

Trading Standards Joint Advisory Board

Wednesday 18 March 2020 at 6.00 pm

Boardroom 5, Harrow Civic Centre, Station Road, Harrow
HA1 2XY

Membership:

| Members Councillors: | Representing | First alternates Councillors: | Second alternates Councillors: |
|---------------------------------|---------------------|--|---|
| Miller | LB Brent | S Choudhary | |
| Long | LB Brent | Chohan | |
| Kennelly | LB Brent | Dar | |
| Ferry | LB Harrow | Assad | |
| Mithani | LB Harrow | Osborn | |
| Murphy- Strachan | LB Harrow | Parmar | |

For further information contact:

(LB Brent) Joe Kwateng, (Brent);
0208 937 1354 joe.kwateng@brent.gov.uk ; 020

Mwimanji Chellah (Harrow)
8424 9262 mwimanji.chellah@harrow.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

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above.

Agenda

Introductions, if appropriate.

Election of Chair for the meeting (from amongst the Harrow members)

Apologies for absence and clarification of alternate members

| Item | Page |
|--|---------|
| 1 Election of Chair | |
| 2 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. | |
| 3 Minutes of the previous meeting | 1 - 6 |
| 4 Matters arising | |
| 5 Deputations (if any) | |
| 6 Trading Standards Work Plan for 2020/21 | 7 - 16 |
| This report provides Members with information concerning the proposed 2020/21 work plan for Brent & Harrow Trading Standards. | |
| I have attached an appendix to the report. | |
| 7 Trading Standards Fees and Charges 2020/20 | 17 - 22 |
| This report provides Members with information concerning the proposed level of fees and charges to be made by the Brent & Harrow Trading Standards Service during 2020/21. | |
| 8 Tenants Fees Act and Client Money Protection policy on determining the appropriate level of financial penalties | 23 - 30 |
| The Ministry of Housing, Communities & Local Government has produced statutory guidance under both the Tenants Fees Act 2019 (TFA) and the Client Money Protection Schemes for Property Agents (Requirement to Belong to a Scheme etc.) Regulations (CMPR). The guidance requires Trading Standards to develop and publish their own policy on determining the appropriate level of financial penalties to impose with regards to breaches in the legislation. | |
| I have attached an appendix to the report. | |

9 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services (London Borough of Brent) or his representative before the meeting in accordance with the constitutions of both councils.



- 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.