



SUMMONS TO ATTEND THE ANNUAL COUNCIL MEETING

Wednesday, 11 May 2011 at 6.30 pm
Paul Daisley Hall - Brent Town Hall

To the Mayor and Councillors of the London Borough of Brent and to each and every one of them.

I hereby summon you to attend the ANNUAL MEETING OF THE COUNCIL of this Borough.

GARETH DANIEL
Chief Executive

Dated: Tuesday 3 May 2011

For further information contact: Peter Goss, Democratic Services Manager
020 8937 1351, peter.goss@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Apologies for absence

Item	Page
1 To elect the Mayor of the Borough for the municipal year 2011/2012	
2 Appointment of a Councillor of the Borough to be Deputy Mayor. (An intimation will be received from the Mayor regarding the appointment).	
3 Declarations of personal and prejudicial interests	
Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.	
4 Minutes of the previous meetings	1 - 20
5 Brent's Constitution	
a) Changes to the Constitution	21 - 46
To agree changes to the Constitution.	
Ward Affected: All Wards;	Contact Officer: Fiona Ledden, Director of Legal and Procurement Tel: 020 8937 1292 fiona.ledden@brent.gov.uk
b) Amendments to terms of reference of the Planning Committee	47 - 62
The terms of reference for decision making for the Planning Committee were last reviewed in their entirety as part of the drafting of the Council's Constitution in 2002. With the reduced staff resources now available, and a desire expressed by some members of the Committee to reduce the overall workload and frequency of meetings, it is now appropriate to review arrangements.	
Ward Affected: All Wards;	Contact Officer: Chris Walker, Director of Planning Chris.Walker@brent.gov.uk
6 Political balance	63 - 68
To review the allocation of seats on Council committees in accordance	

with the Local Government Act 1989.

Ward Affected: All Wards; **Contact Officer:** Fiona Ledden,
Director of Legal and Procurement
Tel: 020 8937 1292
fiona.ledden@brent.gov.uk

7 Notification of appointments to the Executive and appointments to committees and other bodies

- (a) to appoint chairs/vice chairs of committees as required and members/alternates to all committees, joint committees, forums and panels and to appoint co-opted and independent members. (A schedule of nominations will be tabled at the meeting)
- (b) to appoint or nominate representatives or members to outside bodies and associations. (A schedule of nominations will be tabled at the meeting)

Ward Affected: All Wards; **Contact Officer:** Peter Goss,
Democratic Services Manager
Tel: 020 8937 1353
peter.goss@brent.gov.uk

8 Municipal calendar of meetings for 2011/12

69 - 86

- (a) to agree dates on which the Council shall meet during the ensuing year,
- (b) to settle, as far as is considered advisable and practical, the dates and times at which the Executive, committees and other bodies shall meet.

Ward Affected: All Wards; **Contact Officer:** Peter Goss,
Democratic Services Manager
Tel: 020 8937 1353
peter.goss@brent.gov.uk

9 Urgent business

At the discretion of the Mayor to consider any urgent business.



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.
 - Toilets are available on the second floor.

- Catering facilities can be found on the first floor near The Paul Daisley Hall.
- A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge



LONDON BOROUGH OF BRENT

Minutes of the ORDINARY MEETING OF THE COUNCIL
held on Monday, 28 February 2011 at 7.00 pm

PRESENT:

The Worshipful the Mayor
Councillor Harbhajan Singh

The Deputy Mayor
Councillor M Aslam Choudry

COUNCILLORS:

Aden	Adeyeye
Al-Ebadi	Allie
Arnold	Ashraf
Mrs Bacchus	Beck
Beckman	Beswick
Brown	Butt
Castle	Cheese
Chohan	S Choudhary
Clues	Colwill
Crane	Cummins
Daly	Denselow
Gladbaum	Green
Harrison	Hashmi
Hector	Hirani
Hossain	Hunter
John	Jones
Kabir	Kataria
Long	Lorber
Mashari	Matthews
McLennan	Mistry
Mitchell Murray	J Moher
R Moher	Moloney
Naheerathan	Ogunro
Oladapo	BM Patel
CJ Patel	HB Patel
HM Patel	RS Patel
Powney	Sheth
Sneddon	Thomas
Van Kalwala	

Apologies for absence

Apologies were received from: Councillors Baker and Ms Shaw

1. Minutes of the previous meeting

RESOLVED:-

that the minutes of the previous meeting held on 24 January 2011 be approved as an accurate record of the meeting.

2. Declarations of personal and prejudicial interests

The following LEA school governor and children centre positions were noted and treated as declared as a non prejudicial interest by those members indicated:

School	Councillors
Anson	McLenna
Barham Primary	Lorber
Braintcroft Primary	Ashraf
Brent Education Tutorial Service	Colwill
Capital City Academy	Gladbaum
Carlton Vale	Oladapo
Chalkhill Primary	Bacchus and Beckman
College Green Nursery	Sheth
Fryent Primary	R Moher
Granville Plus	Ogunro
Grove Park	Kabir
Harmony Children's Centre	Thomas
Hay Lane	Kabir
Kilburn Park	Arnold
Lyon Park Junior	HM Patel
Lyon Park Infants	B Patel
Malorees	Harrison
Mitchell Brook Primary	Van Kalwala
Newfield Primary	Long
Northfield	Denselow
Oakington Manor Primary	BM Patel
Oliver Goldsmith	J Moher

Our Lady of Grace Catholic Infant	Daly
Preston Park Primary	Harrison
Roe Green Infant	RS Patel
Salisbury Primary	Green
St Andrews/St Francis	Jones
St Gregory's Catholic College	Colwill
St Joseph's Catholic Primary	Moloney
St Joseph's Catholic Infant	Sheth
St Joseph's Catholic Junior	Sheth
Stonebridge Primary	John
Treetops Children's Centre	Jones
Vernon	Mitchell-Murray
Welcome Children Centre	CJ Patel
Wembley High	J Moher and R Moher
The Willow Children Centre	Gladbaum
Woodfield	Adeyeye, Sheth and Singh
Wykeham Primary	Katraia

The following Members of the Board of Brent Housing Partnership were noted and treated as having declared a non prejudicial interest:

Councillor Colwill	Councillor Jones
Councillor Long	Councillor Ogunro

The following non-prejudicial interests were declared:

Councillor	Interest
Clues	Governor of St Mary's CE school
Moloney	Brent Irish Advisory Service
	Hillside Housing Trust
HB Patel	Shree Sattar Gam Patidar Samaj (Europe)
	Brent Indian Association
HM Patel	Shree Sattar Gam Patidar Samaj (Europe)

3. **Mayor's announcements**

The Mayor informed the Council that Martin Cheeseman, Director of Housing and Community Care, was attending his last Council meeting having been with Brent Council for all his working life and served as the Council's senior housing officer since 1999. Members placed on record their gratitude and appreciation for his work and wished him well for the future.

4. **Appointments to committees and outside bodies and appointment of chairs/vice chairs (if any)**

RESOLVED:-

that the following appointments be made:

Committee/body	appointment
One Council Overview and Scrutiny Committee	Councillor Kansagra as second alternate to Councillor Colwill in place of Councillor HB Patel
Children and Young People Overview and Scrutiny Committee	Councillor Kansagra as second alternate to Councillor HM Patel in place of Councillor HB Patel
Partnership and Place Overview and Scrutiny Committee	Councillor Mistry in place of Councillor Ogunro Councillor Ogunro as first alternate to Councillor Van Kalwala in place of Councillor Mistry Councillor Kansagra as second alternate to Councillor HB Patel in place of Councillor HM Patel
Health Partnerships Overview and Scrutiny Committee	Councillor Kansagra as second alternate to Councillor Colwill in place of Councillor BM Patel
Planning Committee	Councillor Kansagra as first alternate to Councillor Baker in place of Councillor HM Patel

5. **Procedural motion**

Councillor Moloney moved a procedural motion which was put to the vote and declared CARRIED.

Councillor Beck moved a procedural motion seeking to take amendments to the budget on an individual basis which was put to the vote and declared LOST.

RESOLVED:-

- (i) that paragraph (d) of standing order 46 be suspended;
- (ii) that the Leader of the Council be permitted to speak for up to 30 minutes in presenting the report on the 2011/12 budget and Council Tax to the meeting setting out the Executive's proposals for the budget, after which the following arrangements be agreed for the purpose of debating and voting upon the 2011/12 Budget and Council Tax:

the Leader of the Liberal Democrat Group be permitted to speak for up to 30 minutes;

the Leader of the Conservative Group be permitted to speak for up to 30 minutes

the Deputy Leader of the Council be permitted to speak for up to 15 minutes;

the Chair of Budget and Finance Overview and Scrutiny Committee be permitted to speak for up to 10 minutes;

a general debate to follow during which the usual rules for debate will apply as set out in standing orders 46 and 47 save as set out in this procedural motion;

- (iii) that voting on each Group's budget proposals shall be taken *en bloc*.
- (iv) that all motions presented under summons item 8 be moved to the vote without debate.

6. The 2011/12 Budget and Council Tax

The Council had before it a report from the Director of Finance and Corporate Services seeking approval for the 2011/12 revenue and capital budgets and to the Council Tax to be levied. The report incorporated key information relating to the Council's current financial position and future projections. It set out the key decisions members were being asked to make on:

- the 2011/12 General Fund revenue budget;
- the 2011/12 Schools Budget;
- the 2011/12 Housing Revenue Account;
- the Council's capital programme for 2011/12 to 2014/15;
- the Council's treasury management strategy; and
- prudential indicators aimed at ensuring the affordability of capital spending and a secure approach to borrowing and investment.

The Leader of the Council addressed the meeting and put forward an amendment to the recommendations which proposed additional areas of expenditure and additional savings to fund them.

Councillor Lorber spoke to the meeting and moved an amendment which proposed a number of alternative proposals to the proposed budget.

Councillor HB Patel spoke to the meeting and moved an amendment which proposed a change to the proposed budget.

Councillor Butt thanked officers for their work in putting together the budget now before members. He referred to the financial circumstances the Council was in as a result of the significant reduction in resources. He felt that the standard of living for Brent residents would be undermined by the level of cuts being imposed.

Councillor Allie, as chair of the Budget and Finance Overview and Scrutiny Committee, was invited by the Mayor to speak but did not wish to.

A general debate followed with members expressing views on the proposals from the Executive. It was submitted that the budget sought to protect the most vulnerable. Reference was made to the wider economic situation and that other public authorities such as the police were having to make significant savings. Views were expressed on the libraries transformation project with some opposing any closures and others recognising the challenges the service faced. Aspects of

the amendments put to the meeting were referred to, including the future of Charteris sports centre, the festivals programme, and additional funding for environmental services. Reference was made to the external support gained for the Welsh Harp Centre and the approach to funding the youth service. A view was submitted that funding levels to the special educational needs service needed to be restored. There was also concern expressed over the wider impact on schools from aspects of the budget. The point was made that the Council faced having to make front loaded, large scale cuts which would inevitably have some painful implications. Nevertheless a lawful budget had been delivered on time and with a nil council tax increase. There was support for the continued funding of advice services. The housing issues were referred to including the provision of decent homes, the housing benefit increases and the impact on homelessness. Members expressed differing views over the level of cuts the Council was required to make and the level of reserves required.

Councillor HB Patel asked that an amendment be made to the amendment from the Liberal Democrat Group on helping Brent's environment by deleting reference to the Liberal Democrats and replacing it with the Liberal Democrats/Conservative joint administration. This amendment was accepted by Councillor Lorber.

The Council voted on the amendment in the name of Councillor HB Patel which was declared LOST.

The Council voted on the amendment in the name of Councillor Lorber, as amended, which was declared LOST.

The Council voted on the amendment in the name of Councillor John which was declared CARRIED.

RESOLVED:-

In respect of Section 3

- (i) that the final 2009/10 outturn be noted;
- (ii) that the latest forecast for the General Fund outturn (as detailed in Appendix A(i) of the report) for 2010/11 be noted;
- (iii) that the 2010/11 budget virements (as detailed in Appendix A(ii) of the report) be agreed;

In respect of Section 4

- (iv) that the process, including consultation, that has led to these budget proposals be noted and to note that the council remains in discussion with a number of groups about the council's library strategy, Charteris Sports Centre and other council services which may have an effect on the council budget.
- (v) that the General Fund revenue budget for 2011/12, as summarised in Appendix B of the report, be agreed subject to the following amendments:

1. Additional Areas of Expenditure:

Area	Proposal	Additional Cost £'000
Youth Centres	<i>Wembley – operate at reduced cost/frequency</i>	81
	<i>St Raphael's and Dennis Jackson – merger of two teams and re-alignment of programmes of activity to meet local needs</i>	47
Advice Centres	<i>Reduce Advice agency budgets – 12% for each of BTRG and Law Centre and 7% for CAB</i>	206
Domestic Violence	<i>Victim Support</i>	110
Additional Policing Squad	<i>Additional 2 police officers and 2 PCSOs</i>	110
Welsh Harp	<i>Shared cost with 3rd party</i>	37
Total Costs		591

2. Additional Savings to fund proposals:

Area	Proposal	Additional Cost £'000
Carbon Tax	<i>Charge made to schools central budget (recent change in guidance) to follow 'polluter pays' principle (subject to discussion at Schools Forum)</i>	(205)
Refund of London Councils Grant	<i>£206k of £249k unallocated grant</i>	(206)
Reduction in PCSO's	<i>Reduction from 16 PCSOs</i>	(110)
Grants	<i>Additional Grants for Community Safety</i>	(70)
Total Costs		(591)

- (vi) that the Service Area budgets including the cost pressures, savings, changes to fees and charges and other adjustments detailed in Appendices C and D of the report be agreed;
- (vii) that Appendix F of the report be noted and the budgets for central items and other budgets be agreed;
- (viii) that the contingent liabilities and risks set out in this section of the report be noted where appropriate provision be made for them;
- (ix) that the approach to balances set out in the report be agreed;

- (x) that the report from the Director of Finance and Corporate Services in paragraph 4.36 of the report, in respect of his statutory duty under Section 25 of 2003 Local Government Act, be received;

In respect of Section 5

- (xi) that the GLA precept approved at the meeting of the Greater London Assembly on 23rd February 2011 be noted;
- (xii) that the advice of officers regarding council tax levels be noted;
- (xiii) that there is no surplus or deficit at 31 March 2011 for that part of the Collection Fund relating to community charge;
- (xiv) that the advice of the Director of Legal and Procurement as set out in Appendix M of the report be received and noted;
- (xv) that the instalment dates for council tax and NNDR for 2011/12, and the recovery policy for council tax as set out in Appendix G(ii) of the report be agreed;

In respect of Section 6

- (xvi) that the Medium Term Financial Strategy and the provisional service area cash limits for 2012/13 to 2014/15 set out in Appendix H of the report be agreed;

In respect of Section 7

- (xvii) that the Schools Budget set out in Appendix I(i) of the report be agreed;

In respect of Section 8

- (xviii) that the Housing Revenue Account budget set out in Appendix J to the report be agreed;

In respect of Section 9

- (xix) that the latest forecast outturn position on the 2010/11 capital programme be noted, and the revised budgets be agreed;
- (xx) that the properties included within the disposals programme set out in Appendix K(v) of the report be noted;
- (xxi) that the 2011/12 to 2014/15 programme as set out in Appendix K(iii) of the report, including the new capital allocations, be agreed;
- (xxii) that the inclusion in the Capital Programme of all capital schemes, irrespective of the source of funding be noted and that all schemes be subject to the approval procedures as set out in the Constitution;

- (xxiii) that the levels of unsupported borrowing forecast for 2011/12 and future years and the impact on council tax levels be noted;
- (xxiv) that the policy on repayment of principal in 2011/12 as set out in paragraphs 9.15 to 9.22 of the report be adopted;

In respect of Section 10

- (xxv) that the Treasury Management Strategy and the Annual Investment Strategy for 2011/12 be agreed;

In respect of Section 11

- (xxvi) that the requirements of the Prudential Code be noted;
- (xxvii) that the Prudential Indicators set out in this section for affordability, capital spending, external debt and treasury management be agreed.
- (xxviii) that the arrangements for monitoring and reporting on Prudential Indicators be noted;

In respect of Section 12

- (xxix) that the procedures for controlling expenditure set out in section 12 be noted and agreed;
- (xxx) that the updated schedule of Provisions and Earmarked Reserves set out in Schedule 1 of Appendix N to the report be agreed;

In addition

- (xxxi) that the Council's Director of Finance and Corporate Services be authorised to:
 - (a) make payments on approved capital schemes in 2011/12.
 - (b) borrow in 2011/12 up to the limits agreed within the Prudential Indicators.
 - (c) enter such leasing arrangements as are necessary to finance the programme for 2011/12 and terminate or renegotiate any existing leases.
 - (d) make such minor adjustments to budgets as are necessary.
- (xxxii) that, following the above resolutions and agreeing the budget in Appendix B of the report, it be noted that the effect of all these measures is to produce overall council expenditure in 2011/12 of £268.895m.
- (xxxiii) that it be noted that £1.006m is attributable to the net deficit on the Collection Fund.
- (xxxiv) to note that at its meeting on 25 January 2011, the General Purposes Committee calculated the amount of 97,252 as its Council Tax Base for the year 2011/12 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992;

(xxxv) that in relation to the council tax for 2011/12:

the following amounts be now calculated by the Council for the year 2011/12 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

- (a) £1,042,460,000 being the aggregate of the amount that the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act,
- (b) £774,571,000 being the aggregate of the amounts that the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act,
- (c) £267,889,000 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year,
- (d) £164,905,000 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant reduced by the amount of the sums which the Council estimates will be transferred in the year from its general fund to its collection fund in accordance with Section 97(4) of the Local Government Finance Act 1988,
- (e) £1,058.94 being the amount at (c) above less the amount at (d) above, all divided by the amount for the taxbase specified above calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year;

(f) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
705.96	823.62	941.28	1,058.94	1,294.26	1,529.58	1,764.90	2,117.88

being the amounts given by multiplying the amount at (e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

(xxxvi) that it be noted that for the year 2011/12 the Greater London Authority has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, in respect of the Greater London Authority, for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
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£	£	£	£	£	£	£	£
206.55	240.97	275.40	309.82	378.67	447.52	516.37	619.64

(xxxvii)that, having calculated the aggregate in each case of the amounts at (f) above and the precepting authority referred to in (xxxvi) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2011/12 for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
912.51	1,064.59	1,216.68	1,368.76	1,672.93	1,977.10	2,281.27	2,737.52

(xxxviii)that the Director of Finance and Corporate Services be and is hereby authorised:

- (a) to give due notice of the said council tax in the manner provided by Section 38(2) of the 1992 Act,
- (b) when necessary to apply for a summons against any council tax payer or non-domestic ratepayer on whom an account for the said tax or rate and any arrears has been duly served and who has failed to pay the amounts due to take all subsequent necessary action to recover them promptly,
- (c) to collect revenues and distribute monies from the Collection Fund and is authorised to borrow or to lend money in accordance with the regulations to the maximum benefit of each fund.

(Councillor Brown wished it recorded that he had assented to the amendment moved by Councillor Lorber).

7. Changes to the Council's Financial Regulations

Members had before them the report setting out the proposed new Financial Regulations for the Council and updating the current Scheme of Transfers and Virements. It also explained the introduction of Required Financial Practice Notes. The report also sought agreement for a separate set of Financial Regulations covering schools. Clive Heaphy (Director of Finance and Corporate Services) explained that the changes proposed were largely to bring the Council's Financial Regulations in line with the new council structure.

RESOLVED:-

- (i) that the:
 - a) new Financial Regulations for the Council set out in Appendix A to the report,
 - b) the updates to the Scheme of Transfers and Virements shown as tracked changes in Appendix B to the report,
 - c) the Schools Financial Regulations set out in Appendix C to the report, and

- d) the Required Financial Practice Notes set out in Appendix D to the report

be adopted with immediate effect;

- (ii) that the Constitution be amended by replacing the Financial Regulations in Part 6 with those set out in Appendix A to the report and that the Scheme of Transfers and Virements be amended as shown in Appendix B of the report.

8. **By election result**

RESOLVED:-

that the result of the Kenton ward by election be noted.

9. **Motions**

Give libraries a chance

Councillor Lorber moved the motion submitted by the Liberal Democrat Group.

The motion was put to the vote and declared CARRIED.

RESOLVED:-

that this council

- (a) thanks the many residents who made an effort to attend this meeting of the Council to listen to the budget debate on libraries, and
- (b) expresses support for their cause.

Controlled Parking Zones

Councillor Lorber moved the motion submitted by the Liberal Democrat Group which sought to oppose the increases in parking permit charges for residents living within Controlled Parking Zones. The motion was put to the vote and declared LOST.

Green Zones

Councillor Lorber moved the motion submitted by the Liberal Democrat Group which sought to continue the promotion of the Green Zone scheme. The motion was put to the vote and declared LOST.

Brent Community Law Centre

Councillor Lorber moved the motion submitted by the Liberal Democrat Group.

The motion was put to the vote and declared CARRIED.

RESOLVED:-

that this council:

- (a) thanks the many residents and service users who made an effort to attend the Executive meeting on 15 February 2011 and this Council meeting to listen to the budget debate on the Brent Law Centre,
- (b) thanks the Brent Law Centre for their work in support of Brent's residents over the years, and
- (c) resolves to conduct a fundamental review of the service required from the law centre as promised.

Library service

The motion circulated in the name of Councillor HB Patel was ruled out of order for seeking to undermine decisions already made on the budget.

10. **Urgent business**

There was none.

The meeting closed at 10.10 pm

COUNCILLOR HARBHAJAN SINGH
Mayor

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LONDON BOROUGH OF BRENT

Minutes of an EXTRAORDINARY MEETING OF THE COUNCIL
held on Wednesday, 13 April 2011 at 7.00 pm

PRESENT:

The Worshipful the Mayor
Councillor Harbhajan Singh

The Deputy Mayor
Councillor M Aslam Choudry

COUNCILLORS:

Aden	Adeyeye
Al-Ebadi	Allie
Arnold	Mrs Bacchus
Beck	Beckman
Beswick	Brown
Butt	Castle
Cheese	Chohan
Clues	Colwill
Crane	Cummins
Daly	Denselow
Gladbaum	Green
Harrison	Hirani
Hossain	Hunter
John	Jones
Kabir	Kataria
Long	Lorber
Mashari	Matthews
McLennan	Mistry
Mitchell Murray	J Moher
R Moher	Moloney
Naheerathan	Ogunro
Oladapo	BM Patel
CJ Patel	HB Patel
HM Patel	RS Patel
Powney	Ms Shaw
Sheth	Thomas
Van Kalwala	

Apologies for absence

Apologies were received from: Councillors Ashraf, Baker, S Choudhary, Hashmi, Hector, Leaman and Sneddon

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

Councillor Lorber declared a personal interest in the item on the summons by virtue of being a Director of Friends of Barham Library and a trustee of a related charitable trust.

2. **Petition - Keep Preston Library open/oppose the sale or redevelopment of the site**

A petition comprising over 5000 signatures had been submitted to the Council in the following terms:

Keep Preston Road Library open

We the undersigned petition the council to keep Preston Road Library open and give full consideration to alternatives to the removal of essential local library services to the Preston ward under the Brent "Library Transformation Project". We oppose the sale or redevelopment of the site that does not include a Brent public library.

Under the terms of the Council's petition scheme the petition had been referred to Full Council for debate.

The lead petitioner, Samantha Warrington, addressed the Council meeting. She stated that because the Executive had agreed to close six libraries she hoped members would have the answers to many questions that had arisen during the course of the consultation. She referred to the outcome of the consultation that showed 82% of respondents disagreed with the proposals to close libraries and stated that it had been claimed that these were not the people the Council wanted to hear from. She asked why then the children from local schools, and the congregations of local churches and places of worship all of whom had signed the petition had not been taken notice of. She asked how much the Council had paid consultants to produce the Library Transformation Project. She referred to the cost of providing a library in the new civic centre and why people had not been informed of this cost and instead told about the new civic centre being cost neutral and that the Willesden Library centre would not be demolished when it was going to be. Samantha Warrington asked if councillors believed in a comprehensive library service and that providing games in libraries would help with the development of the service. She asked if councillors believed in making the library service accessible to all, including those that could not afford a bus fare to travel to a library. She asked if it was a good use of money to provide a virtual library service for those people without computers at home. Samantha Warrington claimed that outdated figures and statistics had been used and asked why alternative savings had not been identified. She asked what would happen if the projected use of libraries contained in the transformation project did not materialise. She felt people deserved the answers to all these questions and asked that the decision to close Preston Library be reversed.

RESOLVED:

that the contents of the petition be noted and debated under item 4 below.

3. **Procedural motion**

Councillor Moloney moved a procedural motion concerning the conduct of the meeting.

RESOLVED:

That having heard from the petitioner, the Leader of each political group be allowed to speak for up to five minutes each, after which the Labour Group be allowed up to four speakers, the Liberal Democrat Group be allowed up to two speakers, and the Conservative Group allowed one speaker, with all contributions being subject to the normal rules for debate, after which the meeting shall move to vote on the motion.

4. **Motion - Saving Brent's Libraries**

Opening the debate, Councillor Lorber stated that there had been a long consultation exercise at the end of which the Executive had decided to ignore the views expressed. He added that local people had rejected the proposals which had been recycled from time gone by. Councillor Lorber stated that there were clear alternatives and that these would be scrutinised when the Executive decisions were called-in. The project would result in large parts of the borough not being served by a library. He explained that the previous administration had supported the provision of a new library in the civic centre on the basis that it would be an additional library and that was why there had been investment in libraries during this time. It was the responsibility of local councillors to speak out for their area and Councillor Lorber stated that Liberal Democrat councillors would work with the community to re-establish any library that was closed. He moved the motion circulated.

Councillor Kansagra made a point that although the consultation had run until 4 March, the decision on the libraries had effectively been taken when the budget had been agreed on 28 February. He felt that the proposals submitted by community groups had not been fully analysed to see how the libraries could stay open. He submitted that the full year saving arising from the project could be achieved by stopping the ward working programme. He felt ward working could be re-introduced when circumstances changed but closed libraries could not. Councillor Kansagra stated that the sites of Preston and Tokyngton libraries were earmarked for housing development and that this could include retaining the libraries. He referred to the Council being given extra government grant of £2.53m but instead of using this to preserve front line services it had been put into reserves. He said that reserves were for a rainy day and that it was now raining.

Councillor John stated that the administration did support the library service and that was why it had agreed that the six remaining libraries would remain open for 7 days a week and provide a more accessible and expanded service fit for the 21st century. She pointed out that this Council meeting had been called for political purposes because it did not have the power to overturn the decisions of the Executive. Accordingly it was at the meeting of the Executive where people were heard speaking in support of their local library but it was the responsibility of the Council to consider the service provided to the whole of the borough. Councillor John referred to the scale of the cuts facing the Council. Savings of £23m in

efficiencies had been achieved but the Council could not achieve the required savings of £43m without making cuts to services. She added that some library buildings were not fit for purpose; in the past making difficult decisions on the library service had been avoided but faced with having to make such large savings decisive decisions needed to be taken. She referred to many Councils being faced with similar challenges and stressed the importance of the Council ensuring its services were accessible to the housebound and disabled. Many submissions made to the council had called for a specific local library to remain open but the Council had to consider the whole borough provision.

The following points were made during debate of the item.

It was claimed that the decision went against the results of the consultation and so ignored the wishes of local people. It appeared that the wrong interpretation had been given to the results of the consultation. Reference was made to the previous library strategy. A view was put that Preston library was housed in a beautiful building and the hope expressed that it would remain open. It was suggested that the Council's executive style decision making process had led to the decisions on the library service being made by only ten members of the Council in the face of considerable opposition. It was also claimed that if a free vote was permitted at the council meeting it would lead to some of the libraries remaining open. It was stated that the role of a local councillor was to defend the rights of residents and that the situation had been misjudged to the extent that a U turn was needed.

Reference was made to people being misled into believing that the Council could change the decision taken by the Executive when this was constitutionally impossible. It was suggested that there was limited support from people for all the libraries to stay open. Expressing sympathy with views put forward regarding the provision of services, it was pointed out that the decisions taken on the library service included a report back on the future use of the buildings. It was pointed out that there was a continued willingness to consider proposals from the community to run local services but this could only be on a realistic basis and at no cost to the Council. There was appreciation of the interest and passion shown by those protesting against the decisions but it was stressed that it had to be understood that extremely difficult decisions had to be made in the current climate. The proposals for the library service had been the subject of many months discussion and if it was felt there was a better alternative it would have been followed. Even so it was submitted that the proposals would provide a much better service fit for the 21st century for all residents.

Attention was drawn to the local and national interest in the future of Kensal Library and the hope expressed that the level of local opposition would encourage the Executive to grant more time to consider alternatives in an effort to keep the library open.

Reference was made to the many meetings held with local interest groups and to the large amount of information provided by officers to interested groups. It was claimed that the strategy was designed to result in more people using the library service and more books being lent. It was stated that no credible alternatives had been put forward for keeping all the libraries open. The view was put that lots of people used public transport to get around and this should not stop people using libraries. A reference was made to comments about the loss of community space

at Preston Library and it was stated that future plans for use of the building could bear this in mind.

Referring to the comments regarding past investment in the library service, it was pointed out that this was during a time when government provided the necessary funding to local government. The point was again made that the Council had significantly less funding and had to look at the wider picture. It was made all the worse by the Government front loading the budget cuts.

The motion was put to the vote and declared LOST.


In accordance with the provisions of Standing Order 47(c) the voting on the motion was recorded as follows:

For:	Councillors Allie, Beck, Brown, Castle, Cheese, Clues, Colwill, Cummins, Green, Hunter, Kansagra, Lorber, Matthews, BM Patel, CJ Patel, HB Patel, HM Patel and Shaw (18)
Against:	The Deputy Mayor, Councillors Aden, Adeyeye, Al-Ebadi, Arnold, Mrs Bacchus, Beckman, Beswick, Butt, Chohan, Crane, Daly, Denselow, Gladbaum, Harrison, Hirani, Hossain, John, Jones, Kabir, Kataria, Long, Mashari, Mitchell Murray, Mistry, McLennan, J Moher, R Moher, Moloney, Naheerathan, Ogunro, Oladapo, RS Patel, Powney, Sheth, Thomas and Van Kalwala (37)
Abstention:	The Mayor (1)

The meeting closed at 7.55 pm

COUNCILLOR HARBHAJAN SINGH
Mayor

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	<p style="text-align: center;">Annual Council 11 May 2011</p> <p>Report from the Director of Legal and Procurement</p>
<p>For Action Wards Affected: All</p>	
<p>Changes to the Constitution</p>	

1.0 Summary

- 1.1 This report proposes minor changes to the Council's Constitution arising out of a review of the operation of some aspects of the Constitution, amendments to Standing Orders in relation to contracts, changes to reflect the new Regulations regarding Adoption and Fostering Panels, and the adoption of the Members' Allowance Scheme.

2.0 Recommendations

Members are asked to:

- 2.1 Agree to amend the Constitution to incorporate the changes to the Standing Orders relating to Full Council and the Annual Meeting as set out in Appendix 1.
- 2.2 Agree to amend the Constitution to incorporate the changes to Standing Orders in relation to contracts as set out in Appendix 2.
- 2.3 Agree to amend the Constitution to reflect the legal changes in the Adoption and Permanency and Fostering Panels membership as set out in Appendix 3.
- 2.4 Agree the Members Allowance Scheme as set out in Appendix 4.

3.0 Detail

Introduction

- 3.1 The Constitution is kept under review throughout the year to ensure that it complies with relevant legislation and that it operates effectively. Following the change in administration after the May 2010 elections a cross party Constitutional

Working Group (CWG) was established, which included officer representation, to consider various aspects of the Council's decision making arrangements including the operation of Full Council. Following those meetings changes to the Constitution were agreed by Full Council in September 2010. The effectiveness of those changes has now been reviewed by CWG and minor amendments are recommended in relation to the conduct of Full Council and the Council's Annual Meeting as shown in Appendix 1. The proposed changes attached as Appendices 2 - 4 arise as a consequence of changes in the law or practice. Each change is discussed in detail below and members are asked to approve the changes as set out in the appendices and described below. There are also other aspects of the Constitution still under review and further reports will be brought before members as and when appropriate. Also included is the Members' Allowance Scheme to be agreed for the year 2011/12.

- 3.2 Following this report the Director of Legal and Procurement will update the electronic version of the Constitution available on the Council's intranet and internet sites to take account of the changes agreed by the Council.

Amendments to the operation of Full Council and the Annual Meeting

- 3.3 The amendments to the Annual Meeting are to enable the awards and ceremonial aspects of the meeting to take place separately from the Council's business.

- 3.4 There are three amendments proposed in relation to the operation of Full Council;

- (i) The removal of motions (item (m) of the business of ordinary council meetings) from Council business at the meeting for deciding the budget. Prior to September 2010 this was not part of the business of the Council meeting where the budget and Council tax is agreed. It was included in September 2010 in error. The Standing Orders provide for the budget to be debated by members and the additional provision of motions is therefore surplus to requirements and may lead to duplication.
- (ii) The extension of time for reports by executive members to full council. This has been extended since the time currently provided is insufficient for the purpose.
- (iii) The use of the non executive members' response during questions of Executive members. Further clarity is needed on the use of this provision since it has on occasion been used by non-executive members to raise new or supplementary questions.

- 3.5 Members are asked to approve the changes set out in Appendix 1.

Amendments to the Standing Orders in relation to Contracts

- 3.6 Some amendments are being proposed to Contract Standing Orders following discussion by officers at the officer-level Strategic Procurement Board which is chaired by the Director of Legal and Procurement. The proposed changes are as follows:

- (i) The definition of Low Value contracts in Standing Order 82 is proposed to be amended so that for works contracts (except civil engineering works) the threshold is increased to £500,000. The threshold for supplies and services plus civil engineering contracts remains as the EU threshold i.e. approx. £156K. This means that for building works contracts, officers will be able to invite 3 written quotes for contracts up to £500,000 in value.
- (ii) The Director of Finance and Corporate Services is proposed to be able to authorise exemptions from Standing Orders in two specific circumstances - (i) in cases of extreme urgency (mirrors the general powers of the Chief Executive in part 4 of the Constitution) and (ii) to exempt a procurement for a Low Value contract from the need to get 3 quotes. At present the latter can only be authorised by the Executive. Where (i) or (ii) is being relied on, the powers of the Director of Finance and Corporate Services can only be exercised following legal advice, and only where there are good operational and/or financial reasons for granting the exemption (as with the Executive power to grant exemptions). This change entails a new Standing Order 84(b) being inserted into Standing Orders.
- (iii) In relation to the approvals required before calling a contract off a third party framework under Standing Order 86(d) , the requirement for the Director of Finance and Corporate Services to grant approval has been removed, but the requirement about Chief Officer approval has been strengthened so that this has to include confirmation that there is appropriate budgetary provision. Confirmation that the call-off is legally permissible is still required.

3.7 Members are asked to approve the changes set out in Appendix 2.

Changes to the Adoption and Permanency Panel and the Fostering Panel Membership

3.8 The Adoption and Independent Review of Determinations (Amendment) Regulations 2011 and the Fostering Service Regulations 2011 which came into effect in April 2011 have introduced changes to the membership requirements of the Adoption and Permanency and Fostering Panels. The Regulations are less directive as to the membership of the Panels, and the Council is now required to maintain Central Lists of persons whom it considers to be suitable from which the Panels are to be appointed. There is no longer a requirement that elected members of the Council be members of the panels, but there is discretion to include elected members, and accordingly provision is made in the Constitution for the appointment thereof. Members are asked to agree the changes to the Constitution attached as Appendix 3.

Agreeing the Members' Allowance Scheme

3.9 The Members' Allowance Scheme forms Part 8 of the Council's Constitution. The Scheme was reviewed in September 2010 in accordance with the requirements set out in the Local Government (Members' Allowances) (England) Regulations 2003 and amendments were made to the scheme by Members in September 2010. There are no changes to the scheme recommended to members at this time. Members previously agreed that the allowances be increased in accordance with

the inflation pay award agreed as part of the Local Government Pay Settlement in the previous financial year. There was no increase in the pay settlement last year and accordingly members' allowances remain the same as the previous year. Although there are no changes proposed, the Regulations suggest that the Council should make such a scheme annually and accordingly members are asked to agree the Members' Allowance Scheme attached as Appendix 4.

4.0 Financial Implications

4.1 There are no financial implications arising from this report.

5.0 Legal Implications

5.1 The legal issues are dealt with in the body of the report.

6.0 Diversity Implications

6.1 There are no diversity implications arising from this report.

Background Papers

Brent Constitution

Contact Officers

Should any person require any further information about the issues addressed in this report, please contact Kathy Robinson on telephone number: 020 8937 1368, or email:kathy.robinson@brent.gov.uk.

Fiona Ledden

Director of Legal and Procurement

- (d) The consideration of any business not transacted shall be adjourned to a time fixed by the Mayor at the time the meeting is adjourned or if the Mayor does not fix a time, to the next ordinary meeting of Full Council.

32. The Annual Meeting

At the Annual Meeting of Full Council, the order of business shall be as follows:-

(a)* Community Champion Awards:

Prior to any business being transacted at the meeting the Mayor will present the Community Champion Awards.

(ab)* Mayor:

To elect the Mayor for the following year.

(bc) Deputy Mayor:

If so signified to receive the Mayor's intimation in writing of the appointment by the Mayor of a Councillor of the Borough to be Deputy Mayor.

(d) Vote of thanks to the outgoing Mayor

The incoming Mayor will invite a vote of thanks to the outgoing Mayor

(ee) Election results and acceptance of office:

To receive the report of the Chief Executive upon the result of the elections of Councillors to the several wards of the borough held on the day fixed for the purpose by the Secretary of State pursuant to the provisions of the Local Government Act 1972 and the acceptance of office of Councillors elected.

(ef) Declarations:

Declarations by members of any personal and prejudicial interests in any matter to be considered at the meeting.

(fg) Minutes:

To read and approve as a correct record the minutes of the last meeting or meetings of Full Council provided that if a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the meeting the minutes shall be taken as read.

(gh) Agree the Constitution:

To agree any changes to the Constitution.

(hi) Political Balance:

To review and determine under Section 15 of the Local Government and Housing Act 1989 or any re-enactment or modification thereof the allocation of seats on Council committees and other relevant bodies.

(ij) Appointments to committees and other bodies:

To appoint to the membership of Council committees and joint committees and other relevant bodies, forums and panels; to appoint the Chairs and Vice Chairs of the Council Committees, forums and panels and to agree the alternates for members.

(jk) Meetings of Full Council:

Where possible to agree the days, hour and venue for meetings of Full Council in the forthcoming municipal year.

(kl) Other meetings:

To settle, as far as is considered advisable, the calendar of meetings for the forthcoming municipal year.

(lm)* Business required to be dealt with:

To deal with any other business expressly required by statute to be dealt with.

(mn) Other Business

To consider any other business including any urgent business.

~~**(n) Community Champion Awards:**~~

~~The Mayor will present the Community Champion Awards.~~

~~**(o) Vote of thanks to the outgoing Mayor**~~

~~The incoming Mayor will invite a vote of thanks to the outgoing Mayor.~~

Business falling under (a), (b), (nc) and (od) shall not be displaced, but subject thereto the foregoing order of business may be varied by the Mayor at his or her discretion

33. Community Champion Awards and Vote of Thanks to the Outgoing Mayor

The outgoing Mayor shall, at the Annual Meeting of Full Council and prior to any business being transacted, present the Community Champion awards and may invite persons on to the floor of the meeting to collect such awards. During the presentation of the awards only the Mayor and persons invited by the Mayor to do so may speak and for no longer than the period permitted by the Mayor. For the presentation of the Community Champion Awards and the ceremonial aspects of the change of Mayor (items (n) and (o) of Standing Order 32) †The Council shall reconvene for the Community Champion Awards and Annual Meeting in the Paul Daisley Hall or such other venue as the Mayor shall determine. The Mayor shall present the Community Champion awards and may invite persons on to the floor of the meeting to collect such awards. During the presentation of the awards only the Mayor and persons invited by the Mayor to do so may speak and for no longer than the period permitted by the Mayor. The incoming Mayor will invite a vote of thanks to the outgoing Mayor who will then have the opportunity to address the meeting.

34*. Council Tax Setting

- (a) *A Meeting of Full Council shall be held each year on a day not later than 10th March or such later date as may be allowed by statute to set the level of Council Tax for the following Council Tax year and to deal with associated budgetary matters.*
- (b) At an ordinary meeting where council tax setting is to be decided items h, i, j and k in Standing Order 37 shall be replaced by the following:
- (c) The Leader shall present a report to the meeting setting out the Executive's proposals for the budget
- (d) The Chair of the Budget and Finance Overview and Scrutiny Committee shall be allowed up to 10 minutes to present the findings of the committee following which there shall be a general debate and a vote taken.
- (e) At an Ordinary Meeting where Council Tax Setting is decided there shall be no motions (item (m) under the Ordinary Council Meeting items of business).

35 [Paragraph number not in use]**36. Extraordinary meetings**

- (a) An Extraordinary Meeting of Full Council may be called at any time by the Mayor, or in the absence of the Mayor, by the Deputy Mayor. References in the following paragraphs of this Standing Order to the Mayor shall include the Deputy Mayor acting in his or her absence.
- (b) If the Mayor refuses to call an Extraordinary Meeting of Full Council after a requisition for that purpose, signed by five members of the Council, has been presented to him or her, or if, without so refusing, the Mayor does not call an extraordinary meeting within seven days after the requisition has been presented to him or her, then, any five members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an Extraordinary Meeting of Full Council.
- (c) A requisition under paragraph (b) above for an Extraordinary Meeting of Full Council may be presented to the Mayor either personally or by leaving it with the Democratic Services Manager, or a member of his or her staff, who shall be empowered to receive the requisition on the Mayor's behalf. Any such requisition shall be accompanied by notice of the motion or motions to be debated at the Extraordinary Meeting. The requisition shall be marked with the date and time of receipt by the Mayor or the officer receiving it on the Mayors behalf.

37. Ordinary Meetings

Unless otherwise provided in these Standing Orders the order of business at ordinary meetings of Full Council except those concerning a first reading debate or the Council tax setting shall be:-

- (a)* **Absence of Mayor:**
To choose a person to preside if the Mayor is absent.
- (b)* **Business required to be dealt with first:**

To debate Motions selected by the groups in accordance with Standing Order 45.

(n)* **Urgent business:**

If the Mayor so agrees, to consider any urgent business.

Business falling under (a) to (f) shall not be displaced, but subject thereto the foregoing order of business may be varied by the Mayor at his/her discretion.

Where the Council is to consider a first reading debate item (j) does not take place.

Where the Council is to set the Council Tax items (h), (i), (j) and (k) will be replaced by the other items set out in Standing Order 34.

38. Report from Leader or Members of the Executive

- (a) The Leader or other member(s) of the Executive shall be allowed up to 40 15 minutes to report to Full Council on any matter which is the responsibility of the Executive including but not limited to all or any of the following matters:-

(i) **Reports to be discussed at a First Reading Debate:**

Any initial report to be debated at a First Reading Debate in accordance with Standing Order 44, including the initial report on the annual budget

(ii) **Policy proposals referred to Full Council for approval following a First Reading Debate:**

Any proposed plan, policy or strategy which has been through a First Reading Debate and which is being presented by the Executive to Full Council for approval, the views (if any) of the relevant Overview and Scrutiny Committee and the way in which those views were taken into account by the Executive;

(iii) **Other Policy proposals referred to Full Council for approval:**

Any other proposed plan, policy or strategy forming part of the Policy Framework or the Budget which is being presented by the Executive to Full Council for approval, the views (if any) of the relevant Overview and Scrutiny Committee and the way in which those views were taken into account by the Executive;

(iv) **Approval to depart from Policy Framework or Budget:**

Any decisions which the Executive have purported to take or are minded to take which, in the reasonable opinion of the Monitoring Officer or the Chief Finance Officer are, or would be, contrary to the Policy Framework or contrary to or not wholly in accordance with the budget approved by Full Council and in respect of which decision is sought from Full Council in accordance with Standing Order 18

(v) **Urgent decisions outside the Policy Framework and the Budget:**

question.

- (f) The non executive member shall be permitted to comment further for a maximum of 2 minutes. These follow up comments must relate to the subject matter of their original question and must not involve further or supplementary questions.

40. Debate on key issues affecting the borough

- (a) A speaker shall be invited to attend and speak on an issue pertinent to the London Borough of Brent. The speech shall not exceed 10 minutes.
- (b) The lead executive member will be permitted to speak for 5 minutes on the topic addressed by the speaker within which time they will propose a motion for debate.
- (c) The debate by members will not exceed 45 minutes. Questions or comments by members shall not exceed 2 minutes.

41. Report from the Chairs of the Overview and Scrutiny Committee

- (a) Chairs of not more than two Overview and Scrutiny Committees may present reports on any matter in respect of which the committees have been consulted or which they have been reviewing or considering and each shall be permitted to speak for up to 5 minutes thereon.
- (b) In the absence of the Chair the report shall be presented by the Vice Chair of the Committee or in the absence of the Vice Chair by another member of the Committee selected for that purpose by the Chair or if no person has been selected by the Chair a person selected for that purpose by the Mayor or other person presiding at the meeting of Full Council.
- (c) The Chair or other person nominated to speak shall where appropriate include in his or her report:-
- (i) details of the decisions or proposals of the Executive, which have been called in for scrutiny and are being referred to Full Council in accordance with Standing Order 20;
 - (ii) details of decisions or proposals of the Executive, other than those permitted to be made by the Executive under Standing Order 16 (urgency) or 19 (virement and in year changes to policy), which an Overview and Scrutiny Committee considers are or, if made, would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Council's budget and the recommendations to Full Council thereon;
 - (iii) details of the decisions of the Executive which an Overview and Scrutiny Committee considers were made by the Executive other than in accordance with those parts of the Access to Information Rules applicable to such decisions.

42. [Paragraph number not used]

43. [Paragraph number not used]

44. First Reading Debate

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Low Value Contract	<u>In the case of A contracts for services and supplies and for civil engineering works, a contract with an estimated value over the life of the contract (including any period of extension(s) anticipated by the contract) of up to the amount which is the current threshold for services and supplies contracts under the European Procurement Rules (which is currently £156,442). In the case of a contract for works (except civil engineering works), a contract with an estimated value over the life of the contract (including any period of extension(s) anticipated by the contract) of up to £500,000, provided that the contract is classified as a contract for works and not services by the European Procurement Rules.</u>
Medium Value Contract	In the case of contracts for services or supplies, a contract with an estimated value over the life of the contract (including any period of extension(s) anticipated by the contract) of between the amount which is the relevant threshold for services or supplies contracts under the European Procurement Legislation (which is currently £156,442) and £500,000. In the case of a contract for works a contract with an estimated value of between the amount which is the relevant threshold for services or supplies contracts under the European Procurement Rules (which is currently £156,442) and £1,000,000.
Member	An elected member of Brent Council.
Monitoring Officer	The Director of Legal and Procurement.
Official Order	An order for services, supplies or works to the Council issued by an authorised officer using the Council's official order form.
OJEU	The Official Journal of the European Union.
Tender	An offer or bid or tender from a party to provide services, supplies or works to the Council including any offer, bid or tender which is subject to negotiation.
Tender Acceptance	An acceptance in writing of a Tender.

83. Contracts exempt from Contract Standing Orders

The following contracts are exempt from Contract Standing Orders:-

- (a) individual agency contracts for the provision of temporary staff;
- (b) employment contracts;
- (c) contracts relating to an interest in land.

84. General Requirements

(a) Every contract entered into by the Council shall be entered into pursuant to or in connection with the Council's functions AND shall be procured in accordance with all relevant domestic and European legislation and unless for good operational and/or financial reasons the Executive (or, if appropriate, the General purposes Committee) agrees otherwise with these Contract Standing Orders and the Council's Financial Regulations.

(b) In addition to the powers of the Executive in paragraph 84(a) to grant an exemption from the requirement to procure in accordance with these Contract Standing Orders, the Director of Finance and Corporate Services is also able to grant such exemptions:

(i) on grounds of extreme urgency

(ii) where the exemption sought is in relation to the requirement to obtain 3 written quotes under Standing Order 86(b).

The Director of Finance and Corporate Services shall only exercise his / her authority under this paragraph (i) following legal advice that there is no breach of domestic or EU law or the Council's own procedures in the exercise of the authority (ii) where there are good operational and / or financial reasons for doing so.

(bc) Chief Officers shall ensure in undertaking any contract procurement that:-

- (i) fair, transparent and auditable processes are followed at all stages;
- (ii) tender exercises are conducted appropriate to the nature of the contract being procured;
- (iii) all tenderers are treated equally and fairly; and
- (iv) these Contract Standing Orders are complied with.

(ed) Contract tendering procedures are contained in the Council's Contract Procurement and Management Guidelines which shall be updated and amended from time to time to comply with these Contract Standing Orders. Advice on any of the requirements of these Contract Standing Orders shall be sought from the Director of Legal and Procurement or Director of Finance and Corporate Services as appropriate.

(de) For the avoidance of doubt these Contract Standing Orders apply to:-

- (i) the appointment of consultants; and
- (ii) the establishment of Framework Agreements.

(ef) Subject to paragraph (a) and (b) above and Standing Order 97 (Mandatory Approved List), all medium and high value contracts shall be entered into and

procured in accordance with the formal tendering procedures set out in these Standing Orders.

85. Partnership Arrangements and Collaborative Procurement

- (a) No Partnership Arrangements may be entered into unless they are approved by the Director of Finance and Corporate Services and a formal agreement covering the arrangements is signed by the parties.
- (b) Any Partnership Arrangement or Collaborative Procurement which includes delegation of powers shall be approved by the Executive (or where relevant Full Council).
- (c) Any Collaborative Procurement shall comply with these Standing Orders and Financial Regulations unless;
 - (i) agreed otherwise in writing by the Director of Finance and Corporate Services and the Director of Legal and Procurement; or
 - (ii) in the case of a High Value Contract the agreement of the Executive is obtained under Standing Order 84(a).

For the purposes of this Standing Order the contract value shall be calculated on the estimated value of the Council's part of the contract only.

- (d) Any agreement between the Council and one or more other body which includes any payment by the Council in respect of the costs of carrying out a Collaborative Procurement shall comply with these Standing Orders unless agreed otherwise in writing by the Director of Finance and Corporate Services and the Director of Legal and Procurement.

86. Contracts not subject to full tendering requirements

- (a) Certain contracts as set out in this Standing Order listed below, are not subject to the full tendering requirements of these Contract Standing Orders but are subject to any other relevant parts thereof.
- (b) No formal tendering procedures apply to Low Value Contracts (as defined in Standing Order 82 above with different thresholds applying for works contracts as opposed to supplies and services contracts) except that where the value of the proposed contract is likely to more than £20K in total then at least three written quotes must be sought and the quotes sought and/or obtained shall be recorded. Advice must be sought from the Council's procurement officers about how to select the three organisations to be invited to quote and structure the quotation process. Low Value Contracts do however require formal approval for award according to Standing Order 88(a) from a duly authorised officer within the relevant Council department.
- (c) Contracts which are procured using the corporate Approved List in accordance with the rules prescribed pursuant to Standing Order 97 are not subject to full tendering requirements.
- (d) Subject to the proviso below no formal tendering procedures apply where contracts are called off under:
 - (i) a Framework Agreement established pursuant to these Standing Orders; or

- (ii) a Framework Agreement established by another contracting authority , where call off under the Framework Agreement is approved ~~recommended~~ by the relevant Chief Officer to include confirmation that there is budgetary provision for the proposed call-off contract PROVIDED that the Director of Legal and Procurement has advised that participation in the Framework Agreement is legally permissible, ~~and that approval to participate has been obtained from the Director of Finance and Corporate Services.~~ Advice from the Director of Legal and Procurement ~~and approval to participate from the Director of Finance and Corporate Services~~ must be obtained each and every time a call off under another contracting authority's Framework Agreement is recommended by the relevant Chief Officer.

~~Save that~~SAVE THAT any high value contract may only be awarded on the approval of the Executive as required by paragraph 2.5 of Part 4 of the Constitution.

- (e) Subject to complying with any relevant parts of the European Procurement Legislation, Tenders need not be invited nor quotes sought:
- (i) where for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the services, supplies or works may only be provided by a particular provider or where there is only one provider who would be able to provide the services, supplies or works required PROVIDED that advice is sought from the Director of Legal and Procurement and in the case of High Value Contracts approval is sought from the Executive (or, if appropriate, the General Purposes Committee); or
 - (ii) in cases of extreme urgency where there is an immediate danger to life or limb or property and only to the extent necessary to procure services, supplies or works necessary to deal with the immediate urgent situation PROVIDED that advice is sought from the Director of Legal and Procurement; or
 - (iii) for contracts providing individual personal services such as individual care arrangements or individual special educational needs provision and for the avoidance of doubt this exemption does not apply to any framework agreements or call off contracts that will facilitate the award of individual contracts providing such personal services.

87. Provision of goods, services and works by the Council

- (a) The Local Authorities (Goods and Services) Act 1970 ("the Act") provides that local authorities may enter into contracts to provide goods and services to public bodies defined as such by the Act. Section 96 of the Local Government Act 2003 provides that local authorities may do for a commercial purpose anything which they are authorised to do for the purpose of carrying on any of their ordinary functions provided this power is exercised through a company within the meaning of Part 5 of the Local Government Act 1989.
- (b) Before entering into arrangements under either of these provisions, officers must comply with the relevant requirements of Financial Regulation 6.3 of Part 6 of the Constitution.
- (c) Authority to enter into arrangements under either of these provisions must be agreed by the Executive (or if appropriate the General Purposes Committee) where:

meeting of the relevant forum shall be submitted to the appropriate overview and scrutiny committee.

- (d) If, at a meeting of a service user consultative forum or an area consultative forum a question or issue is raised which, in the view of the Chair or Lead Manager, should be referred to an officer to be responded to the question or issue shall be so referred.
- (e) The response of the person or body to whom any representation or recommendation from a forum is referred shall be reported back to the forum following its consideration by that person or body.
- (f) A note summarising the discussion and outcome of each meeting shall be provided to the Lead Member for Human Resources & Diversity, Local Democracy and Consultation.
- (g) The Chair or any other person representing a relevant consultative forum may address a meeting of the appropriate overview and scrutiny committee in accordance with Standing Order 60(e).

Article 11 – Other Bodies and Panels

Introduction

11.1 There are a number of panels or bodies other than those specifically mentioned elsewhere in these Articles which have links to the Council.

- Adoption and Permanency Panel
- Fostering Panel
- Local Safeguarding Children Board
- Schools Exclusions Appeal Panel
- Schools Admissions Appeal Panel
- Trading Standards Joint Advisory Board
- Schools Forum
- Admissions Forum
- Brent Housing Partnership

Adoption and Permanency Panel

11.2 (a) The Adoption and Permanency Panel (“the Panel”) fulfils the role of the statutory Adoption Panel required by the Adoption Agencies Regulations 2005 (as amended by the Adoption Agency and Independent Review of Determinations (Amendment) Regulations 2011.

(b) The purpose of the Panel is to make recommendations to the Assistant Director Family Support Social Care Assistant Director Childrens' Services as to:

- (i) whether or not the child should be placed for adoption in accordance with Regulation 18 of the Regulations
- (ii) whether any advice should be given to the agency in terms of the matters which fall to be considered under Regulation 18(3)

- (iii) suitability of prospective adopters to adopt in accordance with the terms of Regulation 26 of the Regulations
 - (iv) whether any advice should be given to the adoption agency in respect of the number of children the prospective adopter may be suitable to adopt, their age range, sex, likely needs and background in accordance with Regulation 26(3)
 - (v) whether the child should be placed for adoption with particular prospective adopters in accordance with Regulation 32 of the Regulations
 - (vi) whether any advice should be given to the adoption agency in respect of the provision of support services, the plan for contact and the exercise of parental responsibility in accordance with Regulation 32(4)
 - (vii) any other matter that it is required by law to consider.
- (c) Where recommendations are made in respect of an adoption with a foreign element then the Panel recommendations must take into account any modifications made to the Regulations by The Adoptions with a Foreign Element Regulations 2005.
- (d) The Council must maintain a list of persons who are considered by it to be suitable to be members of an adoption panel ("the Central List"), including-
- (i) one or more social workers who have at least three years' relevant post-qualifying experience, and
 - (ii) the medical adviser to the adoption agency (or at least one if more than one medical adviser is appointed).
- ~~(de)~~ The Assistant Director Childrens' Services Director of Children and Families will appoint officers and other persons to the Panel Central List and appoint members from that list to the Panel. Full Council or the General Purposes Committee will appoint elected members to be included in the Central List and appoint elected members to the Panel.
- ~~(f)~~ The Assistant Director Childrens' Services Director of Children and Families must appoint a Chair who is an independent person and who has the necessary skills and experience to chair an adoption panel and who is not a disqualified person under the Regulations. The Chair may be one of the independent persons referred to below in (g)(iv).
- ~~(g)~~ The Director of Children and Families Assistant Director Childrens' Services must also appoint a vice-chair to act in the Chair's absence
- ~~(e)~~ The Panel shall consist of no more than ten members and must include the following:
- ~~(i)~~ Two social workers with at least three years' relevant post-qualifying experience
 - ~~(ii)~~ One member of the Local Authority

- (iii) ~~The medical adviser to the adoption agency~~
- (iv) ~~At least three other persons who are independent, including where reasonably practicable at least two persons with personal experience of adoption. Other independent members could include specialists in education or child and adolescent mental health.~~
- (f) ~~A member of the Panel may not serve on the Panel for more than three terms and each term is not to exceed three years. This is qualified in the case of the medical adviser who may serve on the Panel for so long as he/she is medical adviser to the Adoption agency. Particular transitional provisions apply in relation to members who have transferred from the Adoption Panel constituted before 30th December 2005.~~
- (h) ~~A member of the Panel may resign from the Panel. person included on the Central List and or appointed to the Panel may at any time ask to be removed from the Central List or Panel at any time by giving one month's notice in writing to the Council/Agency.~~
- (i) ~~In accordance with the provisions of the Regulations, a list/panel member's tenure may be brought to an end by the Adoption Agency Council.~~
- (j) ~~The Panel may not conduct its business unless its meeting includes the chair or vice-chair, and at least one of the social workers, three other members, and where the Chair is not present and the vice chair is not an independent person, at least one other independent panel member, and one of the independent members and at least five of the members attend the meeting.~~
- (k) ~~The panel also carries out functions under the Fostering Regulations 201102 and will consider the following:~~
 - (i) ~~whether long term fostering is in a child's best interest;~~
 - (ii) ~~whether a prospective long term fosterer is suitable to be a long term fosterer;~~
 - (iii) ~~whether a prospective long term fosterer is suitable to be a long term foster carer of a particular child;~~
- (l) ~~The Panel also considers and makes recommendations in respect of:~~
 - (i) ~~applications from foster carers who wish to apply for a Residence Order under section 8 of the Children Act 1989, or a Special Guardianship Order under S14A of the Children Act 1989, in respect of the child/children they are fostering; and~~
 - (ii) ~~applications for Residence Order or Special Guardianship allowances, both as to whether an allowance should be paid and at what level.~~

Fostering Panel

- 11.3 (a) The functions of the Fostering Panel are to consider issues relating to the fostering of children generally and specifically;

- to consider each application for approval and to recommend to the appropriate officer whether or not a person is suitable to act as a foster parent;
- where it recommends approval of an application, to recommend the terms on which the approval is to be given;
- to recommend whether or not a person remains suitable to act as a foster parent and whether or not the terms of his or her approval remain appropriate;
- to advise on the procedures under which reviews are carried out by the Council and periodically monitor their effectiveness; oversee the conduct of assessments carried out by the fostering service provider; and
- give advice and make recommendations on such other matters or cases as the fostering service provider may refer to it.

(b) The Assistant Director Childrens' Services must maintain a list of persons who are considered by it to be suitable to be members of a Fostering Panel ("the central list"), including one or more social workers who have at least three years' relevant post-qualifying experience. Full Council or the General Purposes Committee will appoint elected members to be included in the Central List and appoint elected members to the Panel.

(c) The Assistant Director Childrens' Services must appoint an Independent Chair and a Vice Chair.

(d) To be quorate the Fostering Panel The membership of the Fostering Panel must include an Independent Chair or a Vice Chair, a social worker and three other members. Where the Chair is not present and the Vice Chair is not independent of the Council at least one other Panel member must be independent.

is:

- ~~a chair who is either a senior member of staff of the Local Authority who is not responsible for the day to day management of the social workers carrying out the assessments or someone who is independent of the Local Authority who has the necessary skills for chairing.~~
- ~~Two social workers in the employment of the adoption agency; one with child care experience and one with experience regarding fostering.~~
- ~~At least one member of the authority's Executive or Children and Young People Overview and Scrutiny Committee.~~
- At least four other persons who are independent.

Local Safeguarding Children Board

- 11.4 (a) The Children Act 2004 requires each Local Authority to establish a Local Safeguarding Children Board, to be made up of representatives from the agencies and bodies which have regular contact with children or responsibilities for services to them in the local area.

PART 8

MEMBERS ALLOWANCE SCHEME

The London Borough of Brent, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 and the Local Government Act 1972 hereby makes the following Scheme.

Introduction

1. This is The London Borough of Brent Members' Allowances Scheme. The allowances in Schedule 1 shall become effective from 1st December 2003 and will continue (subject to paragraph 10) until a further decision of the Council.

Interpretation

In this Scheme:

"Councillor" means a member of the London Borough of Brent who is a Councillor.

"Year" means a period of 12 months ended 31 March.

"Week-day" means a day between Monday and Friday (inclusive).

Basic Allowance

2. For each year a basic allowance as set out in Schedule 1 of this Scheme shall be paid to each Councillor.

Special Responsibility Allowances

3. (1) For each year, a Special Responsibility Allowance shall be paid to those Councillors who have the Special Responsibilities in relation to the authority that are specified in Schedule 1 of this Scheme.
(2) The amount of each such Allowance shall be the amount specified against that Special Responsibility in Schedule 1.
(3) No member shall receive more than one Special Responsibility Allowance.

Allowances for voting co-opted members and independent members on Standards Committee

4. For each year an allowance as set out in Schedule 1 of this Scheme shall be paid to the education voting co-opted members and the Independent members.

Travel Allowances

5. (1) A travel allowance may be claimed by a councillor or voting co-opted member or independent member in respect of the cost of travel to or from a meeting or conference or other similar event (together referred to as a "meeting" for the purposes of this Scheme) provided that:
 - (a) the meeting is of a type specified in the regulations (an extract of which is reproduced for information purposes only at Schedule 2 to the Scheme);
 - (b) the allowance will be for reimbursement only of the reasonable costs of standard class travel;
 - (c) an allowance can only be claimed for travel outside of the borough;

- (d) approval of the claim is sought from the Mayor's Office Manager prior to the meeting; and
 - (e) no allowance may be claimed for travel to any meeting of the Council or a meeting of a committee or sub-committee of the Council (other than a joint committee).
- (2) Claims for car mileage or travel by bicycle shall be made in accordance with the scheme that is in place from time to time for officers

Civic dignitaries

6. In accordance with the necessary tax dispensation, for each year the allowances set out in schedule 1 shall be paid to the Mayor and Deputy Mayor to meet the expenses of their office.

Renunciation

7. A Councillor (or voting co-opted or independent member) may, by notice in writing given to the Mayor's Office Manager, elect to forego any part of their entitlement to an allowance under this Scheme.

Part-year Entitlements

8. In so far as this scheme has effect for only part of a year or where, in the course of a year, this Scheme is amended or a Councillor or voting co-opted or independent member becomes or ceases to be a Councillor or voting co-opted or independent member, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable, the entitlement to such an allowance shall be to such part of the allowance as bears to the whole in the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.

Claims and Payments

9. (1) A claim for travel allowance or voting co-opted or independent members allowance under this Scheme shall be made in writing within two months of the date on which the duty in respect of which the entitlement to the allowance arises.
- (2) Payments shall be made:
- (a) in respect of Basic and Special Responsibility Allowances, subject to Sub-Paragraph (4) below, in instalments of one-twelfth of the amount specified in this Scheme on a day each month as determined by the Mayor's Office Manager.
 - (b) in respect of Mayoral and Deputy Mayoral allowances, in accordance with a scheme for which a tax dispensation has been given.
 - (c) in respect of travel allowances, on the day as determined by the Mayor's Office Manager in respect of claims received up to the last day of the preceding month.
- (3) Where a payment of one-twelfth of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Councillor receiving more or less than the amount to which, by

virtue of Paragraph 8, he or she is entitled, the payment shall be such amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.

- (4) A record of all payments made under this Scheme showing recipient, nature and amount shall be maintained and made available for public inspection.
- (5) No member may claim an allowance under this Scheme if he or she is already claiming an allowance from another authority in respect of the same duties
- (6) Where an allowance has already been paid in respect any period during which the person claiming the allowance was not entitled to so claim the Council may recover the amount paid.

Annual Uplift

10. Basic, special and civic allowances payable under this Scheme shall be increased with effect from each April by a percentage equal to the inflation pay award agreed as part of the Local Government Pay Settlement in the previous financial year, unless otherwise determined by the Council. This annual uplift shall cease to apply after 1st October 2014.

Suspension

11. Where a councillor or voting co-opted or independent member is suspended or partially suspended, all member allowances will be withdrawn from that councillor, voting co-opted member or independent member for the period of suspension or partial suspension, including travel or any allowances payable under this scheme.

Pensions

12. (a) The following members of the Council are entitled to pensions in accordance with a members pension scheme:

[none]

- (b) The following allowances shall be treated as amounts in respect of which such pensions are payable:

[none]

Schedule 1

Allowance	Number of Posts /Amount (£)	Total (£)
Basic Payable to all councillors	63 x 7,974	502,362
Special responsibility Only one special responsibility allowance will be paid to any one member		
Post		
Leader	1 x 35,222	35,222
Executive members Deputy Leader Other Executive members	1 x 24,655 8 x 14,969	144,407
Chairs of the Overview and Scrutiny Committees	5 x 4,777	23,885
Chair of Council committees Planning Committee Audit Committee	1 x 13,208 1 x 2,113	15321
Co-chair Youth Parliament	1 x 2,113	2,113
Chairs of sub-committees Pension Fund Sub-Committee	1 x 2,113	2,113
Chairs of Service User Consultative Forums	5 x 2,113	10,565
Chairs of Area Consultative Forums	5 x 4,777	23,885
Members of Alcohol and Entertainment Licensing Committee	15 x 2,113	31,695
Members of the Planning Committee	10 x 3,170	31,700
Member of Adoption and Permanency Panel	1 x 3,170	3,170
Member of the Fostering Panel	1 x 3,170	3,170
Group Leaders	3 x 12,658	37,974
Deputy Group Leaders	3 x 10,126	30,378
Group Whips	3 x 5,473	16,419
	TOTAL for Basic and Special Responsibilities	914379

Allowance	Number of Posts /Amount (£)	Total (£)
Civic responsibility		
Mayor	1x 7,616	7,616
Deputy Mayor	1 x 5,606	5,606
	TOTAL	13,222
Co-opted and Independent Members		
Voting co-opted members	4 x 220	880
Independent members	4 x 415	1660
Non Voting co-opted member of Audit Committee	1 x 415	415
	TOTAL	2955
	TOTAL FOR SCHEME	930556 *

**This figure represents the maximum indicative total cost of the scheme. Since members may only claim one SRA some of the allowances included in the scheme are not taken up and so the actual total cost of the scheme may be less than that shown above.*

SCHEDULE 2

Extract from The Local Authorities (Members Allowances) (England) Regulations 2003

Travelling and subsistence allowance

8. (1) A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories -
- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) the attendance at a meeting of any association of authorities of which the authority is a member;
 - (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
 - (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 - (f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises;
 - (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
 - (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

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Annual Council Meeting

11 May 2011

Report from the Director of Regeneration & Major Projects

For Consideration

Wards affected:
ALL

Amendments to Terms of Reference of the Planning Committee as set out in part 5 of the Brent Constitution

1.0 Summary

- 1.1 The terms of reference for decision making for the Planning Committee were last reviewed in their entirety as part of the drafting of the Council's Constitution in 2002. With the reduced staff resources now available, and the overall workload and frequency of Planning Committee meetings, it is now appropriate to review arrangements. The report recommends that amendments are made to the Planning Committee terms of reference that will reduce the overall Committee workload, removing less significant and all domestic applications from the terms of reference, in part by changing the objection criteria where an application is recommended for approval from more than 2 objections to more than 3. Alterations are also proposed to the member call-in procedure. These changes would still mean that the Planning Committee would determine all major development proposals. The proposals have been considered by the Planning Committee and the Constitutional Working Group, and the recommendations reflect the views expressed by members at those meetings.

2.0 Recommendations

- 2.1 That the Council agrees the following changes to the terms of reference to the Planning Committee and the consequential changes to the Planning Code of Practice in the manner set out in appendix A to reflect the following:

- a) To allow the determination of applications of more than 20 dwellings (currently 10). The implication being that Officers would be able to determine applications of less than 20 dwellings.
- b) That in cases where approval is recommended, the number of objectors required to determine that the decision is made by the Committee be raised from 2 to 3;
- c) That all applications for alterations and additions to residential buildings be determined by officers unless they are called in by members for a decision by the Committee;
- d) That the number of members required to call in an application be increased from 2 to 3.

2.2 To agree to reduce the overall number of Planning Committee meetings from 19 to 15 per year (comprising 12 planning application and 3 policy meetings).

2.3 That the terms of reference of the Planning Committee include consideration of development proposals at a pre-application stage that allows for informal feedback on schemes prior to their formal submission.

3.0 Detail

3.1 The existing scheme of delegation for planning decisions has remained unchanged, with the exception of one amendment governing telecommunication masts, since the original adoption of the Council's Constitution in May 2002. The agreement allows for approximately 93% of planning decisions to be made using Officer delegated powers, with the remaining cases being reported to the Planning Committee for a decision. This has allowed the authority to meet government performance targets on planning applications (based on time taken to deal with applications), although in benchmarking terms with other authorities, Brent has been under pressure to raise its game. The terms of reference for the Planning Committee (delegation agreement) with the proposed changes are appended to this report along with the consequential changes proposed to the Planning Code of Practice. The costs of processing applications, and the time it takes, increase when an application is reported to the Committee. The current system employed is robust however it requires a significant senior staffing resource to support it.

3.2 There are several pressing reasons for a review of the terms of reference and these are set out in paragraphs 3.3 to 3.6 below. They relate to the reduced resources now available to deliver the Planning function and support the Planning Committee, and need to ensure that the Planning Committee has a formalised role in providing feedback to developers on pre application discussions on major proposals.

3.3 The Planning service has and is likely to continue to face very significant budget reduction pressures brought about by the Council's efficiency programme, a reduction in fee income, largely due to fewer major applications, and the recent loss of the Housing and Planning Delivery Grant. In considering the implications of the loss of grant in July last year the Executive acknowledged that staff reductions would be required and that part

of the consequence of this reduction would be decision making efficiencies through changes to the delegation agreement to determine planning applications by officers. There are also specific pressures on the resources that support the Planning Committee including overtime allowances, support services and Case Officer time, and again in the absence of additional resources in the near future this situation will continue.

- 3.4 There is a high frequency of lengthy meetings and a number of site visits which absorbs considerable officer and member time.
- 3.5 Too many applications for domestic house extensions and outbuildings end up being reported to the Committee because of neighbour disputes and member call-ins. This has increasingly become a distraction for members at both the site visits and at the Committee meetings, and takes up too much member time. There are also many examples of discussions at the Planning committee on minor cases taking much longer than the determination of major schemes. Members of the public often have to wait for substantial items to be determined and this gives a poor impression of the decision making role of the Committee and the Council. For more minor and householder applications, the statutory target period for reaching a decision is 8 weeks. It is very difficult for applications that are considered by the committee to meet this target and most applications in these minor categories that are reported to the Committee go over time and affect the published performance figures within NI 157. Brent was one of London's highest performing authorities but has fallen back in recent years, partly as a result of most authorities improving performance and exercising greater decision making at officer level.
- 3.6 Local authorities are now being encouraged to involve Planning Committee members with pre-application discussions on more significant developments. In Brent we have started to do this through presentations to the Committee by developers either prior to a scheduled meeting or prior to or after Saturday site visits. This new function needs to be properly reflected in the terms of reference for the Committee.
- 3.7 There were 19 meetings of the Planning Committee scheduled for 2010/11 of which 4 meetings were reserved for the discussion of policy and guidance. Policy meetings are sometimes cancelled if there is a lack of business. The cycle for meetings for decisions on planning applications is generally between three and four weeks. For each Planning application meeting there is a Saturday morning site visit that consists of prearranged visits to 4 to 7 or so sites. There has also been a meeting with Committee members prior to the start of the main meeting for Officers to provide updates on matters that have arisen since the Committee report was prepared and often covering issues that were raised at the members site visit. As from July 2010 this has changed, following discussions with members, to issue supplementary information the day before the Committee meeting in order to focus the briefing meeting on member's questions. The pre-meeting starts at 18-15, with the main meeting commencing at 19-00. A decision was taken several years ago to bring the start time of the Committee forward by half an hour to try and ensure that all business was conducted prior to the 22-30 p.m. deadline.

- 3.8 There are presently (last 6 meetings) on average 14 planning applications for determination on each Committee agenda (numbers have been higher in past years). Of these applications over 30% consist of domestic extensions, and 10% of minor residential schemes (Houses in multi-occupation, alley gating and 1 or 2 new units). Of the 36 domestic and minor residential cases considered over the last 6 meetings (average 6/meeting) 4 had no objections, 18 (56%) had two objections, 4 had 3 objections, 1 had 4 objections, and the remainder between 5 and 10 objections. All applications were approved with no recommendations overturned. There has been an average of 10 member call-ins in the last three years, mainly on minor domestic proposals. Members are often approached by applicants or their agents to request call-ins when they hear that the officer recommendation is to refuse an application.
- 3.9 It is proposed that the delegation agreement be amended to allow for the frequency of Planning Committee meetings to be reduced, whilst maintaining performance to government targets. For major applications the Council is now increasingly entering into Planning Performance Agreements that allow us to obtain the agreement of an applicant to a timetable leading to a Committee date that does not take the Council outside the statutory targets unless it fails to meet the agreed timetable. This will give the Council greater flexibility in the way it deals with major applications and will accommodate a less frequent cycle of meetings. The current statutory period for handling major applications is 13 weeks.
- 3.10 The views of the Planning Committee and the Constitutional Working Group (CWG) were sought on the changes set out in this report. There was agreement as to the proposed changes, although there was a slight difference of opinion on the threshold for new residential dwellings; the Planning Committee felt that the number of new residential dwellings should be increased from 10 to 15. However, CWG agreed that that an increase to 20 was appropriate, given that any more controversial application would be likely to attract more than 3 objections, and where recommended for approval, be reported to the committee in any event. Both the Planning Committee and the CWG also wish to see a review of the way that site visits are conducted and this will be undertaken.

4.0 Financial Implications

- 4.1 The Council's response to the mid year government spending reductions last year involved swift action taken to reduce spending in affected areas. This included the Planning Service where the loss of the Housing and Planning Delivery Grant left a £390k budget gap. The Executive acknowledged that staff reductions would be required and that part of the consequence of this reduction would be decision making efficiencies through changes to the delegation agreement to determine planning applications by officers. A reduction in the number of Committee meetings will reduce overheads associated with the meeting including site visits, with coach hire and officer time, and the resources from Legal and Democratic Services.
- 4.2 The cumulative impact of Wave 1 savings and a reduction in fee income have also further affected the planning establishment and have reinforced the need

to work more efficiently. Changes have been made to staffing the technical support function and work is ongoing on streamlining processes. A reduction to the frequency of committee meetings, and a smaller Committee caseload will assist in this respect and allow the Service to remain effective in maintaining performance. National Indicator 157 (planning application processing times) is a long standing indicator that is likely to be retained by the government, possibly as the only planning indicator.

5.0 Legal Implications

- 5.1 The terms of reference for the Planning Committee are set out in Part 5 of the Council's Constitution. The Planning Code of Practice for Members and Officers also forms part of the Constitution and is set out in Part 7. Changes to the Constitution require the agreement of Full Council.

6.0 Diversity Implications

- 6.1 It is not considered that the proposed changes will have any adverse impact on those affected by the planning process. The statutory requirement to consult on most applications will remain and representation made will still be considered prior to any decision on an application. Both applicants and parties affected by planning applications will continue to have access to planning staff and elected members, where they will be able to raise concerns.

- 6.2 The greatest change will be on householder applications where applications are generally made by property owners, with adjoining neighbours being notified. It must be borne in mind that the majority of householder applications are already considered under powers delegated to Officers. Equalities monitoring of planning applications has not revealed any specific issues.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 Staffing levels in the Area Planning teams, where planning applications are considered, have reduced in the last four years, most recently as a result of the mid year budget reductions in 2010, with the loss of the Housing and Planning Delivery Grant. The proposed changes will reduce the Committee workload and lead to the more efficient processing of more minor, less contentious applications. This in turn will allow a better staff focus on more complex work, particularly more senior staff.

Background Papers

Brent Constitution (as revised)

Contact Officers

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Appendix A – Proposed amendments marked as tracked changes

TERMS OF REFERENCE OF COUNCIL COMMITTEES AND SUB-COMMITTEES PLANNING COMMITTEE

Membership

- The committee is comprised of 11 councillors.

Terms of Reference

1. To determine applications for planning permission, consent or approval (including listed building and conservation area consent) in respect of the following types of development:-
 - (i) construction of 20 or more dwellings;
 - (ii) outline residential development with a site larger than 0.1 hectare (approximately ¼ acre);
 - (iii) construction of non-residential building exceeding 500 sq. metres in floorspace outside a designated employment area; and
 - (iv) outline non-residential development with a site larger than 0.1 hectare (approximately ¼ acre), outside a designated primary employment area.
2. To determine applications for planning permission, consent or approval (including listed building and conservation area consent) which the Planning Committee has specifically indicated it wishes to consider itself.
3. To determine any application for planning permission, consent or approval (including listed building and conservation area consent) which at least three members of the Council have requested, in accordance with the Planning Code of Practice, be considered by the Planning Committee.
4. To determine any other application for planning permission, consent or approval (including listed building and conservation area consent) in respect of which written objections have been received from 3 or more households or businesses except where those objections relate to:-
 - (i) Alterations to residential buildings including extensions, outbuildings (including garages), walls, vehicular accesses and hardstandings, and porches
 - (ii) satellite television dishes or aerials
 - (iii) other domestic aerials
 - (iv) certificates of lawful use or development (except applications which relate to the lawfulness of the use of a dwelling house by more than one family unit)

AND except where the officers are in any event minded to refuse the permission, consent or approval.

5. To determine any application for planning permission, consent or approval (including listed building and conservation area consent) which would, in the reasonable opinion of the Director of Regeneration and Major Projects or the Assistant Director of Planning and Development, significantly conflict with Council policies.
6. To determine any application for, or revocation of, planning permission or consent or approval (including listed building and conservation area consent) in case where the approval or revocation would, in the reasonable opinion of the Director of Regeneration and Major Projects or the Assistant Director of Planning and Development, give rise to the payment of compensation.
7. To authorise the service of an enforcement or stop notice in respect of breaches of planning, listed building, advertisement and hazardous substances control where such action would involve the payment of compensation.
8. To agree to enter into agreements pursuant to section 106 of the Town and Country Planning Act 1990, section 38 of the Highways Act 1980 or any other agreements required in connection with any permission, consent or approval granted by the committee and to authorise officers to make such agreements subject to such restrictions as it considers appropriate.
9. To determine any matter relating to planning or hazardous substances which are delegated to officers, other than Executive functions, but which the Director of Regeneration and Major Projects or Assistant Director of Planning and Development considers appropriate for the committee to consider.
10. To authorise the making of Tree Preservation Orders in cases where the relevant officer has declined to make an order.
11. In relation to other planning and/or development control matters:
 - (a) where requested by officers or the Executive to do so, to provide comments back to them on any applications for development in neighbouring boroughs and any changes to planning policy in other boroughs.
 - (b) to consider and recommend to the Executive or officers amendments to adopted or draft development plan documents , supplementary planning documents, planning briefs or other similar documents.
 - (c) to comment on development proposals following presentations by applicants and their agents of more significant proposals at a pre-application stage

Limitations

- (a) None of the above will apply to any application for permission or consent which the Council is required to refuse in accordance with a direction to do so from the Mayor of London or any Minister of the Crown issued pursuant to any legislative provision in which case the refusal shall be issued by the Director of Regeneration and Major Projects or the Assistant Director of

Planning and Development but reported to the Planning Committee for information.

- (b) Nothing in paragraphs 1-12 above shall apply to applications for permission for telecommunication masts submitted by telecom operators under Part 24 of Town and Country Planning (General Permitted Development) Order if the meeting at which the matter would be considered would take place after the deadline specified in that order for responding to the application in which case the application may, for the avoidance of doubt, be determined by officers under delegated powers.

PLANNING CODE OF PRACTICE

Purpose of this Code

The Planning Code of Practice has been adopted by Brent Council to regulate the performance of its planning function. Its major objectives are to guide Members and officers of the Council in dealing with planning related matters and to inform potential developers and the public generally of the standards adopted by the Council in the exercise of its planning powers. The Planning Code of Practice is, in addition to the Brent Members Code of Conduct, adopted by the Council under the provisions of the Local Government Act 2000. The purpose of the Code is to provide more detailed guidance on the standards to be applied specifically in relation to planning matters. The Code seeks to ensure that officers and members consider and decide planning matters in an open and transparent manner. The provisions of this code are designed to ensure that planning decisions are taken on proper planning grounds, are applied in a consistent and open manner and that Members of the Planning Committee making such decisions are, and are perceived as being, accountable for those decisions. The Code is also designed to assist members of the Council in dealing with and recording approaches from developers and objectors and is intended to ensure that the integrity of the decision-making process is preserved.

General

1. Members of the Planning Committee shall determine applications in accordance with the Unitary Development Plan unless material considerations indicate otherwise. The Brent Members Code of Conduct and the law relating to Brent Council members' personal and prejudicial interests must be complied with throughout the decision making process. Decisions should not be influenced by personal or prejudicial interests of Councillors or because of undue pressure exerted by applicants, agents or third parties. This Code sets out further rules applicable to the planning process in Brent.

Review of Code of Practice

2. The Director of Legal and Procurement is instructed to commission a report independent of the planning service once every two years on the operation of this Code of Practice. The report should address the extent of compliance with the Code by officers and members, contain an analysis of decisions being made against officers' recommendations and set out any appropriate recommendations for improvement. This report should be presented annually to the Standards Committee.

Accountability and Interests

3. Except as provided for in paragraph 7 of this Code members of the Council should not take part in any discussion of, or vote on, any item if they or their relative, friend or associate is the applicant, agent or objector for that matter.
4. Members of the Council who have business or other interests which may bring them into contact with the Council's planning system on a regular basis should not be considered for membership of the Planning Committee.

5. Members of the Council who are consistently unable to support the Council's planning policies should not be considered by their political group for membership of the Planning Committee.
6. If the Chair decides to allow a non-member of the Committee to speak, the non-member shall state the reason for wishing to speak. Such a member shall disclose the fact that he/she has been in contact with the applicant, agent or interested party if this be the case.
7. If a member of the Council has a personal interest in any planning application or other matter before the Planning Committee, then the member shall, if present, declare a personal interest at that meeting unless the interest arises because the member is a member of or is in a position of general control or management in a body to which they were appointed or nominated to by the Council or that exercises functions of a public nature. In which case the member only needs to disclose the personal interest if they address the Planning Committee meeting on that item.
8. If a member has a personal interest in a matter and if that interest is also a prejudicial interest the member shall withdraw from the room where the meeting is being held and not take part in the discussion save that they may make representations, answer questions or give evidence in respect of the application or matter in question in so far as the public have the right to do so. A member must then withdraw from the room for the rest of that item and play no further part in it.
9. If a member of the Council has a prejudicial interest in a planning application or other matter before the Committee, he/she shall not exercise his or her discretion to require the application or other matter to be referred from officers to the Planning Committee for consideration and nor shall he/she exercise his/her right to request a site visit.
10. For the avoidance of doubt, where a member of the Council is a Freemason or a member of a similar secret society and is aware that the applicant, agent or other interested party in relation to a particular planning application is also a Freemason or a member of the same secret society, the member shall treat this as a prejudicial interest for the purposes of paragraph 8 above.
11. The Monitoring Officer shall maintain a register of contact made by applicants, agents or interested parties with individual members of the Council on each and every planning application, in which members of the Planning Committee must record approaches referred to in paragraph 17 and other members of the Council may record such approaches if they so wish.
12. If any officer of the Council who is involved in making recommendations or decisions on planning applications has had any involvement with an applicant, agent or interested party, whether or not in connection with the particular application being determined, which could possibly lead an observer with knowledge of all the relevant facts to suppose that there might be any possibility that the involvement could affect the officer's judgement in any way, then that officer shall declare a prejudicial interest in the public register held by the Director of Regeneration and Major Projects and take no part in the decision making process. The declaration of such interest shall also be recorded in the minutes of the meeting. This public register to be available for inspection at Planning Committee meetings.

13. No officer of the Council shall engage in any paid work for any town planning matter for which Brent is the Local Planning Authority other than on behalf of the Council.
14. In relation to all matters not addressed above, all such officers shall comply with the Royal Town Planning Institute Practice Advice Note No.5 relating to Consultancy by Current and Former Employees or any guidance replacing this.

Call-in

Call-in powers

15. Where under the provisions of the Constitution three members of the Council ask for an application or other matter to be decided by Committee rather than by officers, their request shall state:
 - (i) the reason(s) which should solely relate to matters of material planning concern why they feel the application or other matter should not be dealt with under delegated powers; and
 - (ii) whether or not they have been approached by any person concerning the application or other matter and if so, by whom.

This information shall then be included in the relevant Planning Committee report.

Unless the request and the necessary supporting information outlined above has been provided by both members at least one week prior to the relevant meeting then the matter shall proceed to be determined by officers in accordance with their delegated powers.

Development proposals submitted by Councillors who sit on the Planning Committee

16. The Council's monitoring officer should be informed of such a planning application and the application should be reported to the Planning Committee and not dealt with by officers under delegated powers.

Approaches to members of the Planning Committee

17. If an approach is made to a member of the Planning Committee from an applicant or agent or objector or other interested party in relation to a particular planning application or any matter which may give rise to a planning application, the member of the Planning Committee shall:
 - (i) inform the person making such an approach that such matters should be addressed to officers or to members who are not members of the Planning Committee.
 - (ii) disclose the fact and nature of such an approach at any meeting of the Planning Committee where the planning application or matter in question is considered; and
 - (iii) record the approach in the register maintained by the Monitoring Officer under paragraph 11.

For the avoidance of any doubt, if the applicant, agent or objector or other interested party attend and/or speak at a Council organised briefing for members of the Planning Committee then that briefing does not constitute an approach which has to be registered with the Monitoring Officer or disclosed under (ii).

18. Where a planning application is to be determined under delegated powers Councillors should not put improper pressure on officers for a particular recommendation or do anything which compromises, or is likely to compromise the officer's impartiality.

Site Visits

19. Save as provided by paragraph 9 above, if two members of the Council request a site visit prior to a meeting of the Planning Committee at which the application in respect of the request is to be considered, they shall provide the following details at least two weeks before the date of the meeting at which the application is to be considered and a record shall be kept of those details:
 - (i) their name;
 - (ii) the reason for the request; and
 - (iii) whether or not they have been approached concerning the application or other matter and if so, by whom.

If the details are not provided then the site visit shall not proceed. Alternatively, during any meeting of the Planning Committee, any member of the Planning Committee may request a site visit in respect of any application on the agenda of the meeting. The member must give the reason for the request.

20. The purpose of a site visit is to gain information relating to the land or buildings which are the subject of the planning application or other matter to be considered by the Planning Committee. A site visit may also assist members of the Planning Committee in matters relating to the context of the application or other matter in relation to the characteristics of the surrounding area. Members attending the site visit should avoid expressing opinions on site visits to any person present.
21. Members of Planning Committee shall not enter any premises which are the subject of a planning application or other matter or known by them to be likely to become such in order to meet the agent, applicant or other interested party, save in the course of a formal accompanied site visit. In exceptional circumstances such as where a member of the Planning Committee is unable to attend the official site visit that has been arranged, a site visit by an individual member may be carried out provided that the member is accompanied by a planning officer.
22. On site visits applicants or other interested parties shall only be permitted to point out to those members of the Planning Committee attending the site visit the features to look at either on the site or in the vicinity, which are relevant to the application or other matter. No discussion will take place on the merits of the application or other matter.

23. Whilst on site visits, members of Planning Committee shall keep together as a group and shall not engage individually in discussion with applicants or objectors.

Membership and Jurisdiction of the Planning Committee

24. When the membership of the Planning Committee is determined, care shall be taken to ensure that for each Ward there is always at least one Councillor who is not a member of Planning Committee. This is so that there will always be a Councillor who is not a member of the Planning Committee with whom residents will be able to discuss planning matters.
25. Any briefings which may be held prior to the Planning Committee meetings shall be open to all members (and alternates) of the Planning Committee. These briefings can help to speed up decision making by giving officers notice of additional information members of the Planning Committee may require at the meeting.
26. All members of Planning Committee, and in particular the Chair, shall be informed from time to time about the relevant provisions concerning access to information contained in the Local Government Act 1972 and in the event of any dispute between members of the Planning Committee and officers as to the application of the 1985 Act, the advice of the Director of Legal and Procurement or his or her representative shall be obtained forthwith.

Meetings of the Planning Committee

27. No material revision to any planning application which might lead to a change in the recommendation of officers shall be considered at Planning Committee unless it has been submitted such reasonable period in advance of the relevant Planning Committee meeting as is agreed by the Assistant Director of Planning and Development and has been the subject of a full appraisal by officers and consultation where necessary and that the minutes shall record the fact that revisions have been made to the application and the reasons for these shall be recorded in the supplementary information.
28. If the Planning Committee wishes to grant planning permission contrary to officers' recommendations the application shall be deferred to the next meeting of the Committee for further consideration. Following a resolution of "minded to grant contrary to the officers' recommendation", the Chair shall put to the meeting for approval a statement of why the officers recommendation for refusal should be overturned, which, when approved, shall then be formally recorded in the minutes. When a planning application has been deferred, following a resolution of "minded to grant contrary to the officers' recommendation", then at the subsequent meeting the responsible officer shall have the opportunity to respond both in a further written report and orally to the reasons formulated by the Committee for granting permission. If the Planning Committee is still of the same view, then it shall again consider its reasons for granting permission, and a summary of the planning reasons for that decision shall be given, which reasons shall then be formally recorded in the minutes of the meeting.
29. When the Planning Committee vote to refuse an application contrary to the recommendation of officers, the Chair shall put to the meeting for approval a statement of the planning reasons for refusal of the application, which if approved shall be entered into the minutes of that meeting. Where the reason


for refusal proposed by the Chair is not approved by the meeting, or where in the Chair's view it is not then possible to formulate planning reasons for refusal, the application shall be deferred for further consideration at the next meeting of the Committee. At the next meeting of the Committee the application shall be accompanied by a further written report from officers, in which the officers shall advise on possible planning reasons for refusal and the evidence that would be available to substantiate those reasons. If the Committee is still of the same view then it shall again consider its reasons for refusing permission which shall be recorded in the minutes of the meeting.

30. Members of the Planning Committee shall refrain from personal abuse and party political considerations shall play no part in their deliberations. Members of the Planning Committee shall be respectful to the Chair and to each other and to officers and members of the public including applicants, their agents and objectors and shall not bully any person. Members of the Planning Committee should not make up their mind before hearing and considering all relevant information at the meeting and should not declare in advance of the meeting, how they intend to vote on a particular application or other matter.
31. Members of the Planning Committee should not speak to members of the public (including applicants and agents) during a meeting of the Planning Committee or immediately prior to or after the meeting concerned, other than where permitted by this Code or Standing Orders.
32. When questioning members of the public or the applicant who have spoken at a meeting of the Committee, members of the Planning Committee shall ensure that their questions relate only to planning matters relevant to the particular application.
33. The minutes of the Planning Committee shall record the names of those voting in favour, against or abstaining:
 - (i) on any resolution of "Minded to grant or minded to refuse contrary to Officers Recommendation";
 - (ii) on any approval or refusal of an application referred to a subsequent meeting following such a resolution.
34. A member of the Planning Committee shall not vote in relation to any planning matter unless he or she has been present in the meeting of the Planning Committee throughout the consideration of that particular matter as required by Standing Orders . Any dispute as to whether the member of the Planning Committee in question should be permitted to vote shall be decided by the Chair having taken appropriate advice from legal or other officers present.
35. Unless all members of the Planning Committee indicate that they intend to vote in accordance with the officers' recommendation on a particular item, the responsible officer shall be allowed time, at the beginning of the consideration of each application, to summarise his or her advice. If after discussion it appears that any member of the Planning Committee is minded to vote contrary to the officers' recommendation, the officer shall be allowed a further opportunity to respond to new points which have been raised, and to address the implications of a contrary decision.

Member and Officer Relations

36. Any criticism by members of Planning Committee of officers in relation to the handling of any planning matter shall be made in writing to the Director of Regeneration and Major Projects and not to the officer concerned. No such criticism shall be raised in public.
37. If any officer feels or suspects that pressure is being exerted upon him or her by any member of the Council in relation to any particular planning matter, he or she shall forthwith notify the matter in writing to the Director of Regeneration and Major Projects.
38. Members of Planning Committee shall not attempt in any way to influence the terms of the officers' report or recommendation upon any planning matter.

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	<p style="text-align: center;">Annual Council 11 May 2011 Report from the Director of Legal and Procurement</p>
<p>For Action Wards Affected: ALL</p>	
<p style="text-align: center;">Representation of Political Groups on Committees</p>	

1.0 Summary

- 1.1 This report deals with rules to be applied on the allocation to political groups of seats on committees established by the Council.

2.0 Recommendations

- 2.1 That the Council:
- (i) note the size of each committee
 - (ii) agrees (where the rules of political balance apply) the allocation of seats on committees to each of the political groups as set out in paragraph 3.10
 - (iii) note that the political balance on sub-committees will be reviewed at the first meetings of the General Purposes Committee and the Alcohol and Entertainment Licensing Committee.

3.0 Detail

- 3.1 The Council is required to review and determine the representation of the political groups on committees and allocate committee places to political groups accordingly at, or as soon as practicable after, its Annual Meeting.
- 3.2 The allocation is determined by applying the “political balance rules” under the Local Government and Housing Act 1989. These are designed to ensure that the political composition of the Council’s decision making and deliberative committees as far as possible replicates the political composition of the full

Council. Committees are subsequently required to carry out a similar process in relation to any sub-committees they may have.

- 3.3 The rules are that seats must be allocated so far as reasonably practicable in accordance with 4 overriding principles:
- (a) that not all the seats on the body are allocated to the same political group;
 - (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership
 - (c) subject to paragraphs (a) and (b) above, that each political group is allocated the same proportion of the total seats across all the ordinary committees of the Council as the proportion of the members of the authority that belong to that group; and
 - (d) subject to paragraph (a) and (c) above, that each political group is allocated the same proportion of the seats on each relevant body as the proportion of the members of the authority that belong to that group.
- 3.4 Principle (c) refers to "ordinary committees" which under the Act means those appointed under S102 Local Government Act 1972, namely General Purposes Committee, Audit Committee and Planning Committee.
- 3.5 Principle (d) applies to a "body" to which the Council makes appointments. The Act provides that the bodies to which this principle applies include ordinary committees (as defined above) and ordinary sub committees, advisory committees and sub-committees, and joint committees where at least 3 seats are allocated. By virtue of the Local Government Act 2000 principle (d) also applies to the Overview and Scrutiny Committees.
- 3.6 Accordingly under principle (c) above the General Purposes Committee, the Audit Committee and the Planning Committee first have to be taken together to determining the number of seats that should be allocated to each group. Then, in accordance with paragraph (d) above, the political balance rules have to be applied to each of those committees individually.
- 3.7 In relation to Overview and Scrutiny committees only principle (d) applies namely that each individual committee must be considered in relation to the political balance principles.
- 3.8 The political balance principles do not apply to the London Councils Joint Committees because only one appointment is made to each
- 3.9 The current membership of the authority is 63 consisting of 40 Labour Group councillors, 17 Liberal Democratic Group councillors and 6 Conservative Group councillors.

3.10 The table below sets out the required allocation of seats on the ordinary committees and other committees of the Council according to the Political Balance rules described above. These figures are reached by “rounding out” fractions of seats so as to produce the minimum achievable deviation from the principles set out at paragraph 3.3 above.

Ordinary Committees	Size	Labour 40 63.49%	Liberal Democrat s 17 26.98%	Conservative 6 9.52%
General Purposes Committee	10	6	3	1
Planning Committee	11	7	3	1
Audit Committee	3	2	1	0
Total in accordance with principle (c) above the balance across these three committees taken together:	24	15	7	2

Other Committees	Size	Labour 40 63.49%	Liberal Democrats 17 26.98%	Conservative 6 9.52%
Children and Young People Overview and Scrutiny Committee	8 (plus 4 voting co-opted members and 2 non-voting co-opted members)	5	2	1
Budget and Finance Overview and Scrutiny Committee	8	5	2	1
Health Partnerships Overview and Scrutiny Committee	8	5	2	1
Partnership and Place Overview and Scrutiny Committee	8	5	2	1
One Council Overview and Scrutiny Committee	8	5	2	1
Call-in Overview and Scrutiny Committee	8	5	2	1

3.11 In addition, the Council has two committees which are not required by law to be subject to the political balance rules described above but to which appointments fall to be made at this meeting. These are the Standards Committee and the Alcohol and Entertainment Licensing Committee. Although not a statutory requirement the Council agreed some time ago that the Standards Committee would have 3 members in addition to the Independent Members, one from each party group. It was also agreed that the political balance rules would as a matter of policy (not law) be applied to the Alcohol and Entertainment Licensing Committee. The effect of this is that the allocation of seats on those committees is as follows:

Committee	Size	Labour	Liberal Democrats	Conservative
		40 63.49%	17 26.98%	6 9.52%
Alcohol and Entertainment Licensing Committee	15	10	4	1
Standards Committee	3	1	1	1

- 3.12 It will be for committees to review the political balance of sub-committees. The review and a determination of the allocation of seats on sub-committees must be carried out as soon as practicable after any occasion on which the members of the committee are changed in consequence of a determination under the 1989 Act and may be carried out on other occasions. It is proposed that such a review take place at the first meeting of the General Purposes Committee which is the only committee to have sub-committees to which the political balance rules apply. It is proposed that a similar review take place at the first meeting of the Alcohol and Entertainment Licensing Committee, although this is not a legal requirement.

4.0 Financial Implications

- 4.1 There are none arising directly from this report.

5.0 Legal Implications

- 5.1 These are addressed in the body of the report.

6.0 Diversity Implications

- 6.1 This report has been screened by officers and there are not considered to be any diversity implications arising from it.

Background Papers

The Brent Constitution
Local Government and Housing Act 1989

Contact Officers

Kathy Robinson, Senior Solicitor, Borough Solicitor's Office at the Town Hall Annexe, Town Hall, Wembley. Tel: 020 8937 1368.

Fiona Ledden
Director of Legal and Procurement

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 <p>The logo of Brent Council, featuring a central coat of arms with a shield, a crown, and two lions. The word 'BRENT' is arched above the shield and 'COUNCIL' is arched below it.</p>	<p>Annual Council 11 May 2011</p> <p>Report from the Democratic Services Manager</p>
For Action	Wards Affected: All
Municipal Calendar of Meetings 2011/2012	

1. Summary

- 1.1 This report presents a draft calendar of meetings for the Municipal Year 2011/2012 (Appendix 1). It reflects the structure currently contained in the Council's constitution.

2. Recommendations

- 2.1 That Members agree in principle the dates for Full Council and other meetings to take place during the Municipal Year 2011/2012, as attached in Appendix 1.
- 2.2 That the Democratic Services Manager be authorised to make any subsequent alterations deemed necessary to the calendar during the course of the municipal year, subject to the usual consultation.

3. Staffing Implications

- 3.1 There are none specific to this report.

4. Financial Implications

- 4.1 There are none specific to this report.

5. Detail

- 5.1 Members are asked to agree the dates in the draft calendar of meetings for the municipal year 2011/2012, on which the Council, and its committee/sub-committee meetings, meetings of the Executive and other bodies should be held.

- 5.2 In general, meetings of Council and the Executive are on Mondays whilst most other meetings are on Tuesdays and Wednesdays. With the exception of the Fostering Panel, Fridays are avoided entirely and Thursdays if possible.
- 5.3 As a basis for putting together the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2010/2011. However, if any memberships change it may in some cases be necessary to review the frequency of any clashes.
- 5.4 The usual religious holidays have been included on the calendar and meetings have not been arranged on those evenings where it has been deemed inappropriate to hold meetings.
- 5.5 For information purposes the calendar also lists some events organised by other bodies such as the Brent Housing Partnership Board.
- 5.6 The dates of the meetings of the full Council are as follows:
11th July 2011
12th September 2011
10th October 2011
21st November 2011
23rd January 2012
27th February 2012 (Council Tax and Budget Setting)
16th May 2012 (Annual meeting of Council)
- 5.7 Meetings of the Executive are aligned with publication of the Forward Plan and call-in dates to give a coherent pattern. Meetings of the Call in Overview and Scrutiny Committee have been provisionally scheduled to fall in between Executive meetings but will only take place if decisions of the Executive are called-in.
- 5.8 In general, August has been left clear of meetings, except for meetings of the Adoption and Permanency Panel, the Fostering Panel and one meeting of the Executive that has been scheduled for the 23rd August 2011, the Planning Committee on 2nd August 2011 and the Call In Overview and Scrutiny Committee on 3rd August 2011.
- 5.9 Provision has been made for Member Development activities throughout the municipal year. These events generally commence at 7.00pm.
- 5.10 An Overview and Scrutiny programme has been scheduled, including five meetings each of the One Council Overview and Scrutiny Committee, Children and Young People Overview and Scrutiny Committee and Partnership and Place Overview and Scrutiny Committee, with a joint meeting of all three of these committees taking place on 2nd June 2011. Six meetings of the Health Partnerships Overview and Scrutiny Committee and seven meetings of the Budget and Finance Overview and Scrutiny Committee have also been scheduled.

- 5.11 Meetings of the Welsh Harp Joint Consultative Committee will be held in Brent in 2011/12. The dates shown for these meetings also have to be agreed by Barnet Council.
- 5.12 Meetings of the Trading Standards Joint Consortium have been provisionally calendared with three meetings scheduled for the year. The meetings will be held alternatively in Brent and Harrow with the first meeting of the 2011/2012 year scheduled to take place in Harrow. The dates shown for these meetings also have to be agreed by Harrow Council.

6. Background Information

London Borough of Brent Municipal Calendar 2010/2011
Report No. /01 Municipal Calendar of Meetings 26th May 2010
BBC Calendar of Religious Festivals

Anyone wishing to inspect the above documents should contact:
Toby Howes, Democratic Services, Room 105, Brent Town Hall.
Tel: 020 8937 1307; e-mail: toby.howes@brent.gov.uk

PETER GOSS
DEMOCRATIC SERVICES MANAGER

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LONDON BOROUGH OF BRENT
CALENDAR OF MEETINGS 2011/2012

MAY 2011			
SUN	1		
MON	2	Early May Bank Holiday	
TUES	3		
WED	4		
THUR	5	Referendum	
FRI	6		
SAT	7		
SUN	8		
MON	9		
TUES	10		
WED	11	COUNCIL	
THUR	12	Planning Committee	
FRI	13	Fostering Panel	
SAT	14		
SUN	15		
MON	16		
TUES	17		
WED	18	Shadow Health and Well Being Board	
THUR	19		
FRI	20		
SAT	21		
SUN	22		
MON	23	Adoption and Permanency Panel Executive	
TUES	24		
WED	25		
THUR	26	Fostering Panel	
FRI	27		
SAT	28		
SUN	29		
MON	30	Spring Bank Holiday	
TUES	31	Adoption and Permanency Panel	

JUNE 2011

WED	1		
THUR	2	Joint Meeting of the One Council, Children and Young People and Partnership and Place Overview and Scrutiny Committees	
FRI	3		
SAT	4	Planning Committee Site Visit	
SUN	5		
MON	6	Member Development Programme Pensioners' Service User Consultative Forum	
TUES	7	Eve of Shavout Harlesden, Brentfield and St Raphael's Area Housing Board Planning Committee	
WED	8	Shavout Call In Overview and Scrutiny Committee#	
THUR	9	Shavout East Brent Area Housing Board Health Partnerships Overview and Scrutiny Committee Trading Standards Joint Advisory Board (Harrow)	
FRI	10		
SAT	11		
SUN	12		
MON	13	Adoption and Permanency Panel Executive	
TUES	14	Black and Minority Ethnic Forum	
WED	15	Audit Committee	
THUR	16		
FRI	17	Fostering Panel	
SAT	18		
SUN	19		
MON	20	Member Development Programme	
TUES	21	South Kilburn Area Housing Board	
WED	22		
THUR	23	Voluntary Sector Service User Forum Wembley Area Housing Board	
FRI	24		
SAT	25		
SUN	26		
MON	27	Adoption and Permanency Panel	
TUES	28	Brent Pension Fund Sub-Committee General Purposes Committee Kilburn and Kensal Area Consultative Forum	
WED	29	Call In Overview and Scrutiny Committee# Harlesden Area Consultative Forum	
THUR	30	Brent Disabled User Forum	

JULY 2011

FRI	1	Fostering Panel	
SAT	2	Planning Committee Site Visit	
SUN	3		
MON	4	Member Development Programme	
TUES	5		
WED	6	One Council Overview and Scrutiny Committee Planning Committee	
THUR	7	Private Sector Housing Service User Forum	
FRI	8		
SAT	9		
SUN	10		
MON	11	Adoption and Permanency Panel COUNCIL	
TUES	12	Children and Young People Overview and Scrutiny Committee Planning Committee** Wembley Area Consultative Forum	
WED	13	Budget and Service Planning Away Day Willesden Area Consultative Forum	
THUR	14	Budget and Service Planning Away Day Member Development Programme	
FRI	15		
SAT	16		
SUN	17		
MON	18	Executive	
TUES	19	Kingsbury and Kenton Area Consultative Forum Teachers' Joint Consultative Committee Welsh Harp Joint Consultative Committee	
WED	20	Alcohol and Entertainment Licensing Committee Budget and Finance Overview and Scrutiny Committee Shadow Health and Well Being Board	
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	Adoption and Permanency Panel	
TUES	26	Health Partnerships Overview and Scrutiny Committee Partnership and Place Overview and Scrutiny Committee	
WED	27	Area Consultative Forum Chairs' and Lead Managers' meeting Highways Committee	
THUR	28	Brent Housing Partnership Board	
FRI	29		
SAT	30	Planning Committee Site Visit	
SUN	31		

AUGUST 2011

MON	1	Ramadan begins	
TUES	2	Planning Committee	
WED	3	Call In Overview and Scrutiny Committee#	
THUR	4		
FRI	5	Fostering Panel	
SAT	6		
SUN	7		
MON	8	Adoption and Permanency Panel	
TUES	9		
WED	10		
THUR	11		
FRI	12		
SAT	13		
SUN	14		
MON	15		
TUES	16		
WED	17		
THUR	18		
FRI	19		
SAT	20		
SUN	21		
MON	22	Adoption and Permanency Panel	
TUES	23	Executive	
WED	24		
THUR	25		
FRI	26		
SAT	27		
SUN	28		
MON	29	August Bank Holiday Ramadan ends	
TUES	30	Eid Ul Fitr	
WED	31		

SEPTEMBER 2011

THUR	1		
FRI	2	Fostering Panel	
SAT	3	Planning Committee Site Visit	
SUN	4		
MON	5	Member Development Programme	
TUES	6	Planning Committee	
WED	7	Call In Overview and Scrutiny Committee#	

THUR	8		
FRI	9		
SAT	10		
SUN	11		
MON	12	Adoption and Permanency Panel COUNCIL Pensioners' Service User Consultative Forum	
TUES	13	Budget and Finance Overview and Scrutiny Committee	
WED	14	One Council Overview and Scrutiny Committee Standards Committee	
THUR	15	Voluntary Sector Service User Forum	
FRI	16		
SAT	17	Liberal Democrat Party Conference	
SUN	18	Liberal Democrat Party Conference	
MON	19	Liberal Democrat Party Conference Executive	
TUES	20	Liberal Democrat Party Conference Harlesden Area Consultative Forum Health Partnerships Overview and Scrutiny Committee	
WED	21	Liberal Democrat Party Conference Black and Minority Ethnic Forum Kilburn and Kensal Area Consultative Forum	
THUR	22	Audit Committee Private Sector Housing Service User Forum	
FRI	23		
SAT	24	Planning Committee Site Visit	
SUN	25	Labour Party Conference	
MON	26	Labour Party Conference Adoption and Permanency Panel Member Development Programme	
TUES	27	Labour Party Conference Brent Pension Fund Sub-Committee	
WED	28	Eve of Jewish New Year (Rosh Hashanah) Navaratri begins Labour Party Conference Planning Committee Shadow Health and Well Being Board	
THUR	29	Jewish New Year (Rosh Hashanah) Labour Party Conference Brent Disabled User Forum Brent Housing Partnership Board	
FRI	30		

OCTOBER 2011

SAT	1		
SUN	2	Conservative Party Conference	

MON	3	Conservative Party Conference	
TUES	4	Conservative Party Conference	
WED	5	Conservative Party Conference Call In Overview and Scrutiny Committee#	
THUR	6	Navaratri ends Children and Young People Overview and Scrutiny Committee	
FRI	7	Eve of Yom Kippur Fostering Panel	
SAT	8	Yom Kippur	
SUN	9		
MON	10	Adoption and Permanency Panel COUNCIL	
TUES	11	Sharad Poonam Budget and Finance Overview and Scrutiny Committee Willesden Area Consultative Forum	
WED	12	Eve of 1 st Day of Tabernacles Partnership and Place Overview and Scrutiny Committee Wembley Area Consultative Forum	
THUR	13	1 st Day of Tabernacles	
FRI	14	2 nd Day of Tabernacles	
SAT	15		
SUN	16		
MON	17	Executive	
TUES	18	Eve of 7 th Day of Tabernacles Highways Committee Kingsbury and Kenton Area Consultative Forum	
WED	19	7 th Day of Tabernacles Budget and Service Planning Away Day	
THUR	20	8 th Day of Tabernacles Budget and Service Planning Away Day	
FRI	21		
SAT	22	Planning Committee Site Visit	
SUN	23		
MON	24	Adoption and Permanency Panel Member Development Programme	
TUES	25	Planning Committee	
WED	26	Diwali	
THUR	27	Hindu New Year	
FRI	28		
SAT	29		
SUN	30		
MON	31		

NOVEMBER 2011

TUES	1		
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WED	2	Call In Overview and Scrutiny Committee#	
THUR	3		
FRI	4	Fostering Panel	
SAT	5		
SUN	6	Eid Ul Adha Remembrance Sunday	
MON	7	Member Development Programme	
TUES	8	Budget and Finance Overview and Scrutiny Committee	
WED	9	Teachers' Joint Consultative Committee Welsh Harp Joint Consultative Committee	
THUR	10		
FRI	11		
SAT	12		
SUN	13		
MON	14	Adoption and Permanency Panel Executive	
TUES	15		
WED	16	Planning Committee**	
THUR	18		
FRI			
SAT	19	Planning Committee Site Visit	
SUN	20		
MON	21	COUNCIL	
TUES	22	One Council Overview and Scrutiny Committee Private Sector Housing Service User Forum	
WED	23	Planning Committee Shadow Health and Well Being Board	
THUR	24		
FRI	25		
SAT	26	Muslim New Year	
SUN	27	1 st Advent Sunday	
MON	28	Birthday of Guru Nanek Adoption and Permanency Panel	
TUES	29	Brent Pension Fund Sub-Committee Health Partnerships Overview and Scrutiny Committee	
WED	30	St Andrew's Day Call In Overview and Scrutiny Committee# Trading Standards Joint Advisory Board	

DECEMBER 2011

THUR	1	All Saints' Day	
FRI	2	All Souls' Day Fostering Panel	
SAT	3		
SUN	4	2 nd Advent Sunday	

MON	5	Black and Minority Ethnic Forum Pensioners' Service User Consultative Forum	
TUES	6	Budget and Finance Overview and Scrutiny Committee Standards Committee	
WED	7	Children and Young People Overview and Scrutiny Committee	
THUR	8	Voluntary Sector Service User Forum	
FRI	9		
SAT	10	Planning Committee Site Visit	
SUN	11	3 rd Advent Sunday	
MON	12	Adoption and Permanency Panel Executive	
TUES	13	Highways Committee Partnership and Place Overview and Scrutiny Committee	
WED	14	Planning Committee	
THUR	15	Audit Committee Brent Housing Partnership Board Member Development Programme	
FRI	16		
SAT	17		
SUN	18	4 th Advent Sunday	
MON	19		
TUES	20	Eve of 1 st Day of Hanukah	
WED	21	1 st Day of Hanukah	
THUR	22		
FRI	23		
SAT	24	Christmas Eve	
SUN	25	Christmas Day	
MON	26	Boxing Day	
TUES	27	Bank Holiday	
WED	28		
THUR	29	Hanukah ends	
FRI	30		
SAT	31	New Year's Eve	

JANUARY 2012

SUN	1	New Year's Day	
MON	2	Bank Holiday	
TUES	3		
WED	4	Call In Overview and Scrutiny Committee#	
THUR	5		
FRI	6	Epiphany Fostering Panel	
SAT	7		
SUN	8		

MON	9	Adoption and Permanency Panel Member Development Programme	
TUES	10	Harlesden Area Consultative Forum Welsh Harp Joint Consultative Committee	
WED	11	Budget and Finance Overview and Scrutiny Committee Kilburn and Kensal Area Consultative Forum	
THUR	12		
FRI	13		
SAT	14	Planning Committee Site Visit	
SUN	15		
MON	16	Executive	
TUES	17	Wembley Area Consultative Forum	
WED	18	Planning Committee Shadow Health and Well Being Board Willesden Area Consultative Forum	
THUR	19		
FRI	20		
SAT	21		
SUN	22		
MON	23	Adoption and Permanency Panel COUNCIL	
TUES	24	General Purposes Committee	
WED	25	Kingsbury and Kenton Area Consultative Forum One Council Overview and Scrutiny Committee	
THUR	26		
FRI	27		
SAT	28		
SUN	29		
MON	30		
TUES	31		

FEBRUARY 2012

WED	1	Area Consultative Forum Chairs' and Lead Managers' meeting Call In Overview and Scrutiny Committee#	
THUR	2	Children and Young People Overview and Scrutiny Committee	
FRI	3	Fostering Panel	
SAT	4	Birthday of Mohammed (Sunni)	
SUN	5		
MON	6	Member Development Programme	
TUES	7	Health Partnerships Overview and Scrutiny Committee Highways Committee	
WED	8		

THUR	9	Birthday of Mohammed (Shia) Partnership and Place Overview and Scrutiny Committee	
FRI	10		
SAT	11	Planning Committee Site Visit	
SUN	12		
MON	13	Adoption and Permanency Panel Executive	
TUES	14		
WED	15	Planning Committee	
THUR	16	Budget and Finance Overview and Scrutiny Committee	
FRI	17		
SAT	18		
SUN	19		
MON	20		
TUES	21	Alcohol and Entertainment Licensing Committee	
WED	22	Audit Committee Private Sector Housing Service User Forum	
THUR	23	Brent Housing Partnership Board	
FRI	24		
SAT	25		
SUN	26		
MON	27	Adoption and Permanency Panel COUNCIL	
TUES	28	Brent Pension Fund Sub-Committee	
WED	29	Call In Overview and Scrutiny Committee#	

MARCH 2012

THUR	1	St David's Day	
FRI	2	Fostering Panel	
SAT	3		
SUN	4		
MON	5	Pensioners' Service User Consultative Forum	
TUES	6	Teachers' Joint Consultative Committee	
WED	7	Planning Committee**	
THUR	8	Voluntary Sector Service User Forum	
FRI	9		
SAT	10	Planning Committee Site Visit	
SUN	11		
MON	12	Adoption and Permanency Panel Executive	
TUES	13	Standards Committee	
WED	14	Planning Committee Shadow Health and Well Being Board	
THUR	15	Brent Disabled User Forum	
FRI	16		

SAT	17	St Patrick's Day	
SUN	18		
MON	19	Member Development Programme	
TUES	20	Highways Committee	
WED	21	One Council Overview and Scrutiny Committee Welsh Harp Joint Consultative Committee	
THUR	22	Trading Standards Joint Advisory Board (Harrow)	
FRI	23		
SAT	24		
SUN	25		
MON	26	Adoption and Permanency Panel	
TUES	27	Health Partnerships Overview and Scrutiny Committee	
WED	28	Call In Overview and Scrutiny Committee#	
THUR	29	Children and Young People Overview and Scrutiny Committee Partnership and Place Overview and Scrutiny Committee	
FRI	30		
SAT	31		

APRIL 2012

SUN	1		
MON	2		
TUES	3	Harlesden Area Consultative Forum	
WED	4	Kilburn and Kensal Area Consultative Forum	
THUR	5		
FRI	6	Eve of 1 st Day of Passover Good Friday	
SAT	7	1 st Day of Passover	
SUN	8	2 nd Day of Passover Easter Sunday	
MON	9	Easter Bank Holiday	
TUES	10	Adoption and Permanency Panel Wembley Area Consultative Forum	
WED	11	Willesden Area Consultative Forum	
THUR	12	Eve of 7 th Day of Passover	
FRI	13	7 th Day of Passover Baisakhi	
SAT	14	8 th Day of Passover Planning Committee Site Visit	
SUN	15		
MON	16	Member Development Programme	
TUES	17	Planning Committee	
WED	18	Kingsbury and Kenton Area Consultative Forum	
THUR	19		
FRI	20		

SAT	21		
SUN	22		
MON	23	St George's Day Adoption and Permanency Panel Executive	
TUES	24		
WED	25		
THUR	26	Brent Housing Partnership Board	
FRI	27		
SAT	28		
SUN	29		
MON	30		

MAY 2012

TUES	1		
WED	2		
THUR	3	London Mayor and GLA Elections	
FRI	4	London Mayor and GLA Elections vote count Fostering Panel	
SAT	5		
SUN	6		
MON	7	Early May Bank Holiday	
TUES	8		
WED	9	Call In Overview and Scrutiny Committee#	
THUR	10		
FRI	11		
SAT	12		
SUN	13		
MON	14	Adoption and Permanency Panel	
TUES	15		
WED	16	ANNUAL COUNCIL (Mayor Making)	
THUR	17		
FRI	18		
SAT	19	Planning Committee Site Visit*	
SUN	20		
MON	21	Executive*	
TUES	22	Planning Committee*	
WED	23	Shadow Health and Well Being Board*	
THUR	24		
FRI	25		
SAT	26	Eve of Shavout	
SUN	27	Shavout	
MON	28	Shavout Adoption and Permanency Panel*	
TUES	29		
WED	30		
THURS	31		

JUNE 2012

FRI	1	Fostering Panel*	
SAT	2		
SUN	3		
MON	4	Spring Bank Holiday	
TUES	5	Diamond Jubilee Bank Holiday	
WED	6	Call In Overview and Scrutiny Committee#*	
THUR	7		
FRI	8		
SAT	9		
SUN	10		
MON	11	Adoption and Permanency Panel*	
TUES	12		
WED	13		
THUR	14		
FRI	15		
SAT	16	Planning Committee Site Visit*	
SUN	17		
MON	18		
TUES	19		
WED	20	Planning Committee*	
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	Adoption and Permanency Panel* Executive*	
TUES	26		
WED	27		
THUR	28		
FRI	29		
SAT	30		

JULY 2012

SUN	1		
MON	2		
TUES	3		
WED	4		
THUR	5		
FRI	6	Fostering Panel&	
SAT	7		
SUN	8		

MON	9	Adoption and Permanency Panel*	
TUES	10		
WED	11	Call In Overview and Scrutiny Committee**	
THUR	12		
FRI	13		
SAT	14	Planning Committee Site Visit*	
SUN	15		
MON	16	COUNCIL*	
TUES	17		
WED	18	Planning Committee*	
THUR	19		
FRI	20		
SAT	21		
SUN	22		
MON	23	Adoption and Permanency Panel* Executive*	
TUES	24		
WED	25		
THUR	26		
FRI	27	Olympics opening ceremony	
SAT	28		
SUN	29		
MON	30		
TUES	31		

Footnote

- * **Provisional** All dates after 16 May 2012 are provisional.
- ** **Planning Committee** meetings marked with asterisks will not consider any planning or other applications.
- # **Call in Overview and Scrutiny Committee** will only meet if any decisions of the Executive are called in.