

# Council (Council Tax) Supplemental Summons

**Date: Thursday 23 February 2023**

3. **Procedural Motions** (Pages 3 - 6)
8. **Corporate Plan 2023 - 2026** (Pages 7 - 10)  
Recommendation I: Cabinet  
(16 February 2023)
9. **Revenue Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26**  
(Pages 11 - 16)  
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(16 February 2023)
10. **Housing Revenue Account Budget 2023/24 and Medium Term Financial Strategy 2024/25 to 2025/26, Housing Revenue Account Capital Programme 2023/24 to 2027/28 and HRA Business Plan** (Pages 17 - 22)  
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(16 February 2023)
11. **Treasury Management Strategy Statement Including Annual Investment Strategy for 2023/24 and Capital Strategy for 2023/24** (Pages 23 - 26)  
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(16 February 2023)
13. **Statutory Officer Roles** (Pages 31 - 38)  
Report of the Director of Legal and Governance Services.

17. **Information Report - Remuneration Packages of £100,000 or greater** (Pages 39 - 46)  
Report of the Chief Executive.

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**COUNCIL**  
**23 FEBRUARY 2023**

**PROCEDURAL MOTION**

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**ITEMS 8 - 12 Corporate Plan 2023 - 2026**

**Revenue Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26**

**Housing Revenue Account Budget 2023/24 and Medium Term Financial Strategy 2024-25 to 2025-26, Housing Revenue Account Capital Programme 2023-24 to 2027-28 and HRA Business Plan**

**Treasury Management Strategy Statement Including Annual Investment Strategy for 2023/24 and Capital Strategy for 2023/24**

**Capital Programme 2023/24 to 2025/26**

This note reflects a consensus between the Political Groups on the procedures that will apply for the determination of all the above items.

**OPENING** The Leader will move the Council report, and Cabinet Recommendations and the Mayor will then request any amendments.

**AMENDMENTS** Any amendments will then be moved and seconded.

**JOINT DEBATE** The Council will hold one comprehensive debate on Items 8 - 12, and so **all** amendments will be considered together.

**ADJOURNMENT** Should significant amendments be received, the Mayor may propose an adjournment of up to thirty minutes to allow Members to read and assimilate them.

**EXTENDED SPEECHES** Up to three identified Members of each Group will be allowed a total of **15 minutes** to talk to the items and respond to any amendments. The order will be as follows:

- (1) Conservative (15 minutes)
- (2) Labour (15 minutes)

Further to this, one speaker from the Administration and one from the Opposition Group will have 5 minutes each during the debate.

**DEBATING RULES** All other speakers will be restricted to the usual **3 minutes**.

To conclude the debate the Groups will be allocated **1 winding-up speech of 5 minutes**, in the following order:

- (1) Labour
- (2) Conservative

**VOTING ON AMENDMENTS** Following the final winding-up speech, the Council will immediately move to voting on the amendments. **NO** further debate will take place between the voting on the amendments.

The amendments will be voted on in the following order:

- (1) Labour
- (2) Conservative

One separate vote will be taken on each amendment. If any amendment is carried it becomes the substantive proposal.

Following votes on each amendment, the Council Meeting will have either:

- if an amendment has been carried, a new substantive proposal on the Corporate Plan, Budget, Council Tax, Housing Revenue Account Budget and Medium Term Financial Strategy, Treasury Management Strategy Statement, Capital Programme; or
- if no amendment has been carried, the original Recommendations.

**DETERMINATION  
OF ITEMS 8 – 12**

A new substantive Budget/Council Tax proposal (if an amendment has been carried) or the Cabinet Recommendation (if not amended) will be put to a formal vote of the Council for adoption, without further debate. A record of all Members voting on the Budget will be taken. Separate votes will be taken on each of the remaining items.

**SUSPENSION OF  
COUNCIL RULES**

The procedures set out above vary the rules regarding the moving of a recommendation from the Executive and the rules of debate. Council will be assumed to have endorsed, under Rule 26.1, the partial suspension of the relevant rules for the limited purposes of items 8 – 12 on the Summons, to enable them to be taken as a single item.

**Voting Procedure**

In accordance with Council Procedure Rule 19.4, the vote of each Member present has to be recorded.

**COUNCIL**  
**23 FEBRUARY 2023**

**CABINET**  
**RECOMMENDATION**  
**(16 FEBRUARY 2023)**

**RECOMMENDATION I**

**CORPORATE PLAN 2023 - 2026**

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# Cabinet

# Minutes

## 16 February 2023

Record of decisions taken at the meeting held on Thursday 16 February 2023.

**Present:**

**Chair:** Councillor Paul Osborn

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

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

**Non-Executive  
Voluntary  
Sector  
Representative:** John Higgins

**Joined Virtually  
(Councillors)** Hitesh Karia Jean Lammiman

**In attendance  
(Councillors):** Peymana Assad For Minute 100  
Simon Brown For Minute 98  
Stephen Hickman For Minute 100  
Eden Kulig For Minute 100  
David Perry For Minute 96-116  
Natasha Proctor For Minute 100  
Sasi Suresh For Minute 98

## **Recommended Items**

### **103. Corporate Plan 2023 - 2026**

**Resolved to RECOMMEND:** (to Council)

That

- (1) the new Corporate Plan for 2023-26 be approved;
- (2) the Acting Corporate Director of Resources, following consultation with the Leader of the Council, be authorised to make any minor amendments to the plan as necessary prior to the matter going to Council.

*[Call-in does not apply to the decision above as it is reserved to full Council.]*

**RESOLVED:** That

- (3) a report be received in the first quarter of 2023/24 outlining the key performance indicators for each of the priorities with their targets for the 2023/24 year; and
- (4) a quarterly performance report be received which would track the delivery against the three Corporate Priorities, which will be based on the key performance indicators the Flagship Actions and the Corporate Plan Delivery plan, as set out in Appendix 1 to the officer report.

**Reason for Recommendation:** To set part of the policy framework for the council.

**COUNCIL**  
**23 FEBRUARY 2023**

**CABINET**  
**RECOMMENDATION**  
**(16 FEBRUARY 2023)**

**RECOMMENDATION II**

**Revenue Budget 2023/24 and  
Medium Term Financial Strategy  
2023/24 to 2025/26**

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## Minutes

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Hitesh Karia  
Jean Lammiman

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

**Non-Executive Voluntary Sector Representative:** John Higgins

**Joined Virtually (Councillors)** Hitesh Karia Jean Lammiman

**In attendance (Councillors):** Peymana Assad For Minute 100  
Simon Brown For Minute 98  
Stephen Hickman For Minute 100  
Eden Kulig For Minute 100  
David Perry For Minute 96-116  
Natasha Proctor For Minute 100  
Sasi Suresh For Minute 98

## Recommended Items

### 105. Final Revenue Budget 2023/24 and Medium-Term Financial Strategy 2023/24 to 2025/26

**Resolved to RECOMMEND:** (to Council)

That

- (1) the 2023/24 budget be recommended for approval, being mindful of consultation results, to enable the Council Tax for 2023/24 to be set;
- (2) the Model Council Tax Resolution 2023/24 be recommended to Council for approval as set out in Appendix 11 to the officer report;
- (3) in accordance with Section 38 (2) of the Local Government Finance Act 1992, the Chief Executive be instructed to place a notice in the local press of the amounts set under recommendation 2 above with a period of 21 days following the Council's decision.
- (4) the Medium-Term Financial Strategy, set out in Appendix 2 to the officer report, be recommended to Council for approval;
- (5) the 2023/24 Members Allowance Scheme, set out in Appendix 12 to the officer report, be recommended to Council for approval;
- (6) the 2023/24 Annual Pay Policy Statement, set out in Appendix 13 to the officer report, be recommended to Council for approval;
- (7) the Capital Receipts Flexibility Strategy, set out in Appendix 14, be recommended to Council for approval.

*[Call-in does not apply to the decisions above as they are reserved to full Council.]*

**RESOLVED:** To note

- (8) the balanced budget position for 2023/24 and 2024/25 and the estimated budget gap of £6.321m to £13.143m for 2025/26 largely due to the uncertainty of the Social Care Grant;
- (9) the intention to increase Council Tax by 2.99% in 2023/24;
- (10) the intention to increase Council Tax by a further 2% in 2023/24 in respect of the Adult Social Care Precept;
- (11) the 2023/24 budgets for Schools and Public Health as set out in Appendices 6 & 7 to the officer report;
- (12) the proposal to increase funding to Additionally Resourced Mainstream Units by 10% (within the High Needs Block);

- (13) the proposal to provide additional funding for pupils with Education, Health and Care Plan (EHCP) in mainstream schools of 3.4%.
- (14) the assumed funding for the protection of social care 2023/24 through the Better Care Fund.

**Reason for Recommendation:** To ensure that the Council set a balanced budget for 2023/24.

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# **COUNCIL**

## **23 FEBRUARY 2023**

### **CABINET**

#### **RECOMMENDATION**

**(16 FEBRUARY 2023)**

#### **RECOMMENDATION III**

**Housing Revenue Account  
Budget 2023/24 and Medium  
Term Financial Strategy 2024/25  
to 2025/26, Housing Revenue  
Account Capital Programme  
2023-24 to 2027-28 and HRA  
Business Plan**

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# Cabinet

# Minutes

## 16 February 2023

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**Joined Virtually  
(Councillors)** Hitesh Karia Jean Lammiman

**In attendance  
(Councillors):** Peymana Assad For Minute 100  
Simon Brown For Minute 98  
Stephen Hickman For Minute 100  
Eden Kulig For Minute 100  
David Perry For Minute 96-116  
Natasha Proctor For Minute 100  
Sasi Suresh For Minute 98

**106. Housing Revenue Account Budget 2023-24 & Medium-Term Financial Strategy 2024-25 to 2025-26, Housing Revenue Account Capital Programme 2023-24 to 2027-28 and HRA Business Plan**

**Resolved to RECOMMEND:** (to Council)

That

- (1) the Housing Revenue Account Budget for 2023/24 and the Housing Revenue Capital Programme as set out in Appendix 1 and 6 to the officer report, be approved.
- (2) the proposed average weekly rent for general needs and sheltered accommodation of £132.00 and £113.52 for 2023-24 respectively as set out in paragraph 32 and Appendix 2 to the officer report, be approved;
- (3) the proposed average weekly rents for affordable and shared ownership properties of £197.49 and £210.64, which reflect increases of 7% in line with the national rent policy for social housing, be approved;
- (4) a five-year Housing Revenue Account (HRA) Capital programme of £181,228,214 made up of £52,965,240 planned investment, £54,617,799 Building Council Homes for Londoners (BCHfL), £212,249 Grange Farm phase 3, £2,615,000 Grange Farm Infrastructure, £70,817,926 Homes for Harrow Phase 2 as set out in paragraphs 59 to 65 Appendix 6 to the officer report, be approved;
- (5) the HRA 30-year Business plan and assumptions as set out in Appendices 7 and 7a to the officer report, be approved;
- (6) the flexibility under the Governments Rent Policy, to allow void properties to be re-let at formulae rent plus 5% and 10% for general needs and sheltered properties respectively, be approved;
- (7) the proposed average weekly general need service charge of £8.22 and sheltered services charges of £16.95 per week, be agreed, noting that the charges proposed reflect the outcome of the service charge review as set out in paragraph 38 and Appendix 2 to the officer report;
- (8) the proposed average weekly services charges for affordable and shared ownership properties of £15.86 and £8.91 respectively as set out in Appendix 2 to the officer report, be approved;
- (9) an average weekly facility charge of £30.77 for sheltered properties be agreed, noting that the charges proposed reflected the impact of significant increases in utility costs;
- (10) an average weekly heating charge for general needs properties of £18.77, be approved;

- (11) an increase of up to 7.5% to water charges as set out in paragraph 40 and Appendix 4 to the officer report, be approved;
- (12) weekly parking spaces and garage charges of £10.16 and £15.55 respectively as set out in paragraph 39 and Appendix 3 to the officer report, be approved;
- (13) a 10% increase to the 2022/23 hourly hire charges applied to Community Halls as set out in Appendix 5 to the officer report, be approved;
- (14) the use of Section 106 Affordable Housing contributions held by the Council for the purpose of providing affordable housing as part of the Council funding for the development of this 100% affordable housing scheme, be approved;

*[Call-in does not apply to the decisions above as they are reserved to full Council.]*

**Reason for Recommendation:** To ensure the viability of the HRA and the proposed HRA capital programme for 2023-24 and the Medium-Term Financial Strategy (MTFS) for 2024 -25 to 2025-26.

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**COUNCIL**  
**23 FEBRUARY 2023**

**CABINET**  
**RECOMMENDATION**  
**(16 FEBRUARY 2023)**

**RECOMMENDATION IV**

**Treasury Management Strategy  
Statement including Annual  
Investment Strategy for 2023/24  
and Capital Strategy for 2023/24**

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# Cabinet

## Minutes

### 16 February 2023

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Stephen Hickman For Minute 100  
Eden Kulig For Minute 100  
David Perry For Minute 96-116  
Natasha Proctor For Minute 100  
Sasi Suresh For Minute 98

**107. Treasury Management Strategy Statement including Annual Investment Strategy for 2023/24 and Capital Strategy for 2023/24**

**Resolved to RECOMMEND:** (to Council)

That the Treasury Management Strategy Statement for 2023/24 be recommended for approval, including:

- Prudential Indicators for the period 2023/24 to 2025/26;
- Minimum Revenue Provision Policy Statement for 2023/24, as set out in paragraph 2.17 and Appendix C to the officer report;
- Annual Investment Strategy for 2023/24, as set out in Appendix F to the officer report;
- Annual Capital Strategy, as set out in Appendix G to the officer report).

*[Call-in does not apply to the decision above as it is reserved to full Council.]*

**Reason for Decision:** To promote effective financial management relating to the Authority's borrowing and investment powers contained in the Local Government Act 2003, and the following supporting regulations and guidance:

- the Local Authorities (Capital Finance and Accounting) Regulations 2003 (as amended);
- the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code and Treasury Management Code of Practice 2021;
- Department for Levelling-up, Housing and Communities (previously Ministry of Housing, Communities and Local Government) Investment and Minimum Revenue Provision (MRP) Guidance 2018.

**COUNCIL**  
**23 FEBRUARY 2023**

**CABINET**  
**RECOMMENDATION**  
**(16 FEBRUARY 2023)**

**RECOMMENDATION V**

**Capital Programme 2023/24 to  
2025/26**

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# Cabinet

## Minutes

### 16 February 2023

Record of decisions taken at the meeting held on Thursday 16 February 2023.

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Eden Kulig For Minute 100  
David Perry For Minute 96-116  
Natasha Proctor For Minute 100  
Sasi Suresh For Minute 98

## **Recommended Items**

### **104. Final Capital Programme 2023/24 to 2025/26**

**Resolved to RECOMMEND:** (to Council)

That

- (1) the Capital Programme, as detailed within Appendix 1 to the officer report, be recommended to Council for approval.

*[Call-in does not apply to the decision above as it is reserved to full Council.]*

**Reason for Recommendation:** To enable the Council to have an approved Capital Programme for 2023/24 to 2025/26.

**COUNCIL**  
**23 FEBRUARY 2023**

**STATUTORY OFFICER ROLES**

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## **Report for: Council**

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<b>Date of Meeting:</b>	23 February 2023
<b>Subject:</b>	Statutory Officer Roles
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal & Governance Services
<b>Exempt:</b>	No
<b>Wards affected:</b>	All
<b>Enclosures:</b>	None

### **Summary & Recommendations**

This report recommends a redistribution of Statutory Officer Roles following staffing changes.

#### **Recommendations**

Council is requested to;

- Assign the role of Returning Officer to the Chief Executive;
- Confirm the designation of the roles of Monitoring Officer, RIPA Monitoring Officer, Proper Officer for Births, Deaths & Marriages, and Proper Officer under the Local Government Act 1972 to the Director of Legal & Governance Services;
- Assign the roles of Electoral Registration Officer, Land Charges Registrar and the Honorary Secretary of the Mayor of Harrow's Charity and the Edward Harvist Charity to the Democratic, Electoral & Registration Services Manager; and
- Authorise the Monitoring Officer to make any necessary changes to the Constitution to reflect the above

## **Section 2 – Report**

### **Introduction**

The Role of Director of Legal & Governance Services currently has a number of Statutory Responsibilities assigned to it. The assignment of these responsibilities is a matter for Council to determine.

A review of those assignments has been undertaken following the retirement of the current post holder, and Council is asked to consider a different distribution.

### **Options**

Council has the following options

To leave the assignment as it is, whereupon the interim Director of Legal & Governance Services would discharge all the statutory responsibilities currently assigned to the post.

An alternative is to redistribute the statutory responsibilities across a number of posts. Appointing the Chief Executive as Returning Officer reflects common practice in local government and helps ensure that all necessary Council resources are mobilised to support elections.

It is best practice that the Council's most senior lawyer is its Monitoring Officer, and given the postholder's responsibility for democratic governance, it is appropriate that the post retains the role of Proper Officer under the Local Government Act 1972. The role includes convening Council meetings, keeping records of pecuniary interests and determining which documents can be excluded from Member inspection. All these responsibilities are appropriate for the Monitoring Officer to discharge.

In relation to the Registrars' Service, the Council is required to have a Proper Officer for Births Deaths & Marriages. The service is managed by the Democratic, Electoral & Registration Services Manager, who is Harrow's Superintendent Registrar. This role cannot be combined with that of Proper Officer, and so it recommended that the Proper Officer role remains with the Director of Legal & Governance Services.

The Electoral Registration Officer is required to maintain Harrow's electoral register and ensure it is accurate and complete.

The Land Charges Registrar is responsible for maintaining the Local Register of Land Charges and registering new matters. This service is incrementally being taken over by the Land Registry to become a

national service, and it is anticipated that they will take over Harrow's service in 2024.

Support for the Mayor of Harrow and Edward Harvist Charities is provided by Harrow's Democratic Services Team.

Given that the Democratic, Electoral & Registration Services Manager's role includes managing electoral registration, the Registrars and Land Charges services, it is appropriate that these statutory responsibilities are assigned to the post.

It is therefore recommended that

- The Chief Executive's role includes that of Returning Officer;
- The Director of Legal & Governance's Role includes that of Monitoring Officer, RIPA Monitoring Officer, Proper Officer for Births, Deaths & Marriages and Proper Officer (for Council Summonses etc);
- The Democratic, Electoral & Registration Services Manager's role includes that of Electoral Registration Officer, Land Charges Registrar and the Honorary Secretary of the Mayor of Harrow's Charity and the Edward Harvist Charity

Implications of the Recommendations

### **Legal Implications**

The functions which are the subject of this report are matters for Council to determine. If the recommendations are agreed it will be necessary to amend the role profiles of affected posts to reflect the changes, and to amend the Constitution.

### **Financial Implications**

Any additional costs associated with the revised allocation of responsibilities will be contained within existing budgets.

### **Risk Management Implications**

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
The statutory functions are not discharged properly	<p>The current holders of the posts to whom the responsibilities are proposed to be assigned all have relevant and recent experience in those roles</p> <p>Redistributing the statutory functions across a number of experienced officers will help to ensure that the functions are discharged properly</p>	Green
There is insufficient capacity to fully discharge the roles	<p>The proposed arrangements will be kept under review, both as part of the Council's transformation project and when new appointments to affected roles are made.</p> <p>Redistributing the statutory functions across a number of officers will provide greater capacity to enable the functions to be discharged properly</p>	Green

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out? **No**

### **Council Priorities**

1. A council that puts residents first
2. A borough that is clean and safe
3. A place where those in need are supported

### **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Dawn Calvert**

Signed on by the Chief Financial Officer

**Date: 22 February 2023**

**Statutory Officer: Hugh Peart**

Signed by the Monitoring Officer

**Date: 22 February 2023**

### **Section 4 - Contact Details and Background Papers**

**Contact:** Hugh Peart, Director of Legal and Governance Services

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**COUNCIL**  
**23 FEBRUARY 2023**

**INFORMATION REPORT - REMUNERATION**  
**PACKAGES OF £100,000 OR GREATER**

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## Report for: Council

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Date of Meeting:	23 February 2023
Subject:	Information Report – Remuneration Packages of £100,000 or greater
Responsible Officer:	Patrick Flaherty – Chief Executive (Head of Paid Services)
Exempt:	No
Wards affected:	N/a
Enclosures:	None

### Section 1 – Summary and Recommendations

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This report sets out a summary of the retrospective remuneration packages approved by the Chief Officers' Employment Panel (COEP) on 8 December 2022, in light to the payment packages amounting to £100,000 or greater, for each of the seven Senior Management positions within the People's directorate, which were regraded to grade D1.

#### FOR INFORMATION

## Section 2 – Report

1. DCLG guidance ('Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011') states that that full Council should be asked to determine whether it wishes to vote on any remuneration package of £100,000pa or greater.
2. The Council delegates authority to the Chief Officers' Employment Panel ('COEP') the determination of any remuneration package of £100,000, subject to all approvals being reported for information to full Council.
3. Between July 2020 and September 2021, seven Heads of Service roles were re-evaluated and regraded from grade MG4 to grade D1, within the Children and Adult divisions within the People's directorate. Approval of this grade were retrospectively agreed at COEP on 8 December 2022.
4. The following roles were re-evaluated and regraded:
  - Head of Service: Children's Access
  - Head of Service: Children in Need
  - Head of Service: Quality Standards & Practice Improvement
  - Head of Service: Corporate Parenting
  - Head of Service: Early Help & Youth Justice
  - Head of Service: Health & Well-Being
  - Head of Service: Specialist Learning & Disability and Children & Young Adults with Disabilities
5. The current pay range for the grade D1 is £91,353 - £107,309 per annum. At present, the postholders annual salary is below £100,000.

Adult Division:

6. In July 2020, the Head of Service role for Specialist Learning & Disability and Children & Young Adults with Disabilities (CYAD) was re-evaluated following the CYAD team being moved from the Children's division into the adult's establishment. Following the re-evaluation, the role was regraded to grade D1, and the job title changed to Assistant Director for LD & CYAD. The post holder was informed of the change and received a remuneration package of the D1 grade plus the employer's Local Government Pension Scheme. The current annual salary is £98,472.00.
7. In October 2020, the Head of Service for Health & Well-Being role was re-evaluated as the current postholder requested that their role to be re-evaluated as they became the strategic lead for integrated services. Following the re-evaluation, the role was regraded to grade D1, and the job title changed to Assistant Director for Health, Wellbeing and Integrated Care. The post holder was informed of the change and received a remuneration package of the D1 grade, £98,472.00 per annum, plus the employer's Local Government Pension Scheme.

Children and Young people Division:

8. In September 2021, the Director of Children Services put forward the following roles for regrading, in line with their counterparts in the adult's division and to reflect internal changes to the roles:

- Head of Service: Children's Access
- Head of Service: Children in Need
- Head of Service: Quality Standards & Practice Improvement

Following the re-evaluation, the roles were regraded to grade D1, and the job titles changed to the following:

- Assistant Director for Contact and Assessment
- Assistant Director for Children Safeguarding
- Assistant Director for Quality Standards and Improvement

The post holder Assistant Director for Children Safeguarding, received a remuneration package £98,472 per annum, plus the employer's Local Government Pension Scheme. The Assistant Director for Quality Standards and Improvement received a remuneration package of the D1 grade £98,472 per annum, plus the employer's Local Government Pension Scheme and both post holders were informed of the change.

9. The Assistant Director for Contact and Assessment position was covered by an interim post holder, at the point of the re-evaluation. In April 2022, the interim post holder was appointed as Assistant Director for Contact and Assessment with a remuneration package of £95,312.00 per annum, plus the employer's Local Government Pension Scheme.

10. In September 2021 the Director of Children services put forward the following roles for re-evaluation, in line with their counterparts within the Adult's and Children's division and to reflect internal changes to the roles:

- Head of Service: Corporate Parenting
- Head of Service: Early Help and Youth Justice

Following the re-evaluation, the roles were regraded to grade D1 and the job titles changed to the following:

- Assistant Director for Corporate Parenting
- Assistant Director for Early Help and Youth Justice

The Assistant Director for Corporate Parenting received a remuneration package of £95,312.00 per annum, plus the employer's Local Government Pension Scheme. The Assistant Director for Early Help and Youth Justice received a remuneration package of the D1 grade. £95,312.00 the employer's Local Government Pension Scheme and both post holders were informed of the change.

## **Legal Implications**

The postholders have been issued with new contracts of employment reflecting their new D1 grades, which are binding on both the individuals and the Council.

In accordance with the instruction the COEP applied the remuneration packages for the Council posts as set out below.

In accordance with the Constitution, this Panel is required to approve remuneration packages of £100,000 or over for a Council Post.

The Panel is required to report back to Council for information purposes on all such approved remuneration packages.

Harrow Council's Pay Policy Statement 2019 provides that: 'All employees, including Chief Officers, are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstance, employees may be appointed at a higher point within the evaluated grade. The Council may apply market supplement payments to jobs with recruitment or retention difficulties.'

## **Financial Implications**

Based on the D1 of the seven Assistant Director post, the total cost of these new roles is £679,824.

Adult's Division:

The total cost for adults is £196,944

There is budget provision for the two roles within the adult's division

Children's Division

The total cost for the Children's division is £482,880

For the 5 posts in the Children's Service, there is budget provision for the posts at their previous grade of MG4 but there is no budget provision for the uplift to D1. The posts are held against the management budget which is forecasting a budget pressure of £150k as at quarter 3, which feeds into the overall forecast overspend against the Children's budget of £345k after draw down from reserves.

## **Risk Management Implications**

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are summarised below. **Yes**

Both the Corporate Board and Human Resources Department have now been instructed on the role of the COEP, to avoid any future omissions of the sort set out above. The risk of future irregularities has been addressed and protocols are in place.

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

EqIA was not completed for these evaluations as there was no direct equalities impacts arising from the changes highlighted in this report.

## **Council Priorities**

1. **A council that puts residents first**
2. **A borough that is clean and safe**
3. **A place where those in need are supported**

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Dawn Calvert**

Signed by the Chief Financial Officer

**Date: 21/02/2023**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Natalie Powers, Acting Head of Employee Relations  
Email: [Natalie.Powers@harrow.gov.uk](mailto:Natalie.Powers@harrow.gov.uk)  
Mobile: 07593 515 162

### **Background Papers:**

Report to the Chief Officers' Employment Panel 8 December 2022.

Minutes of the COEP 8 December 2022

If appropriate, does the report include the following considerations?

- |                 |    |
|-----------------|----|
| 1. Consultation | NO |
| 2. Priorities   | NO |