strategy, Partnerships and Improvement and the Director of Finance and Corporate Services provided members with a corporate overview of finance and performance information to support informed decision-making and manage performance effectively. It was noted that Quarter 1 reflected improvements in indicators and reporting but that Quarter 2 would be a better indicator of trends. The Deputy Director of Finance and Corporate Services drew attention to the importance of departmental project monitoring and pressures appearing early in the year which, it was anticipated, would be kept within budget.

RESOLVED:-

- (i) that the Finance and Performance information contained in the report from the Directors of Finance and Corporate Services and Strategy, Improvement and Partnerships be noted and agreement given to remedial actions as necessary;
- (ii) that the current and future strategic risks associated with the information provided be noted and agreement given to remedial actions as appropriate;
- (iii) that approval be given to the budget virements contained within the report.

**18. Any Other Urgent Business**

None.

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

None.

The meeting ended at 7.30 pm

M BUTT  
Chair