

MINUTES OF THE MEETING OF THE EXECUTIVE
Monday, 16th August 2004 at 7.00pm

Councillor Coughlin (Vice-Chair in the Chair) and Councillors Beswick, Fox, Jones, Kagan, D Long, R S Patel and Thomas.

Apologies for absence were received from Councillors John and Lyon.

Councillors R Blackman, Duffin, Fiegel, HB Patel, HM Patel, Sayers and Van Colle also attended the meeting.

1. Declarations of Personal and Prejudicial Interests

None declared.

2. Minutes

RESOLVED:

that the minutes of the previous meeting held on 12th July 2004 be approved as an accurate record subject to the recording of Councillor Beswick's apologies.

3. Forced Marriages

The report informed Members of the guidance on forced marriages issued jointly by the Foreign and Commonwealth Office, the Association of Directors of Social Services, the Home Office, the Department for Education and Skills and the Department of Health and of the steps that Social Services would take to implement the guidance for young people and vulnerable adults.

RESOLVED:-

- (i) that the guidance on forced marriages be implemented in Brent as part of the all London Child Protection procedures;
- (ii) that local procedures and an inter-agency protocol be developed by the policy and procedures sub group of the Brent Area Child Protection Committee and agreed by that Committee and the Adult Protection Committee and reported back to the Executive for approval;
- (iii) that the proposal to consult with community groups be noted.

4. **Cash Incentives Scheme for Tenants Wishing to Purchase Alternative Housing in the Private Sector (2004/5)**

The report explained the details of a new scheme which will enable some council tenants to purchase properties on the open private sector market. A total of £300k has been agreed to run a scheme for this year only, although officers would be requesting that the scheme continue in some form for 2005/6 depending on available Council resources.

Paragraphs 4.2, 7.3.2.1 and 7.3.4.5 of the report were amended by way of a paper tabled at the meeting.

RESOLVED:

that the details of the Cash Incentives Scheme for Tenants (CIST) for 2004/5 be approved as set out in paragraph 7.3 of the report from the Director of Housing, as amended at the meeting..

5. **Choice Based Lettings – ‘Giving People Choice’**

The report had been requested by Members to monitor how the Choice Based Letting scheme was operating now that it had been running for over one year to all applicants. It is now possible to give more detail on the workings of the scheme and in particular the action that has been taken to support vulnerable clients. The report showed that, while such a large scheme will continue to evolve and develop it is clear that there have been a number of improvements put in place to make the scheme more accessible.

RESOLVED:-

- (i) that the developments of the Choice Based Lettings system be noted;
- (ii) that officers continue to be involved in the improvements outlined in paragraph 7.4 of the report from the Director of Housing;
- (iii) that how officers continue to work with issues as they relate to vulnerable households as set out in paragraph 7.5 be noted;
- (iv) that approval be given to the continued monitoring of the scheme as outlined in paragraph 7.5.

6. **The Connexions Service in Brent**

Connexions is a multi-agency partnership providing information advice and guidance to all 13 – 19 year olds through a range of providers supported by direct government grant. Presently Connexions is

provided in West London by an independent company – Connexions Partnership London West Limited – but due to the urgent need to restructure, the Company Board has recommended that a confederation model be implemented as quickly as possible. Under this model Brent Council would assume financial and legal responsibility for the Connexions service in the borough. The new model would ensure a tax efficient structure and be in line with proposals for the Connexions service set out in the Children Bill. The report sought agreement to the introduction of a confederation model of operation for the Connexions Service in Brent.

RESOLVED:-

- (i) that the London Borough of Brent become the accountable body responsible to the Department for Education and Science through the Supporting Children and Young People Group (SCYPG) for the delivery of Connexions in Brent, subject to the following issues being resolved to the satisfaction of the Director of Finance and the Borough Solicitor:
 - i) funding arrangements with the Government Office for London
 - ii) contractual arrangements with Lifetime Careers
 - iii) contractual/grant arrangements with any other service providers that provide services for Connexions in Brent; and
 - iv) any TUPE/pension implications
- (ii) that the Director of Education, Arts and Libraries, in consultation with the Director of Finance and the Borough Solicitor be authorised to carry out detailed negotiations for the transfer arrangements and to report back to the Executive to seek approval of the transfer;
- (iii) that it be noted that the transfer process is scheduled to start on 1st September 2004 but will be completed through a staged process over the next 7 months;
- (iv) that there are good financial and/or operational reasons not to comply with the tendering requirements in Contract Standing Orders in respect of the novation of the contract between Connexions Partnership London West Limited and Lifetime Careers Limited (in so far as this contract relates to the London Borough of Brent) to the Council.

7. Behaviour Support Plan 2004-2006

The 1996 Education Act requires the Local Education Authority to prepare a statement setting out its arrangements for the education of children with behavioural difficulties. The Behaviour Support Plan is a

key document in developing a comprehensive strategy for inclusive education in Brent and links directly to other strategic plans for children and young people. A draft Behaviour Support Plan was included as Appendix 1 to the report before the Executive. This had been subject to wide consultation and would need to be submitted to the Department for Education and Science.

RESOLVED:

that the draft Behaviour Support Plan set out in Appendix 1 of the report from the Director of Education, Arts and Libraries be endorsed.

8. Loan Scheme for Schools

The report requested approval to the proposal for offering a loan scheme to schools under the prudential capital arrangements and for schools to be consulted on the proposals.

RESOLVED:-

- (i) that agreement in principle be given to the proposed amendment to the Scheme of Delegation as set out in the appendix to the report of the Director of Education, Arts and Libraries;
- (ii) that schools be consulted on the proposed amendment and a report back on the outcome of that consultation be submitted to a future meeting of the Executive;
- (iii) that the arrangements for funding the scheme as set out in the Financial Implications paragraph 3.3 of the report be approved.

9. Appointment of Assistant Director – Children’s Partnerships

The report sought approval to the establishment of a new post of Assistant Director – Children’s Partnerships.

RESOLVED:-

- (i) that the establishment of the post of Assistant Director – Children’s Partnerships (Hay 4) be approved, the job description and person specification as set out in the appendix to the report be agreed, and the Chief Executive and the Director of Education, Arts and Libraries be authorised to make any necessary amendments to the job description arising from the development of the Children Bill;
- (ii) that it be noted that the appointment will be made by the Senior Appointments Sub-Committee.

10. **The 2003/2004 Provisional Revenue Outturn**

The report set out the provisional revenue outturn for 2003/2004 which showed an improvement in the position to that assumed when the budget was set. However, all figures remained provisional and were subject to further verification and audit.

The Director of Finance alerted the Executive to possible calls on some of the underspendings. The Chair acknowledged the efforts of Directors and their management teams in ensuring spend came in on budget.

RESOLVED:-

- (i) that the provisional outturn for 2003/04 be noted;
- (ii) that consideration of the requests for carry forwards detailed in Section 6.3 of the report be deferred;
- (iii) that all other underspendings be added to balances and no other carry forwards be agreed, unless in specific earmarked reserves.

11. **Brent Council's Vital Signs
Quarter 4 - January to March 2004**

The Executive considered the Vital Signs report for the period January to March 2004 and a full year summary review of performance for 2003/04.

RESOLVED:-

- (i) that it be noted that the digest provides a clear and concise summary of performance over the previous 5 quarters, with comments from Executive Lead Members and key officers;
- (ii) that it be noted that an annual performance review summary has been provided reporting performance for each indicator from April 2003 to March 2004.

12. **Establishment of New Post of Deputy Director of Human Resources & Diversity (Strategy and Planning)**

The report outlined proposals to strengthen management arrangements within Human Resources and Diversity by creating a new post of Deputy Director and sought the Executive's approval to the creation of the new post.

RESOLVED:-

- (i) that the establishment of the post of Deputy Director –Strategy and Planning (HAY 3) be approved and the job description and person specification for the post contained in the appendix to the report of the Director of Human Resources and Diversity be agreed;
- (ii) that it be noted that the appointment will be made by the Senior Appointments Sub-Committee.

13. Best Value Review of Regulatory Services

The report presented the final report of the Best Value Review of Regulatory Services and the Action Plan arising from that Review.

Members congratulated officers on the achievement of the CPA rating of 2 stars with prospects for improvement awarded to the Planning Service.

RESOLVED:-

- (i) that the conclusions of the Best Value Review be noted and the Action Plan be agreed;
- (ii) that the Quality of Life Scrutiny Panel in future review progress against the Action Plan

14. Letter of Support – London 2012 Olympic Bid

The Executive considered a request from London 2012 for the Council to provide a letter of support for the Olympic Games Bid.

RESOLVED:

that the Chief Executive be authorised to provide a letter to London 2012 confirming the full support of the London Borough of Brent for London's bid to stage the Olympic and Paralympic Games in 2012 and to further confirm in the letter that:

- (a) the London Borough of Brent:
 - i. guarantees the respect of the Olympic Charter and the Host City Contract;
 - ii. understands that all representations, warranties and covenants contained in the London bid documents, as well as all other commitments made, either in writing or orally, by either the Candidate City (including the Bid

Committee) or the NOC to the IOC, shall be binding on the city;

- iii. guarantees that it will take all the necessary measures in order that the city fulfils its obligations completely.
- (b) no other important national or international meeting or event will be taking place in the London Borough of Brent or its vicinity during the Games or for one week immediately before or after the Games; and
- (c) that In the event that London's bid is successful, the London Borough of Brent confirms that the guarantees provided to London 2012 shall also be for the benefit of the London Organising Committee for the Olympic Games

or such other form of words as may be agreed between the Borough Solicitor and London 2012.

15. Brent Town Hall as Approved Premises for Civil Weddings

The report sought approval for making various rooms within the Town Hall Approved Premises for civil marriage. This would include the existing Register Office Marriage Room which would have to be removed from the Register Office plan in order to be able to charge non-statutory fees at weekends that more accurately reflected the cost of providing the service. The report also sought approval for the non-statutory fees structure.

RESOLVED:-

- (i) that approval be given to the proposals to licence various rooms within the Town Hall complex as Approved Premises for civil weddings;
- (ii) that it be noted that the name of the Approved Premises will be 'The Old Wembley Town Hall' for the period up to 1 September 2005 and further consideration be given to any preferred name for the period after that date;
- (iii) that the proposed non-statutory fees for civil weddings within the Town Hall complex be approved.

16. Wembley Market – Street Trading Special Fees

As a result of the major building and refurbishment works for the new stadium and arena a temporary relocation of the Sunday market that currently operates in the Wembley Car Park to Olympic Way will be required. Because current licensing fees are based on single scattered sites the report set out the case for a special fee to be introduced that

would last for the duration of the temporarily relocated market and more realistically reflect the costs involved.

RESOLVED:

that a special fee of £6 per stall per trading day be introduced for traders occupying a pitch on the temporary Sunday market in Olympic Way.

17. Service Plan for Food Safety and Occupational Health and Safety Enforcement 2004-5

The Food Standards Agency require that each local authority publish annually, a service delivery plan specifying the arrangements that they have put in place for the enforcement of food safety, food standards and feeding stuffs standards. Section 18 Guidance from the Health and Safety Commission on the Health and Safety at Work etc Act 1974 requires each local authority to publish an annual service delivery plan for the enforcement of occupational health and safety. The two required plans have been combined into an enforcement plan for the Food Safety Service as both functions are carried out simultaneously using combined resources.

RESOLVED:

that the service plan be approved as the authority's plan for food law and occupational health and safety enforcement through 2004/5 with respect to those businesses enforced by Environmental Health.

18. Any Other Urgent Business

None.

19. Exclusion of the Press and Public

RESOLVED:

that the press and public be now excluded from the meeting as the following item contains exempt information as specified in Paragraph 9, Schedule 12A of the Local Government (Access to Information) Act 1972, namely:-

“Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:

- (a) any legal proceedings by or against the authority; or
- (b) the determination of any matter affecting the authority;

whether, in either case, proceedings have been commenced or are in contemplation.”

20. Kingsbury Pool: Wiggins vs Brent – legal action

The report sought approval to the terms proposed during the Alternate Dispute Resolution mediation process (ADR) to settle the legal dispute over the Kingsbury Pool site between Wiggins Kingsbury Limited (Wiggins) and the London Borough of Brent (Brent).

RESOLVED:-

- (i) that the dispute with Wiggins be settled by agreeing the terms set out in draft in the Mediation Agreement attached as Appendix 1 to the report of the Director of Corporate Services;
- (ii) that the terms of the Mediation Agreement be noted along with the Mediator’s assessment of the case and the recommendations of the Council’s external solicitors.

The meeting ended at 7.58pm

D COUGHLIN
Vice Chair in the Chair

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