

CABINET

15 JANUARY 2014

DECISIONS NOTICE

(PUBLISHED ON THURSDAY 16 JANUARY 2014)

Set out below is a summary of the decisions taken on the substantive items at the meeting of the Cabinet held on Wednesday 15 January 2014. These decisions will be implemented on the expiry of 5 clear working days, unless there is a call-in of any of the decisions (for details on how to do this, please contact Una Sullivan, Democratic & Electoral Services Officer, on 020 8424 1785 or by email una.sullivan@harrow.gov.uk or Alison Atherton, Senior Professional – Democratic Services on 020 8424 1266 or by email alison.atherton@harrow.gov.uk) in which case any such decision may not be implemented until the resolution of the call-in process. If no request for call-in is received by 5.00 pm on Thursday 23 January 2014 then the decisions will be implemented.

If you have any queries about any matters referred to in this decision sheet please contact Daksha Ghelani, Senior Democratic Services Officer on 020 8424 1881 or by email daksha.ghelani@harrow.gov.uk.

8(b) Customer Care Scrutiny Review

RESOLVED: That the report of the Scrutiny Review Group ‘Putting the Customer First Customer Care at Harrow Council’ be welcomed and the Corporate Director of Resources be requested to submit a report to the February 2014 Cabinet meeting responding to the recommendations of the Review Group.

Reason for Decision: To allow Cabinet to consider and respond to the Review Group’s recommendations.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

9 School Expansion Programme

RESOLVED: That the update on the implementation of the School Expansion Programme be noted.

Reason for Decision: To note the progress made and to enable the Local Authority to fulfil its statutory duties to provide sufficient school places in its area.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply to decisions that have been noted.]

10 Harrow's Local Account 2012-13

RESOLVED: That the report be noted.

Reason for Decision: To have an overview of Harrow Adult Social Care performance during 2012-13.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply to decisions that have been noted.]

11 Safeguarding Adults Peer Review

RESOLVED: That the findings of the Peer Review and the next steps that the Local Safeguarding Adults Board would be considering taking forward in the next year be noted.

Reason for Decision: The safeguarding of vulnerable adults at risk of significant harm was a key duty for the Council and it was important for the Cabinet to be reassured that local arrangements were fit for purpose.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

[Call-in does not apply to decisions that have been noted.]

12 Brent and Harrow - Joint Trading Standards Service

RESOLVED: That

- (1) the continued joint arrangements for the Trading Standards Service with Brent Council be noted and agreed, including delegations for additional aspects of the service, namely the illegal Money Lending Project and the charging for the Primary Authority Partnership;
- (2) the Leader of the Council be authorised to agree delegations in relation to Trading Standard Functions to officers of Brent Council, as appropriate.

Reason for Decision: To ensure delegation of an Executive function.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

13 Harrow Help Scheme Review

RESOLVED: That

- (1) the 'Local Welfare Provision' funding be utilised by operating the Emergency Relief Scheme for a second year 2014/15;
- (2) the changes to the Help Scheme Policy be agreed and adopted.

Reason for Decision: The Department of Work and Pensions (DWP) allocated funding to all Local Authorities to provide a 'Local Welfare Provision' as a result of the changes to the Social Fund included within the Welfare Reform Act 2012. Further to close partnership working with a multi-agency group and public consultation, Harrow Council developed the Emergency Relief Scheme which was piloted for the first year of operation to give the Council the opportunity to understand need within the borough.

The pilot Emergency Relief Scheme had now been reviewed through consultation with Emergency Relief Scheme staff, referral partners and a sample of users of the Scheme. The feedback received throughout this process had helped to shape the changes to the proposed Scheme for the second year of operation - 2014/15.

The DWP had not confirmed the funding allocation post for 2014/15 and therefore the Emergency Relief Scheme had been redesigned to continue for one year in its current form and to be sufficiently flexible to cope with changes in programme funding in future years.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

14 Review of the Corporate Debt Recovery Policy

RESOLVED: That

- (1) the changes to the Corporate Debt Recovery Policy be agreed and adopted;
- (2) Council Debt Recovery Services update their individual debt policies to reflect the principles of the Corporate Debt Recovery Policy by 1 April 2014.

Reason for Decision: The Corporate Debt Policy was implemented in 2009. Issues were raised by Councillors at the Overview and Scrutiny Committee regarding the need for debt recovery services to recognise vulnerability within the collection processes. These concerns prompted an extensive review of the Corporate Debt Policy.

The review was carried out by working with both an internal officer group representing all Council Services and an external multi-agency sub group that included representation from the Citizens' Advice Bureau (CAB), Harrow Association of Disabled People (HAD), Age UK Harrow, Harrow Mencap and Newlyn's and Chandlers Bailiffs and Council Debt Recovery Services.

The policy had also been shaped through feedback from a public consultation carried out from 30 September 2013 to 24 November 2013. To allow all Council Debt Recovery Services to update their policies to reflect the principles of the Corporate policy.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

15 Calculation of Business Rates Tax Base for 2014-2015

RESOLVED: That having considered the information given in the report, the following be agreed:

- (1) the non domestic rates estimates (NDR) and calculations be calculated in accordance with the regulations as follows:

		£m
	Projected NDR Income 2014/15	48.364
Less	Payable to DCLG (50% Central Share)	(24.182)
Less	Payable to the Greater London Authority (20%)	<u>(9.673)</u>
Equals	Amount to be retained by Harrow (30%)	14.509

- (2) the above information be provided to the Secretary of State and the Greater London Authority (GLA) by 31 January 2014;

- (3) the Council's Chief Finance Officer (Section 151 Officer), be authorised, following consultation with the Portfolio Holder for Finance, to submit revised figures, from those above, to the Secretary of State and GLA by 31 January 2014, if further clarification was received from Department of Communities and Local Government (DCLG) on the financial impact of the proposed changes to the authority and how this was to be calculated.

Reason for Decision: To fulfil the Council's statutory obligation to provide estimates and calculations in relation to NDR for 2014-15. To note that if the DCLG proposals, as noted in the report, were not implemented by the government, the Council's estimated NDR income figures would need revising so that they could be submitted by the 31 January 2014 deadline.

Alternative Options Considered and Rejected: None.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

16 Project Minerva

RESOLVED: That

- (1) the analysis, evaluation and findings of the options considered within Section 2 of the report be noted;
- (2) the exercise of the early break clause within the Incremental Partnership Agreement variation for the provision of IT Services to permit cessation from 24 November 2015 be approved;
- (3) the Council does not extend the initial period of the Incremental Partnership Agreement currently scheduled to expire on 3 October 2015;
- (4) the re-tender of the IT Service contract under EU Procurement rules and in accordance with Contract Standing Orders be approved and authority to proceed with the procurement be delegated to the Corporate Director of Resources in consultation with the Portfolio Holder for Communications, Performance and Resources and the Portfolio Holder for Finance. and to bring a contract award recommendation to Cabinet for commencement of the IT Service contract; the delivery of the IT Service would require the delivery of major projects from time to time and this would need to be accommodated within the service scope of the re-tender;
- (5) having approved resolution 4 above, approval be given to run the process to appoint a Legal and Commercial provider for the re-tender of the IT Service;
- (6) the Corporate Director of Resources be authorised to continue exploring the potential for a shared service arrangement with suitable partners;

- (7) the launch of a two-year cost reduction programme aimed at achieving a savings target of 17% (i.e. £2.0m per annum) identified from the options analysis in sub-section 2.2.1 of the report be approved.

Reason for Decision: The Council had a balanced budget for 2013/14 and 2014/15 which included the delivery of a total level of savings of £22.8m over the two years. However, the current national 'austerity' measures were anticipated to continue potentially up to 2020 and possibly beyond. The Council therefore needed to plan for further potential cost reduction challenges that were anticipated in addition to the £75.0m of savings it would have achieved between 2010 and 2015 (out of a controllable spend of approximately £188.0m).

Current projections were that the Council would need to achieve savings representing 30% of its budget between 2015 and 2020.

Concurrently with the above, the Council's existing outsourced IT Service contract with Capita contained a break clause permitting an early cessation of the contract from October 2015, if exercised.

In recognition of the above, Project Minerva was launched during 2013 to undertake an evaluation of options available to contribute towards anticipated cost reductions including the following activities:

- determine a baseline revenue budget position;
- perform an informal "soft" market test;
- London Authority research;
- Shared Services research;
- discussions with relevant software providers;
- engagement with clients (of the Resources Directorate);
- engagement with Schools; and
- engagement with Staff and Trade Unions.

Additionally, consideration had been given to the potential for service disruption, financial implications, risks, benefits and outcomes for the options set out within Section 2 of this report.

Following analysis and evaluation of the available options incorporating the above factors, the recommendations were proposed and approved by Cabinet.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

17 Council Insurance Renewals 2014

RESOLVED: That the award of the contracts for Property and Liability Insurance from 1 April 2014 to 31 March 2019 as specified in Appendix 1 to the report be approved.

Reason for Decision: Harrow was committed to the procurement of its external insurance arrangements through the Insurance London Consortium (ILC) under the terms of a Section 101 Agreement signed by the Leader of the Council.

An open tender process was conducted according to EU procurement rules for Part A Service contracts.

A pre-defined evaluation model was constructed to fairly evaluate each tender against a set of criteria established by the ILC and their appointed insurance brokers.

The bidders detailed in Appendix 1 achieved the highest total scores in the evaluation process.

Alternative Options Considered and Rejected: To ensure cover. As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

18 Senior Management Structure

RESOLVED: That

- (1) the post of Chief Executive be deleted from the Council's management structure with effect from 1 March 2014;
- (2) changes to the Senior Management Structure as set out at appendix 2 of the report be agreed.

Reason for Decision: To clarify the Council's senior management arrangements and budget position.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.32 pm).