



# **Cabinet**

# **Minutes**

## **14 September 2023**

Record of decisions taken at the meeting held on Thursday 14 September 2023.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton  
Marilyn Ashton  
Stephen Greek  
Hitesh Karia  
Jean Lammiman  
Anjana Patel  
Pritesh Patel  
Norman Stevenson

**Non-Executive  
Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**Non-Executive  
Voluntary Sector  
Representatives:** John Higgins  
Harrow Youth Parliament  
Representative

**In attendance  
(Councillors):** Stephen Hickman  
David Perry  
Krishna Suresh  
For Minute 193  
For Minute 188 – 201  
For Minute 193

**Apologies  
received:** Councillor Mina Parmar

## 188. Apologies for Absence

Apologies were received from Councillor Mina Parmar, Portfolio Holder for Housing.

## 189. Minute Silence

Members stood and observed one minute silence for those affected by the earthquake in Morocco and floods in Libya.

## 190. Declarations of Interest

**RESOLVED:** To note that the following interests were declared:

### Item 8 – Local Areas of Special Character – criteria for designation

During the course of the meeting, Councillor Paul Osborn, Leader of the Council and Portfolio Holder for Strategy, declared a non-pecuniary interest in that he lived in West Harrow Village. He would remain in the meeting whilst the item was considered and voted upon.

### Item 9 – Public Space Protection Order (PSPO) Approval for Publication

Councillor David Ashton, Portfolio holder for Finance and Human Resources, declared a non-pecuniary interest in that he was a Trustee of the Bentley Priory Museum. He would remain in the meeting whilst the item was discussed and voted upon.

Councillor Marilyn Ashton, Portfolio Holder for Planning and Regeneration, declared a non-pecuniary interest in that she was on the committee for Bentley Priory Nature Reserve and also that Harrow Weald viewpoint was mentioned and she was on the Harrow Weald Board of Conservators which abutted the viewpoint and by extension the nature reserve. She would remain in the meeting whilst the item was discussed and voted upon.

Councillor Stephen Greek, Portfolio Holder for Performance, Communications and Customer Experience, declared a non-pecuniary interest in that Harrow Weald viewpoint was mentioned and he was on the Harrow Weald Board of Conservators which abutted the viewpoint and by extension the nature reserve. He was also a member of the Old Redding Management Committee. He would remain in the meeting whilst the item was discussed and voted upon.

Councillor Jean Lammiman, Portfolio Holder for Community and Culture, declared a non-pecuniary interest in that she was the Chair of Trustees for the West House and Heath Robinson Museum Trust. She would remain in the meeting whilst the item was discussed and voted upon..

Councillor Paul Osborn, Leader of the Council and Portfolio Holder for Strategy, declared a non-pecuniary interest in that he was the Council's appointed representative to the West House and Heath Robinson Museum Trust. He would remain in the meeting whilst the item was discussed and voted upon.

Councillor Pritesh Patel, Portfolio Holder for Adults and Public Health, declared a non-pecuniary interest in that Harrow Weald viewpoint was mentioned and he was on the Harrow Weald Board of Conservators which abutted the viewpoint and by extension the nature reserve. He was also a member of the Old Redding Management Committee. He would remain in the meeting whilst the item was discussed and voted upon.

Councillor Norman Stevenson, Portfolio Holder for Business, Employment and Property, declared a non-pecuniary interest in that he was Chair of Bentley Priory Museum Endowment Fund Trust. He would remain in the meeting whilst the item was discussed and voted upon.

**191. Petitions**

**RESOLVED:** To note that no petitions had been received.

**192. Public Questions**

**RESOLVED:** To note that two public questions had been received and responded to and the recording would be available on the website.

**193. Councillor Questions**

**RESOLVED:** That the Councillor Questions were responded to and the recording would be placed on the Council's website.

**194. Key Decision Schedule September - November 2023**

**RESOLVED:** To note the contents of the Key Decision Schedule for the period September – November 2023.

**195. Progress on Scrutiny Projects**

**RESOLVED:** To receive and note the current progress of the scrutiny reports.

**Resolved Items**

**196. Local Areas of Special Character - criteria for designation**

**RESOLVED:** That

- (1) the consultation responses on the criteria for the new local heritage designation namely proposed 'Local Areas of Special Character' be noted; and
- (2) a process of designating Local Areas of Special Character (LASC), including the proposed criteria for designation (including the minor clarification), as set out in paragraph 7.3 of the officer report, be established.

**Reason for Decision:** There are many local areas in Harrow that might not meet the strict criteria for conservation area status but do have local heritage interest. Accordingly, this report proposed the designation criteria for the new local designation for such Local Areas of Special Character. This proposed local designation, and its associated local criteria for designation, was a parallel to the existing local designations of locally listed buildings and locally listed parks and gardens in Harrow for those buildings and areas that did not meet the strict criteria for national heritage designation.

#### **197. Public Space Protection Order (PSPO) Approval for Publication**

**RESOLVED:** That

- (1) the feedback received from the public consultation on the draft PSPO and the revised wording of the PSPOs be noted;
- (2) the final wording of the PSPOs for implementation and publication be approved;
- (3) the Corporate Director Place be authorised to take all steps necessary to publicise and implement the PSPOs.

**Reason for Decision:** The proposed PSPOs would allow direct action against low level anti-social behaviour, with the benefit of being able to issue fixed penalty notices for breaches, if appropriate.

#### **198. Translation and Interpreting Services**

Having agreed to note the confidential appendices to the officer report it was

**RESOLVED:** That

- (1) the commencement of the procurement of a provider for Translation and Interpreting Services be approved noting that the contract(s) would be awarded for a 3- year term from 1 April 2024 to 31 March 2027 with the option to extend for a further 2 years up to 31 March 2029;
- (2) the tender documents be approved;
- (3) the Corporate Director of People Services be authorised, following consultation with the Portfolio Holder for Children's Services, to make any changes required to the tender documents following approval;
- (4) the Corporate Director of People Services be authorised, following consultation with the Interim Director of Finance and Assurance, the Portfolio Holder for Children's Services and the Portfolio Holder for Finance and Human Resources, to award the contract.

**Reason for Decision:**

1. To enable the Local Authority to fulfil its statutory duties to provide an Interpretation and Translation service which met the Council's

commitment to equality of opportunity, enabling access to information and services for those who:

- Did not speak English;
  - Did not speak English and were known to social care and or early support services
  - were Blind or had a visual impairment; and
  - were Deaf or had a hearing impairment
2. The existing translation and interpreting services contract with DA Languages would cease on 31 March 2024. This procurement focused upon securing new contractual arrangements for face to face, telephone, video remote and document interpreting and translation services.

### **199. Procurement of Revenues, Benefits and Parking Specialist Print Contractor**

Having agreed to note the confidential appendix to the officer report it was

**RESOLVED:** That

- (1) the procurement of a service contract for Printing and Mailing Services for Bulk Document printing of Council Tax, Business Rates, Benefits, Business Improvement Districts ("BIDS"), Parking Enforcement and Sundry Debt documents be authorised with a maximum value of £0.8m over 4 years (£200,000 annually) or £1.2m over 6 years if the option to extend the contract for a further 2 years was exercised;
- (2) the draft tender documents be approved;
- (3) the Interim Director/Director of Finance and Assurance be authorised, following consultation with the Portfolio Holder for Finance and Human Resources, to make any necessary changes to the tender documents following approval;
- (4) the Interim Director/Director of Finance and Assurance be authorised, following consultation with the Portfolio Holder for Finance and Human Resources, to award the new contract to the successful bidder.

**Reason for Decision:** Not procuring an external partner, would potentially leave the authority with limited ability to collect approximately £260m per annum in relation to unpaid Council Tax, Business Rates, Parking Control Notices (PCN's) and other unpaid Council charges, which would impact adversely on the Council's budget. It would also mean that the London Borough of Harrow would be unable to fulfil its statutory duty to issue bills. Cabinet authorisation of the procurement was required to comply with the Council's Contract Procedure Rules.

## 200. Revenue and Capital Budget Monitoring Report Quarter 1 2023-24

Having agreed to note the confidential appendices to the officer report it was

**RESOLVED:** That

- (1) the revenue and capital outturn positions, as set out in paragraphs 1.2 to 1.4 of the officer report, be noted;
- (2) the proposed additions and amendments to the Capital Programme, as set out in paragraphs 3.28 to 3.32 of the officer report, be approved;
- (3) the Council's Trading Update, as detailed in Appendix 4 to the officer report, be noted;
- (4) Concillium Assets LLP Business Plan, as detailed at confidential Appendix 5 to the officer report, be approved;
- (5) the Sancroft Community Care Limited's Business Plan, as detailed at confidential Appendix 6 to the officer report, be approved.

**Reason for Decision:** To receive the 2023-24 financial forecast position at Q1 and to provide an update on trading company performance.

## 201. Appointment of Portfolio Holder Assistants

**RESOLVED:** That

- (1) the appointment of the identified Portfolio Holder Assistants and responsibilities be approved as set out in the table below, noting that these superseded previous appointments;

<b>Portfolio Holder Assistant</b>	<b>Identified Remit</b>	<b>Responsible Cabinet Member</b>
Cllr Chris Baxter	Strategy	Cllr Paul Osborn
Cllr Philip Benjamin	Planning and Regeneration	Cllr Marilyn Ashton
Cllr Janet Mote	Customer Experience and Civic Pride	Cllr Stephen Greek
Cllr Matthew Goodwin-Freeman	People (Children and Adult Services)	Cllr Hitesh Karia/Cllr Pritesh Patel
Cllr Nitesh Hirani	Business and Employment	Cllr Norman Stevenson
Cllr Kuha Kumaran	IT	Cllr Stephen Greek
Cllr Nicola Blackman	Infrastructure and Highways	Cllr Anjana Patel
Cllr Vipin Mithani	Community Safety	Cllr Anjana Patel
Cllr Zak Wagman	Finance	Cllr David Ashton

- (2) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistants from 14 September 2023 be approved.

**Reason for Decision:** To enable the support to Cabinet Members in terms of information provision and management, to contribute to and ensure an effective decision-making framework as part of the democratic process.

(Note: The meeting, having commenced at 6.30 pm, closed at 7.37 pm).

Proper Officer

Publication of decisions:	<b>15 September 2023</b>
Deadline for Call-in:	<b>5.00 pm on 22 September 2023</b> <b>(Please note that Call-in does not apply to all decisions).</b> To call-in a decision please contact:  Mwimanji Chellah via email: <a href="mailto:mwimanji.chellah@harrow.gov.uk">mwimanji.chellah@harrow.gov.uk</a>
Decisions may be implemented if not Called-in on:	<b>23 September 2023</b>