



Trading Standards Joint Advisory Board

Minutes

Held as an online meeting at 6pm on Thursday 5 March 2026

Present:

Chair: Councillor Krupa Sheth – London Borough of Brent

Councillors: Norman Stevenson – London Borough of Harrow
Krishna Suresh – London Borough of Harrow
Pritesh Patel – London Borough of Harrow
Daniel Kennelly – London Borough of Brent
Steve Crabb – London Borough of Brent

1. Election of Chair

RESOLVED: That Councillor Krupa Sheth (London Borough of Brent) be elected as Chair for the meeting.

2. Apologies for Absence and Clarification of Alternate Members

None.

3. Declarations of Interests

RESOLVED: To note that there were none.

4. Minutes of Previous Meeting

RESOLVED: That the minutes of the meeting held on 5 November 2025 be taken as read and signed as a correct record.

5. Matters arising

RESOLVED: None received.

6. Deputations (if any)

RESOLVED: No requests for deputations had been submitted for the meeting.

7. Fees and Charges Report 2026-27

Anu Parshar, Senior Regulatory Service Manager introduced the report, which provided Members with information concerning the proposed level of fees and charges to be applied by the Brent & Harrow Trading Standards Service during 2026/27.

In accordance with paragraph 13(f) of the Consortium Agreement between the London Borough of Brent and the London Borough of Harrow members noted that the Joint Advisory Board were being asked to consider and make recommendations on the level of fees and charges to be made to the public in respect of the service.

Members were advised that Trading Standards fees fell into the following categories:

1. Statutory fees (set by legislation, although some offer discretion to vary the amount up to a maximum value) i.e. explosives
2. RPI linked fees (agreed previously by Brent's Executive)
3. Discretionary fees (there is discretion to vary the value charged)

In considering the basis on which the proposed fees had been developed. Members were advised this had included benchmarking against other comparable Local Authorities to ensure proportionality and to maintain a competitive position for services that could be offered to customers. Broadly speaking, the aim was to ensure full cost recovery for each respective borough.

In terms of individual fees:

- Explosive License Fees - The fees to process explosive (firework) licenses, charged by the Harrow team were set by the Health and Safety Executive by virtue of the Health and Safety and Nuclear (Fees) Regulations as amended by the Health and Safety and Nuclear (Fees) (Amendment) and Gas Safety (Miscellaneous Amendment) Regulations 2024. The Firework Regulations 2004 set all year round sales licence fees which was in addition to the storage licence. The fees varied subject to the exact licence required, although they were typically £59 to

renew a one year licence in addition to £500 for an all year round license. It remained the case that in Brent, this function was the responsibility of the Licensing Team who received the income.

- Letting and/or Property Management Penalty Fees - Under the Redress Schemes for Lettings Agency Work and Property Management Work Order 2014 and the Consumer Rights Act 2015, monetary penalties of up to £5,000 could be imposed where breaches of the legislation had taken place.
- Weights and Measures Fees - By virtue of S11(5) and S49(4) of the Weights and Measures Act 1985, the Local Authority could charge 'such reasonable fees as determined' for carrying out legal duties under the Act. Additionally, the fees had risen between 3.7% and 3.92%.
- Fee for Officers Carrying Out Duties at Wembley Events - A charge for officers conducting their duties at Wembley events on behalf of brand holders or other merchandisers. The rate for this work was £74 per hour per Enforcement officer and £99 for Senior/Supervisory Staff.
- Financial Investigator's Fee – the Board's Financial Investigators continued to offer their services to other Local Authorities. In addition to agreements with these Local Authorities, which ensured a share of any money raised via the Home Office Proceeds of Crime incentivisation scheme, an hourly fee was charged for time spent conducting the investigation. This covered costs in the event that no order was made or if an order was made by the Court and it was not paid for any reason resulting in no incentivisation scheme payment being received. It was proposed to increase this fee from £51 to £53.

Comments were then sought on the update provided, with the following issues raised:

- Clarity was sought around whether the Wembley Stadium duty was only applicable to Brent officers, which Anu Prashar confirmed was the practice.
- Members queried whether the service always exceeded the income target and noted that the targets had not been subject to significant increase. Anu Prashar explained that Trading Standards was primarily an enforcement agency and not an income generating agency. Some of the income did not include court costs. Most of the income achieved was from Wembley events however, cost recovery also generated income. Some Local Authorities had dedicated teams for cost recovery but Brent did not have the scope for this.
- Members noted that regulating letting agents provided opportunities to enforce penalties which had seen income peak through penalty notices. However, a reduction in income was seen following many letting agents becoming compliant. Additionally, last year new legislation had been introduced which meant that penalty notices could be imposed to those

selling illegal vapes and issued to consistently non-compliant businesses, which was expected to lead to an increase in income.

- Members asked if there was a business case to increase enforcement and whether the service had enough officers to deal with Wembley events. Simon Legg highlighted that this was beyond the scope of this meeting, however Brent carried out a pay review which included Wembley events and also had arrangements in place to ensure staff were available to support on event days.

With no further comments raised the Chair thanked officers for the update provided and it was **RESOLVED** to note and endorse the proposed level of charges outlined within the report for formal approval.

8. Work Plan Report 2026-27

Anu Parshar, Senior Regulatory Service Manager introduced the report, which provided Members with information concerning the proposed 2026/27 Work Plan for Brent & Harrow Trading Standards.

In presenting the report, it was noted that the service budget was expected to remain remain the same with only minor adjustment to service priorities and the issue of door scams and sale of illicit tobacco still identified as ongoing concerns.

In terms of the approach outlined members noted the intelligence led and risk based nature of the service along with the work being undertaken across inter-authority companies and efforts to raise income and also publicise work to raise awareness.

In noting the pending implementation of the Renters Reform Bill confirmation was provided of the services focus on this theme as the new legislation came into force.

Comments were then sought on the update provided, with the following issues raised:

- Members queried if the service carried out work for online retailers. Anu Prashar explained that following complaints received from consumers the service targeted businesses that operated in Brent or Harrow including those importing goods.
- Clarity was sought on how to advertise to renters about the new renters rights. The Chair said that she and Councillor Donnelly Jackson (Brent's Cabinet member for Housing) had raised this issue with housing and environment teams and both Harrow and Brent's websites would be updated with the correct contact details. Anu Prashar explained that the Renters Rights Act was mainly to do with housing authorities and did not come under the Tenants Fees Act.

- Members asked about the online delivery of drugs to people's properties and the risk of this being picked up and asked whether the service was working with Border Control and other agencies. Anu Prashar confirmed that Trading Standards did work with Port Authorities. Additionally, Trading Standards worked with HRMC and Port Authorities around the import and sale of illicit tobacco. Simon Legg explained that a lot of the big ports had internal Trading Standards officers including Heathrow Airport. Tobacco was easily hidden, lightweight lucrative and easily smuggled, however Trading Standards officers at ports aimed to intercept it before it reached the high street.
- Members asked if any shop had been banned in Harrow for selling illegal vapes or illicit tobacco. Anu Prashar stated that there had been no bans enforced in Harrow and that the service was working with shopkeepers who were able to send back the stock to the supplier. Simon Legg informed the meeting that the most frequent FOI requests were regarding vapes; the figures of which could be provided to members.
- In terms of the extent of illegal sales Anu Prashar advised that issues impacted both boroughs, although the trend was not above levels within other Local Authorities.
- Members asked if the issue of vapes required more resource. Anu Prashar said that if the service was to take on prosecutions it will get its costs back. The matter was around education and enforcement.

With no further comments raised the Chair thanked officers for the update provided and it was **RESOLVED** to note and approve the 2026-27 Work Plan.

9. Date of Future Meetings

NOTED the dates for the provisional schedule of meetings agreed between Brent & Harrow for the 2026-27 Municipal Year:

- Tuesday 30 June 2026 at 6pm to be hosted (online) by the London Borough of Harrow
- Tuesday 3 November 2026 at 6pm to be hosted (online) by the London Borough of Brent
- Thursday 4 March 2027 at 6pm to be hosted (online) by the London Borough of Harrow

10. Any Other Urgent Business

Councillor Crabb informed the Board that he would not be standing in the May elections so this would be his final meeting as Board Member. Councillor Crabb thanked everyone, particularly the Trading Standards team. The Chair thanked Councillor Crabb for his service and dedication to the Board and wished him all the best for the future.

The meeting closed at 6:45pm.

COUNCILLOR KRUPA SHETH
Chair