

Council (Council Tax) SUMMONS AND AGENDA

DATE: Thursday 27 February 2014

TIME: 7.30 pm

VENUE: Council Chamber, Harrow
Civic Centre

All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.



Hugh Peart
Director of Legal and Governance Services

Despatch Date: Wednesday 19th February 2014

PRAYERS

The Mayor's Chaplain, Dr Suzanne Nti, will open the meeting with Prayers.

1. COUNCIL MINUTES (To Follow)

That the minutes of the meeting held on 14 November 2013 be taken as read and signed as a correct record.

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members of the Council.

3. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor. Information as to recent Mayoral engagements will be tabled.

4. PROCEDURAL MOTIONS

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting. Notice of such procedural motions, received after the issuing of this Summons, will be tabled.

5. PETITIONS

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners;
- (iii) by the Mayor, on behalf of petitioners.

6. PUBLIC QUESTIONS *

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairmen of Committees, of which notice has been received no later than 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

7. CORPORATE PLAN 2014/15 (To Follow)

Recommendation I: Cabinet
(13 February 2014)

8. FINAL REVENUE BUDGET 2014/15 AND MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2014/15 TO 2016/17 (Pages 1 - 12) (To Follow)

Recommendation II: Cabinet
(13 February 2014)

9. CAPITAL PROGRAMME 2014/15 TO 2017/18 (To Follow)

Recommendation III: Cabinet
(13 February 2014)

10. HOUSING REVENUE ACCOUNT BUDGET 2014/15 AND MEDIUM TERM FINANCIAL STRATEGY 2015/16 TO 2017/18 (To Follow)

Recommendation IV: Cabinet
(13 February 2014)

11. TREASURY MANAGEMENT STRATEGY STATEMENT, PRUDENTIAL INDICATORS, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY FOR 2014/15 (To Follow)

Recommendation V: Cabinet
(13 February 2014)

12. PAY POLICY STATEMENT 2014-15 (Pages 13 - 44)

Report of the Divisional Director of Human Resources, Development and Shared Services.

13. REVENUE AND CAPITAL MONITORING FOR QUARTER 3 AS AT 31 DECEMBER 2013 (To Follow)

Recommendation VI: Cabinet
(13 February 2014)

14. REVISED PROPOSED WEST LONDON WASTE PLAN: PRE-SUBMISSION CONSULTATION DOCUMENT (To Follow)

Recommendation VII: Cabinet
(13 February 2014)

15. PROPOSED NEW MUSEUM BUILDING ADJACENT TO WEST HOUSE, PINNER (To Follow)

Recommendation VIII: Cabinet
(13 February 2014)

16. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY - MID-YEAR REVIEW 2013/14 (Pages 45 - 48)

Recommendation IX: Cabinet
(12 December 2013)

17. APPOINTMENT OF STATUTORY OFFICERS (Pages 49 - 56)

Report of the Divisional Director Human Resources, Development & Shared Services and Recommendation I: Chief Officers' Employment Panel (14 November 2013)

18. HONORARY ALDERMAN (To Follow)

Report of the Director of Legal and Governance Services.

19. HONORARY FREEDOMS OF THE LONDON BOROUGH OF HARROW (To Follow)

Report of the Director of Legal and Governance Services.

20. RECOMMENDED CONSTITUTIONAL CHANGES (To Follow)

Report of the Director of Legal and Governance Services.

21. QUESTIONS WITH NOTICE *

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chairman of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or
- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chairman to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

Any such questions received will be tabled.

22. MOTIONS

The following Motions have been notified in accordance with the requirements of Council Procedure Rule 14, to be moved and seconded by the Members indicated:

(1) **Independent Labour Group Motion for Harrow Council to back the Charter to Stop the Payday Loan Rip-Off**

To be moved by Councillor Will Stoodley and seconded by Councillor Mano Dharmarajah:

“That this Council, on cross-party basis:

A) notes that payday lenders are trapping millions of people in spirals of debt.

B) believes that the Financial Conduct Authority (FCA)'s new proposals for regulating payday lenders are a step in the right direction, but do not go far enough.

C) further believes:

i. that the FCA's proposals would not prevent payday lenders from drip-feeding new loans to people who already have payday debts and are struggling to pay them back.

ii. that the FCA's proposals would not prevent people from being hit with escalating penalty fees.

iii. that the FCA's proposals would not stop payday lenders from raiding people's bank accounts without telling them.

D) welcomes that some of Britain's biggest debt, consumer and anti-poverty organisations – including Which?, Citizens Advice, StepChange Debt Charity, Church Action on Poverty and the Centre for Responsible Credit – and MPs from every Party represented at Westminster have come together to support the Charter to Stop the Payday Loan Rip-Off.

E) resolves to:

i. endorse the Charter to Stop the Payday Loan Rip-Off which calls on the FCA to introduce tougher regulation of payday lenders.

ii. encourage residents of Harrow to support the Charter by signing the online petition at <http://www.change.org/paydayloancharter>

iii. promote and publicise more affordable lending through credit unions and better facilities be given to local credit

unions by the Council.

iv. work with partners on campaigns against increasing levels of personal debt.

v) Council should have more robust and better controls in relation to the local Pay Day Loan sharks and facilitate prosecution, in conjunction with the Police, wherever possible so the hard working and vulnerable residents are not exploited.

F) agrees that Head of Paid Service send a copy of this motion to Martin Wheatley, Chief Executive of the Financial Conduct Authority, issue a Press Release and to all local Members of Parliament, copying all local Party Leaders.”

(2) Land Registry Motion

To be moved by Councillor Will Stoodley and seconded by Councillor Krishna James:

"This Council believes that Her Majesty's Land Registry should remain in the public domain and not be sold off to the private sector. This Council believes that in the interest of national security it is the Government itself that should hold and be the keeper of all records appurtenant to land ownership in England and Wales, not the private sector. Furthermore this Council acknowledges the monumental efforts that H.M. Land Registry has made with respect to streamlining, efficiency, employment above the north/south divide and its excellent customer service record. This Council therefore believes that there is neither necessity nor reason to privatise H.M. Land Registry and wishes this view to be presented to the Public Consultation on the privatisation of H.M. Land Registry."

(3) Yes to Homes Motion

To be moved by Councillor Sue Anderson and seconded by Councillor Phillip O'Dell:

“This Council notes:

- We are not building enough homes in the UK.
- Rising house prices mean the dream of home ownership is beyond the reach of millions and the size of a mortgage deposit alone stops many would-be-first-time buyers from getting on the housing ladder.
- More and more people are therefore being pushed

into the private rented sector and as demand rises there, so too do rents.

- One in 12 families in England is now on a social housing waiting list.
- The average semi-detached house in Harrow is now £390,000, with the average flat costing £210,000.
- Using a conservative estimate, the gross household annual income needed for a mortgage in Harrow is over £70,000.

This Council believes:

- The solution to the housing shortage is simple. We need to build more of the right homes, in the right place, at the right price.
- All too often the people who actually need homes are missing from local debates.
- Councils need to take an active role in making the case for building more homes locally.
- The Council believes that everybody has a right to live in a home and therefore that is a tragedy that Harrow Council has to house over 100 families in B & B's due to a shortage of affordable homes.

This Council resolves:

- Support the Yes to Homes campaign and commits to increasing the delivery of the right homes, in the right place, at the right price in Harrow.
- Organise Housing Hearings to help local people, community groups and businesses to give evidence on the need for more homes, and will report the finding of these hearings to the council.
- Work with Yes to Homes supporters, local groups and organisations to actively make the case for new homes and explain the benefits of new homes for the whole community.
- To pro-actively pursue policies that will lead to the construction of more affordable homes in the borough."

[Under the provisions of Council Procedure Rule 14.6, it is considered that the subject matter of this Motion

refers to matters within the powers of the Cabinet and the Motion therefore stands referred to its next meeting.]

23. DECISIONS TAKEN UNDER THE URGENCY PROCEDURE - COUNCIL (Pages 57 - 60)

Report of the Director of Legal and Governance Services.

24. DECISIONS TAKEN UNDER URGENCY PROCEDURE BY PORTFOLIO HOLDERS, LEADER AND DEPUTY LEADER AND USE OF SPECIAL URGENCY PROCEDURE (Pages 61 - 66)

Report of the Director of Legal and Governance Services.

25. EXCLUSION OF THE PRESS AND PUBLIC

To resolve that the press and public be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Title</u>	<u>Description of Exempt Information</u>
26.	Information Report – Remuneration Packages and Severance Payments of £100,000 or Greater	Information under paragraphs 1 and 3 (contains information relating to any individuals and the financial or business affairs of any particular person, including the Authority holding that information).

26. INFORMATION REPORT - REMUNERATION PACKAGES AND SEVERANCE PAYMENTS OF £100,000 OR GREATER (Pages 67 - 74)

Report of the Divisional Director of Human Resources, Development and Shared Services.

*** Data Protection Act Notice**

The Council will audio record items 6 and 21 (Questions with Notice) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

COUNCIL
27 FEBRUARY 2014

CABINET RECOMMENDATION
(13 FEBRUARY 2014)

RECOMMENDATION II: **FINAL REVENUE BUDGET
AND MEDIUM TERM
FINANCIAL STRATEGY
(MTFS) 2014/15 TO 2016/17**

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REPORT FOR: **Council**

Date of Meeting: 27 February 2014

Subject: Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17 – Amended Appendix and Additional Recommendation

Responsible Officer: Simon George, Director of Finance and Assurance

Exempt: No

Enclosures: Appendix listed below

No	Appendix
1	Model Council Tax Resolution 2014/15

Section 1 – Summary and Recommendations

This report sets out the Model Council Tax Resolution 2014/15 (Appendix 1) to the Revenue Budget and MTFs report that was recommended by Cabinet to Council and that has minor amendments.

This report includes an additional recommendation, not recommended by Cabinet, for Council's approval.

Recommendations:

- 1) That Council approves the Model Council Tax Resolution 2014/15 as set out in Appendix 1.
- 2) In accordance with section 38 (2) of the Local Government Finance Act 1992, Council instructs the CFO to place a note in the local press of the amounts set out in (4) with a period of 21 days following the Council's decision.

Section 2 – Report

Introductory paragraph

1. This is the final report in the current series of Budget reports for the Medium Term Financial Strategy covering the period 2014/15 to 2016/17. The Draft Revenue Budget report to the 12 December 2013 Cabinet set out the context and background for setting the Budget.

Model Council Tax Resolution

2. The Model Council Tax Resolution 2014/15 is attached at Appendix 1. The report to Cabinet on 13 February 2014 indicated that it would need amending following confirmation of the GLA precept confirmed on 14 February 2014.

Legal Implications

3. The Council has a fiduciary duty to residents to set a balanced budget.

Financial Implications

4. Financial matters are integral to this report.

Performance Issues

5. There are no direct performance issues arising from the changes in this report.

Environmental Impact

6. There are no environmental impacts from the changes contained in this report.

Risk Management Implications

7. There are no risk management implications arising from the changes contained in this report.

Equalities Implications

8. There are no equalities implications arising from the amendments in this report. Equalities implications are contained in the main report on the budget and MTFS.

Corporate Priorities

9. The budget for 2014/15 supports delivery of the Council's vision, the administrations priorities and is consistent with the Corporate Plan.

Section 3 - Statutory Officer Clearance

Name: Dawn Calvert



On behalf of Chief Finance Officer

Date: 18 February 2014

Name: Linda Cohen



on behalf of the Monitoring Officer

Date: 18 February 2013

Section 6 - Contact Details and Background Papers

Contact: Dawn Calvert, Head of Strategic Finance and Business
Email: dawn.calvert@harrow.gov.uk

Background Papers:

Final Revenue Budget 2014/15 and Medium Term Financial Strategy
2014/15 to 2016/17 to Cabinet 13 February 2014

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=249&MId=61436&Ver=4>

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Model Council Tax Resolution

Harrow Council

Council Tax Resolution 2014-2015

To approve as part of the Summons for Council, the model budget and Council Tax resolutions reflecting the recommendations of Cabinet and the GLA precept.

Council is requested to determine the level of the Council Tax for 2014-2015 in the light of the information on the precept and make the calculations set out in the resolution shown below.

- (1) To note that at its meeting on 12 December 2013 the Council calculated the amount of 78,550 as its Council Tax Base for the year 2014-2015 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 made under Section 31B(3) of the Local Government Finance Act 1992. (The Act)
- (2) That the following amounts be now calculated by the Council for the year 2014-2015, in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992:
 - (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) [(a) to (e)] of the Act. (**Gross expenditure**) [£601,326,338]
 - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3)[(a) to (d)] of the Act. (**Gross income including use of reserves**) [£441,408,393]
 - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, **as its budget requirement for the year.** [£159,917,945]
 - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of revenue support grant, increased by the amount of the sums which the Council estimates will be transferred in the year from its Collection Fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Collection Fund Surplus) [£64,850,451]

(v) Being **the amount to be raised from Council Taxes**

Calculated as the amount at 2 (iii) above less the amount at 2 (iv.) above.

[£95,067,494]

(vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 13 December 2013 in accordance with Section 31B(1) of the Local Government Finance Act 1992, as the basic amount of its Council tax for the year. (**The average Band D Council Tax**)

£1,210.28

(vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	806.85	941.32	1075.80	1210.28	1479.23	1748.18	2017.13	2420.56

Being the amounts given by multiplying the amount at (vi.) above by the number which, in the proportion set out in Section 5(1) of the Local Government Finance Act 1992, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Local Government Finance Act 1992, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (3) That it be noted that for 2014-2015 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	199.33	232.56	265.78	299.00	365.44	431.89	498.33	598.00

- (4) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2014-2015 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	1,006.18	1,173.88	1,341.58	1,509.28	1,844.67	2,180.07	2,515.46	3,018.56

(5)

Determine for the purposes of 52ZB and Section 52ZC of the Local Government Finance Act that the Council's basic amount of Council Tax for 2014-15 is not excessive in accordance with the principles approved under Section 52ZB and 52ZC of the Local Government Finance Act 1992, the Referendums Relating to Council Tax Increases (Principles) Report (England) 2014/2015.

COUNCIL
27 FEBRUARY 2014

PAY POLICY STATEMENT
2014-15

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REPORT FOR: Council

Date of Meeting: 27 February 2014

Subject: Pay Policy Statement 2014-15

Responsible Officer: Paul Najsarek, Corporate Director,
Community, Health & Wellbeing

Exempt: No

Enclosures: Appendix 1 – Pay Policy Statement
2014/15

Section 1 – Summary and Recommendations

This report sets out the Council's Pay Policy Statement 2014/15

Recommendations:

The Council is requested to:

Agree the Pay Policy Statement 2014/15 for publication on the Council's website

Section 2 – Report

The Localism Act 2011 (the Act) became statute in November 2011. The Act introduces the requirement for Local Authorities to prepare and approve an annual Pay Policy Statement commencing 2012/13. The statement must be prepared and approved by 31 March each year and must be published as soon as reasonably practicable following approval.

The Department for Communities and Local Government (DCLG) has published statutory guidance on 'Openness and accountability in local pay' and authorities in England are required to have regard to the guidance when preparing their pay policy statements.

The Pay Policy Statement at appendix 1 has been drafted to meet the requirements of the Act. It sets the context for the Council's pay policy and details the Council's approach to pay and remuneration for its employees and specifically its senior managers and lowest paid employees.

Changes since 2012/13

- i. In 2011/12 the Council undertook a review of pay and terms and conditions for employees. The objectives of the review, which were agreed by Cabinet, were to:
 - Modernise: to support the future needs of the Council
 - Simplify: wherever possible, to make terms and conditions easier to understand and reduce administration
 - Reduce cost: to reduce the costs of terms and conditions of employment as part of its plan to make savings over the next 3 years
 - Give greater choice: to continue to have core terms and conditions but to provide each individual with an element of choice beyond that.

The modernising review was completed in 2012 and the Council reached a collective agreement with the relevant recognised trade unions, which introduced changes to the pay, terms and conditions of all employees covered by the Pay Policy Statement, including those of senior management, from January 2013.

The savings identified from the project to modernise terms and conditions of employment were built in to the Council's Medium Term Financial Strategy (MTFS saving Tech 029)

The modernising terms & conditions review resulted in a reduction in the pay of senior management including the Head of Paid Service and no staff being paid less than the London Living Wage.

- ii. The Council has a new draft Strategy for People 2014-2018 which provides the context for the Pay Policy Statement 2014/15.
- iii. In January 2014 Cabinet agreed to delete the post of Chief Executive and interim arrangements to cover the statutory duties of the Head of Paid Service will be put in place until after the local government elections in May 2014, at which point a decision will be taken on the permanent arrangements.
- iv. The pay policy has been updated to recognise that the Head of Paid Service may authorise other payments as necessary in accordance with the Council's delegations.

Council are recommended to agree the Pay Policy Statement 2014/15 and that it be published on the Council's website.

Other options considered

None - Agreement to and publication of an annual Pay Policy Statement is a statutory requirement.

Implications of the Recommendation

Resources, costs and risks

The Council's employees are its most valuable resource and remuneration at all levels needs to be adequate to recruit and retain high quality employees dedicated to the service of the public. The Council also has a requirement to make significant savings as a result of public spending cuts, it is therefore equally important that remuneration is not unnecessarily generous or otherwise excessive and that there is transparency and openness in the way the Council remunerates its employees.

Equalities impact

The Council seeks to reduce income inequality and ensure that the pay, terms and conditions of Council employees comply with the Council's duties under the Equality Act. Pursuant to this the Council's Pay Policy is to minimise the senior management pay bill and that lowest paid employees are paid not less than the London Living Wage.

Age

The Council has an aging workforce with most between the ages of 45 and 54 at all levels of the workforce. The policy of minimising the senior management pay bill is more likely to impact on workers in this age range.

The policy to pay not less than the London Living Wage is more likely to affect younger workers.

Sex

Almost 78% of the council's workforce is women. The greatest proportion of women (83%) is employed in the lowest pay bands (H1 to H3). The policy to pay not less than the London Living Wage is likely to affect more women than men.

Ethnicity

Almost 41% of the council's workforce is Black, Asian and Minority Ethnic (BAME). The greatest proportion of BAME staff is employed in lower paybands and the policy to pay not less than the London Living Wage is more likely to affect them

There are few BAME staff employed in senior management, therefore the policy of minimising the senior management pay bill will have a greater on White staff.

Disability

The workforce profile shows that 1.8% of the workforce state they are disabled. The greatest proportion of those is employed in the lower paybands and there are none in senior management. Therefore the policy of minimising the senior management pay bill will have a greater impact on non-disabled employees.

Financial Implications

The financial implications of the Pay Policy are included within the Revenue Budget for 2014/15 and the MTFS.

Equalities implications

The Equalities implications are set out above

Corporate Priorities

Approval and publication of the Council's Pay Policy Statement enables the Council to meet its statutory requirements and by seeking to minimise the senior management pay bill and reduce the difference between the highest and lowest paid employees within the Council, the Pay Policy contributes to the delivery of the administration's 'Fairer' priority.

Section 3 - Statutory Officer Clearance

Name: Dawn Calvert	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 18 February 2014.		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 23 January 2014		

Section 4 - Contact Details and Background Papers

Contact:

Jon Turner, Divisional Director Human Resources, Development & Shared Services DD: 0208 424 1225

Background Papers:

Cabinet Decision - Modernising Terms and Conditions of Employment, 19 January 2012

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=249&MId=60644>

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HARROW COUNCIL PAY POLICY STATEMENT 2014/15

Harrow Council supports openness and accountability and is pleased to publish its Pay Policy Statement for 2014/15. In compliance with the Localism Act 2011 this statement outlines the Council's policy on pay and benefits for Council employees (excluding Schools)¹ and specifically for its senior management for 2014/15.

Context

The context for the Council's Pay Policy is the Council's Workforce Strategy²
http://www.harrow.gov.uk/downloads/file/11213/strategy_for_people

The Council's vision is: 'Cleaner, Safer, Fairer'. The Council's Pay Policy contributes to the delivery of the Council's 'Fairer' priority in the context of pay by ensuring that robust processes are in place to determine the grading and pay for all jobs and for monitoring against social identity through the Council's Annual Equalities in Employment monitoring report.

The financial challenges facing the Council continue in the foreseeable future and the change that will take place to address that will be felt by all Council staff, regardless of level or role. Delivery models will continue to be developed, which will affect individual members of staff as there is the potential for more services to be delivered with partners through shared services or by private, public or third sector providers. .

The scale of the challenges facing the Council requires that our workforce and that of our partners is suitably skilled and motivated. A Workforce Strategy for 2014-2018 has been developed and this will be published on the Council's website.

The new Strategy will therefore remain focused on ensuring our workforce has the capability, competence and confidence to deliver quality services to our community and builds on the foundations of our previous Strategy to achieve this through:

- Recruiting and retaining the **Right People**
- Who have the **Right Skills**
- Working on the **Right Things**
- And are supported to work in the **Right Way**
- With the **Right Motivation**

The Council seeks to reduce income inequality and ensure that the pay, terms and conditions of Council employees comply with the Council's duties under the Equality Act. The Council recognises that a significant proportion of the workforce lives locally³ and that therefore its pay policy helps support a strong local economy.

¹ The Pay Accountability provisions of the Localism Act 2011 do not apply to staff employed in Schools

² The Council's Workforce Strategy for 2014-2018 was agreed by the Portfolio Holder for Communications, Performance and Resources in February 2014

³ 60% of employees have a permanent address with a Harrow (HA) postcode

Modernising Terms & Conditions Review 2011/12

In 2011/12 the Council undertook a review of pay and terms and conditions for employees. The objectives of the review, which were agreed by Cabinet, were to:

- Modernise: to support the future needs of the Council
- Simplify: wherever possible, to make terms and conditions easier to understand and reduce administration
- Reduce cost: to reduce the costs of terms and conditions of employment as part of its plan to make savings over the next 3 years
- Give greater choice: to continue to have core terms and conditions but to provide each individual with an element of choice beyond that.

The modernising review was completed in 2012 and the Council reached a collective agreement with the relevant recognised trade unions, which introduced changes to the pay, terms and conditions of all employees covered by this Pay Policy Statement, including those of senior management, from January 2013.

The collective agreement is published at:

http://www.harrow.gov.uk/downloads/file/13003/collective_agreement-novemeber_2012

The changes introduced through the collective agreement are in accordance with the Council's Pay Policy Statement 2012/13 and include the following key provisions:

- 2.5% pay cut for the Chief Executive and Corporate Directors
- 1% pay cut for staff earning £21,375 and above
- Revised grading structure so that the Council's lowest paid employees are paid not less than the London Living Wage.⁴
- A pilot scheme making incremental pay progression subject to satisfactory performance
- No enhancements for overtime or weekend working except for Bank Holidays and night work
- Reduced redundancy compensation payments
- Improved salary sacrifice schemes and other employee benefits

Council Pay Rates / Scales

The Council considers it important to be able to locally determine pay rates. This enables it to respond to regional and local labour market conditions. The Council benchmarks its pay rates with other London Boroughs to ensure that it is able to recruit and retain qualified and competent employees.

⁴ London Living Wage is set periodically by the Mayor of London and is implemented from 1 April. The rate rose to £8.80 per hour in November 2013, which will be implemented from 1 April 2014.

The following Council pay scales were revised by the Council in January 2013 as a result of the modernising review:

- Harrow pay scale
- Senior Professional & Managerial pay scale
- Chief Officer pay scales⁵
- Chief Executive pay scale

The Council also revised the pay scales for employees who are Education Psychologists (Soulbury), and Youth & Community Workers.

A National pay agreement increasing the pay scales for Harrow employees except Chief Officers and the Chief Executive by 1% was implemented in April 2013. The Educational Psychologists and Youth and Community Workers pay award was implemented in September 2013.

The current pay scales are set out at Appendix 1 and published at:
http://www.harrow.gov.uk/downloads/download/3321/harrow_pay_scale

Remuneration of Senior Management (Chief Officers)

In October 2013, the Leader commenced consultation on proposals to delete the post of Chief Executive. This was agreed by Cabinet in January 2014 and the Chief Executive will leave the Council's employment on 28 February 2014. Interim arrangements to cover the statutory duties of the Head of Paid Service will be put in place until after the local government elections in May 2014, at which point a decision will be taken on the permanent arrangements.

The Council defines its senior management as the top 2 tiers in the interim senior management structure commencing with the Corporate Directors (Tier 1) and Divisional Directors (Tier 2), this includes all statutory and non-statutory Chief Officer and Deputy Chief Officer posts.

The senior management structure is published at: Appendix 2
http://www.harrow.gov.uk/info/200026/council_departments/2172/harrow_council_organisation_and_managers/2

Senior management pay is set out at Appendix 3 and published at:
http://www.harrow.gov.uk/downloads/download/2623/harrow_council_senior_managers_salaries

The Council's policy is to minimise the senior management pay bill. The pay rates and numbers of senior managers reduced in 2012/13 and the post of Chief Executive was deleted in January 2014.

The Council may, in exceptional circumstances, employ senior managers under contracts for services. The Council publishes details of all payments made under contracts for services in excess of £500 at:

http://www.harrow.gov.uk/info/200110/council_budgets_and_spending/2226/council_spending

⁵ In April 2013 the Council took over specific public health functions from the NHS and was required to appoint a statutory Chief Officer post of Director of Public Health. The current post holder is paid on NHS pay scales.

Remuneration of Lowest Paid Employees

The Council defines its lowest paid employees as those paid at the lowest pay spine column point on the lowest Harrow pay grade, excluding trainees and apprentices. The Council's lowest paid employees are paid not less than the London Living Wage.

Pay Multiple

The 'pay multiple' is the ratio between the highest paid employee's pay and the median average pay of the Council's workforce. The Council's highest paid employee is the Head of Paid Service⁶ and the current pay multiple is set out at Appendix 3 and published at:

http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13

Pay Grading

In 2004 the Council entered into a single status agreement with its recognised trade union, introducing common job evaluation schemes⁷ and pay scales for the Council's former manual workers, administrative, professional, technical and clerical employees with the exception of Education Psychologists, Nursery Nurses, Youth & Community Workers, Chief Officers and the Chief Executive.

In 2007 job evaluation was extended to include Chief Officers.

From April 2013 the Council took over specific public health functions from the NHS and staff who transferred from the NHS to the Council remain on NHS grades and pay scales. New posts are being recruited to on the local government grades and pay scales.

Pay on Appointment

All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances employees may be appointed at a higher point within the evaluated grade.

The Council delegates authority to the Chief Officer Employment Panel to make recommendations to Council on the appointment of the Head of Paid Service and make appointments of Chief Officers in accordance with the Council's Pay Policy.

The Council's delegations to the Chief Officer Employment Panel also include determination of any remuneration package of £100,000 or greater

Pay Progression

All employees are able to incrementally progress through the pay spine column points for their job evaluated grade.

Progression will normally be one increment (pay spine column point) on the 1st of April each year until they reach the top of their grade.

⁶ Until 28 Feb 2014, the statutory role of Head of Paid Service was undertaken by the former Chief Executive and from 1 Mar 2014 is being undertaken on an interim basis by the Corporate Director Community, Health & Wellbeing.

⁷ The Greater London Provincial Council (GLPC) Scheme is used for all Harrow grade jobs and the Hay Scheme for senior professional and managerial jobs

Progression for Chief Officers is subject to the following qualifications:

- i. increments may be accelerated within a Chief Officer's scale at the discretion of the council on the grounds of special merit or ability.
- ii. an increment may be withheld following an adverse report on a Chief Officer (subject to that Chief Officer's right of appeal). Any increment withheld may be paid subsequently if the Chief Officer's services become satisfactory.

The criteria for pay progression for other staff was changed as a result of the modernising review so that progression for all staff is now subject to satisfactory performance.

Performance Related Pay

Council employees including the Chief Executive and Chief Officers do not currently receive performance related payments or bonuses.

The Council operates a Reward and Recognition Scheme for employees who, subject to meeting the criteria of the scheme, may receive payments of £250 or £500. Details of Reward and Recognition payments to senior management are set out at Appendix 2 and published at: http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13:

National / Regional Pay Agreements

The Council supports the national (JNC/NJC⁸ and Soulbury) and regional (GLPC) collective bargaining arrangements for pay and conditions of service and the pay scales for all employees, including the Chief Executive and Chief Officers, are increased in line with national and regional pay agreements. Some conditions of service are negotiated locally.

The last pay agreement increasing pay for the Chief Executive and Chief Officers was implemented in 2008/9.

The last pay agreement increasing pay for all other non-teaching employees was implemented in 2013/14.

Market Supplements

The Council may apply market supplement payments to jobs with recruitment or retention difficulties. Details of market supplement payments to senior management are set out at Appendix 2 and published at: http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13

Fees for Election Duties

The Council's policy for payment of fees for election duties is published at: http://www.harrow.gov.uk/info/687/elections_information/2560/election_fees_and_charges

Details of fees for election duties paid to senior management are set out at Appendix 3 and published at: http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13

⁸ Joint Negotiating Committee / National Joint Council

Other Payments

The Head of Paid Service may authorise other payments as necessary, in accordance with the Council's delegations.

Details of any other payments to senior management are set out at Appendix 3 and published at: http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13

Pension

All employees are able to join the Local Government Pension Scheme and receive benefits in accordance with the provisions of that Scheme as applied by the Council. Details of the Council's policy and decisions in respect of discretionary elements of the Scheme are published at: http://www.harrow.gov.uk/downloads/download/3317/pension_fund_statement

From April 2013 the Council took over specific public health functions from the NHS and staff who transferred from the NHS to the Council continue to be members of the NHS Pension Scheme and receive benefits in accordance with the provisions of that Scheme.

Other Terms and Conditions of Employment

The pay, terms and conditions of council employees are set out in employee handbooks. Handbooks are produced for all employees, including managers and senior professionals, Chief Officers and the Chief Executive and the latest editions are published at: http://www.harrow.gov.uk/downloads/download/3343/employee_handbooks

Payments on Termination of Employment

In the event that the Council terminates the employment of an employee on the grounds of redundancy or efficiency of the service they will be entitled to receive compensation and benefits in accordance with the Council's Redundancy and Early Retirement schemes, which are published at: http://www.harrow.gov.uk/downloads/download/3343/employee_handbooks and http://www.harrow.gov.uk/downloads/download/3306/early_retirement_scheme

The Council's Redundancy scheme was changed as a result of the modernising review and compensation payments to employees will reduce from 2014.

The Council's delegations to the Chief Officer Employment Panel include determination of any payments on termination of £100,000 or greater.

Details of compensation payments paid to senior management are set out at Appendix 3 and published at: http://www.harrow.gov.uk/downloads/file/11582/senior_manager_salaries_2012-13

Severance payments of £100,000 or greater are also reported to full Council

Re-employment of Employees

Section 7 of the Local Government and Housing Act 1989 requires that every appointment to paid office or employment in a local authority shall be made on merit.

Further Information

For further information on the Council's pay policy please contact the Council's Human Resources & Development Service email StaffBenefits@harrow.gov.uk DD 0208 424 1110

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London Borough of Harrow

Payscales - Effective from 1st April 2013

Grade	SCP	Salary
G1	2	£16,080
	3	£16,464
	4	£16,647

G2	5	£16,455
	6	£16,710
	7	£17,040
	8	£17,370

G3	9	£17,661
	10	£18,057
	11	£18,408
	12	£18,768

G4	13	£19,104
	14	£19,896
	15	£20,484
	16	£21,087

G5	17	£21,375
	18	£21,951
	19	£22,608
	20	£23,277

G6	21	£23,967
	22	£24,453
	23	£24,951
	24	£25,452

G7	25	£26,073
	26	£26,709
	27	£27,363
	28	£28,032

G8	29	£28,797
	30	£29,319
	31	£29,850
	32	£30,390

G9	33	£30,987
	34	£31,758
	35	£32,607
	36	£33,510

Grade	SCP	Salary
G10	37	£34,374
	38	£35,265
	39	£36,174
	40	£37,110
	41	£38,067

G11	42	£38,958
	43	£39,789
	44	£40,716
	45	£41,610

MG1	1	£42,012
	2	£43,503
	3	£44,883
	4	£46,317
	5	£48,057

MG2	1	£50,619
	2	£52,056
	3	£53,493
	4	£54,930
	5	£56,361

MG3	1	£53,490
	2	£55,128
	3	£56,772
	4	£58,407
	5	£60,054

MG4	1	£63,327
	2	£65,523
	3	£66,945
	4	£68,403
	5	£69,888

D1	1	£78,780
	2	£82,278
	3	£85,074
	4	£88,266
	5	£92,886

London Borough of Harrow

Chief Officer Payscale - Effective from 1st April 2013

DIRECTOR	1	£100,668
	2	£103,722
	3	£106,806
	4	£110,010
	5	£113,325

CORPDIR 1	1	£111,606
	2	£113,622
	3	£117,717
	4	£119,343

CORPDIR 2	1	£122,922
	2	£126,612
	3	£130,314
	4	£134,226
	5	£138,252

London Borough of Harrow

Chief Executive Payscale - Effective from 1st April 2013

005	£147,813
006	£150,900
007	£154,062
008	£157,287
009	£160,596
010	£167,997

Youth Workers

Salary Scales from 1 September 2013 which include 1% Pay Reduction

SUPPORT WORKER RANGE	SCP	1st September 2013	
		Basic Salary	London Weighting
Support Youth Worker in Training	3	£15,477	£1,917
	4	£16,077	£1,917
	5	£16,674	£1,917
	6	£17,271	£1,917
Support Youth Worker	11	£20,796	£1,917
	12	£21,525	£1,917
	13	£22,491	£1,917
	14	£23,487	£1,917
Senior Support Youth Worker	14	£23,487	£1,917
	15	£24,165	£1,917
	16	£24,873	£1,917
	17	£25,575	£1,917

PROFESSIONAL RANGE	SCP	1st September 2013	
		Basic Salary	London Weighting
Youth Worker in Training or Project Worker	11	£20,796	£1,917
	12	£21,525	£1,917
	13	£22,491	£1,917
	14	£23,487	£1,917
Youth Worker	19	£26,973	£1,917
	20	£27,675	£1,917
	21	£28,458	£1,917
	22	£29,349	£1,917
Senior Youth Worker	25	£31,968	£1,917
	26	£32,847	£1,917
	27	£33,726	£1,917
	28	£34,614	£1,917

SESSIONAL YOUTH WORKERS

Workers employed on a sessional basis will receive payment pro rata, based on the appropriate salary scale listed above.

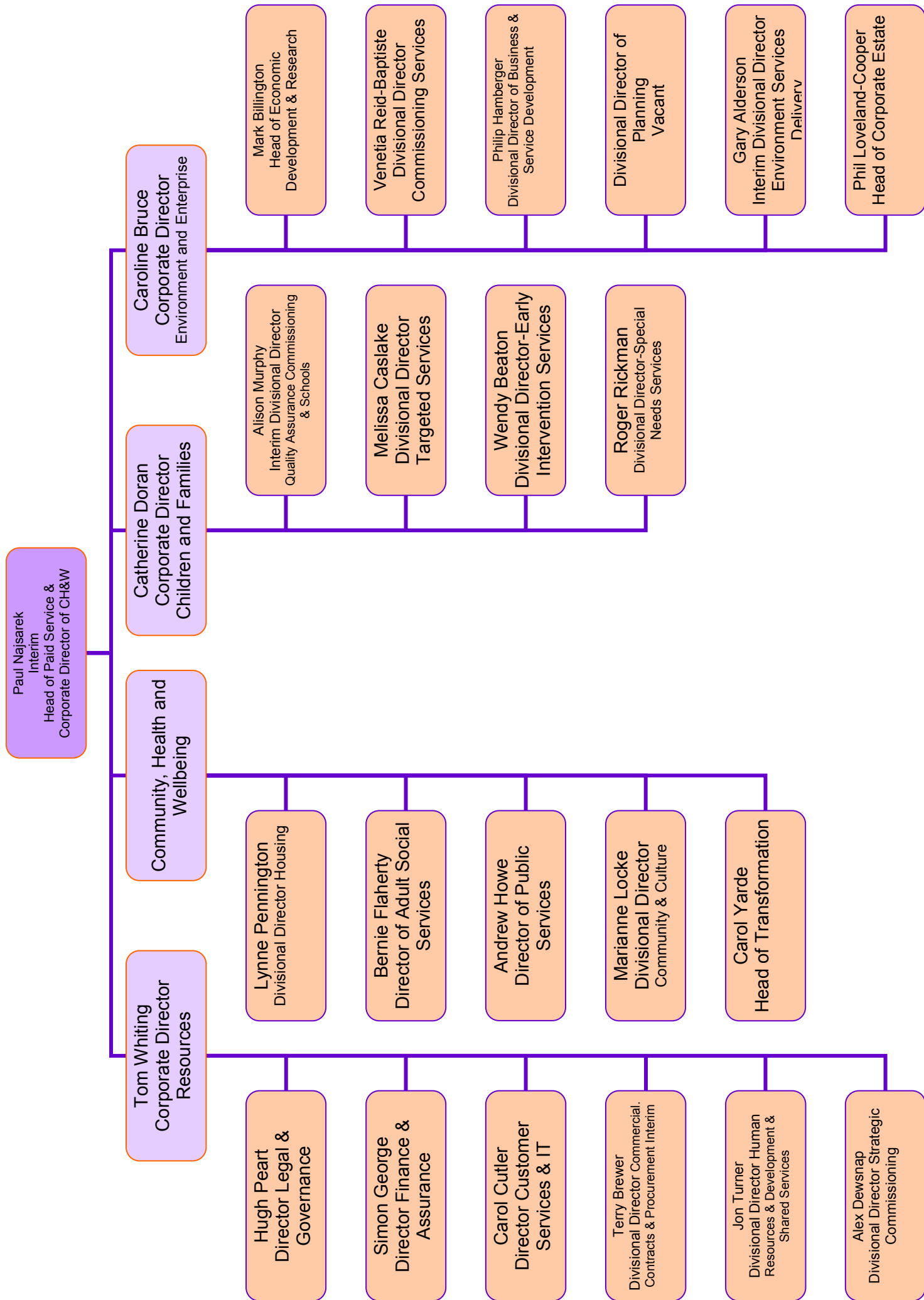
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Educational Psychologists

Salary Scales from 1 September 2013

		1st September 2013	
Range	SCP	Basic Salary	London Weighting
Main Scale Educational Psychologists (Scale A)	1	£33,933	£1,914
	2	£35,655	£1,914
	3	£37,377	£1,914
	4	£39,096	£1,914
	5	£40,821	£1,914
	6	£42,543	£1,914
	7	£44,163	£1,914
	8	£45,783	£1,914
	9	£47,301	£1,914
	10	£48,822	£1,914
	11	£50,241	£1,914
Senior Educational Psychologists (Scale B)	3	£45,783	£1,914
	4	£47,301	£1,914
	5	£48,822	£1,914
	6	£50,241	£1,914
	7	£50,823	£1,914
	8	£51,909	£1,914
Principal Educational Psychologists (Scale B)	10	£54,081	£1,914
	11	£55,155	£1,914
	12	£56,250	£1,914
	13	£57,366	£1,914
	14	£58,443	£1,914
	15	£59,571	£1,914

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Senior Managers' Pay at Harrow Council 2012/13

This document sets out the pay and benefits of our senior officers for their jobs running Harrow Council. Senior officers are employed by the Council to put the policy decisions made by Councillors into action. Senior officers also make recommendations to Councillors and give impartial advice to every Councillor. The table sets out the pay for the first three tiers of officers at Harrow Council (Chief Executive, Corporate Directors, and Senior Managers including Divisional Directors and Heads of Service who report directly to a Corporate Director).

Notes

1. Salary Ranges are as at 31.03.2013. Senior managers had a 2.5% or 1% decrease in annual salary from January 2013
2. Contractual Payments are as at 31.3.2013. They represent the actual payments to senior officers in accordance with their contract. The payments for any officers who left during the year are proportionate to the time they worked during the year
3. Pension scheme refers to the Local Government Pension Scheme. The national conditions of service are that individuals contribute 7.5% of their salary to the pension scheme, and the Council contributes 19.35% to the pension fund for all contributing members
4. No Senior Managers at Harrow are entitled to Performance Related Pay (PRP)
5. Senior Managers are entitled to claim a range of small expenses including mileage, parking and other sundry expenses.
6. The Essential Car User Allowance was reduced from January 2013
7. The 'pay multiple' i.e. the ratio between the highest paid employee's pay and the median average pay of the Council's workforce is 7.9:1

Position	Salary Range as at 31 March 2013	Contractual Payments as at 31 March 2013	Pension Scheme	Expenses Claimed
Chief Executive	£147,813 to £167,997	Salary £167,997 Market Factor Supplement £15099 Essential Car User Allowance £619	Yes	
Corporate Director - Place Shaping	£122,922 to £138,252	Salary £138,252	Yes	

Corporate Director - Community, Health & Well Being	£122,922 to £138,252	Salary £138,252 Essential Car User Allowance £619	Yes	£47.00
Corporate Director - Environment & Enterprise	£122,922 to £138,252	Employee left 20 May 2012, before the 1% decrease in salary (Equivalent salary £141,795) Essential Car User Allowance £206.50 (Equivalent to £1,239 p.a.) Severance payment £88,021	Yes	
Corporate Director - Children & Families	£122,922 to £138,252	Salary £138,252	Yes	
Corporate Director - Resources (Interim)	£122,922 to £138,252	Salary £138,252 Essential Car User Allowance £619	Yes	
Corporate Director - Environment & Enterprise	£122,922 to £138,252	Employee started 1 Oct 2012 (Equivalent salary £130,314)	Yes	
Assistant Chief Executive	£111,606 to £119,343	Salary £119,343 Essential Car User Allowance £619	Yes	£203.00
Director - Legal & Governance Services	£100,668 to £113,325	Salary £113,325 Honorarium £5,137 Essential Car User Allowance £619	Yes	£305.03
Director - Customer Services & BT	£100,668 to £113,325	Salary £113,325 Honorarium £3,267	Yes	£312.00
Director - Adult Social Services	£100,668 to £113,325	Salary £113,325 Emergency Response Allowance £1,010 Essential Car User Allowance £619	Yes	
Div Director - Environmental Services	£100,668 to £113,325	Salary £113,325	Yes	

Director - Finance & Assurance	£100,668 to £113,325	Employee started 25 Mar 2013 (Equivalent salary £113,325)	Yes	
Head of Public Realm Services	£78,000 to £91,962	Salary £91,962 Essential Car User Allowance £619	Yes	£750.72
Div Director - Risk, Assurance and Fraud	£78,000 to £91,962	Salary £87,342 Emergency Response Allowance £1,010 Essential Car User Allowance £619 Compensation Payment £112,926	Yes	
Div Director - HR Development & Shared Services	£78,000 to £91,962	Salary £91,962 Essential Car User Allowance £619	Yes	
Div Director - Early Intervention Services	£46,800 to £55,177 (part time) £78,000 to £91,962 (full time)	Salary £55,177 Essential Car User Allowance £372	Yes	£96.80
Divisional Director - Special Needs Services	£78,000 to £91,962 £46,800 to £55,177 (part time) £78,000 to £91,962 (full time)	Salary £91,962 Essential Car User Allowance £619	Yes	£835.67
Div Director - Early Intervention Services	£78,000 to £91,962 (full time)	Salary £55,177	Yes	
Div Director - Collections & Benefits	£78,000 to £91,962	Salary £87,342	Yes	

Divisional Director - Targeted Services	£78,000 to £91,962	Employee left 31 July 2012, before the 1% decrease in salary (Equivalent salary £92,892) Market Factor Supplement £2,369 (Equivalent to £7,108 p.a.) Essential Car User Allowance £413 (Equivalent to £1,239 p.a.) Compensation payment £73,300	Yes	
Head of Provider Services	£78,000 to £91,962	Salary £78,000 Essential Car User Allowance £619	Yes	
Div Director - Finance & Procurement	£78,000 to £91,962	Employee left 17 Jan 2013 (Equivalent salary £91,962) WLWA Treasurer Allowance £8,326 (Equivalent to £10,500 p.a.) Compensation Payment £131,025	Yes	
Divisional Director - Planning	£78,000 to £91,962	Salary £91,962 Emergency Response Allowance £1,010	Yes	£299.87
Div Dir - Strategic Commissioning	£78,000 to £91,962	Salary £87,342	Yes	
Div Director - Community & Cultural Services	£78,000 to £91,962	Salary £91,962 Emergency Response Allowance £1,010 Market Factor Supplement £7,108 Essential Car User Allowance £619	Yes	

Head of Commissioning & Partnerships - Adults	£78,000 to £91,962	Salary £87,342 Essential Car User Allowance £619	Yes	
Divisional Director - QACS	£78,000 to £91,962	Employee started 1 Jun 2012 (Equivalent salary £91,962) Market Factor Supplement £5,923 (Equivalent to £7,108 p.a.)	Yes	
Divisional Director - Targeted Services	£78,000 to £91,962	Employee started 1 Feb 2013 (Equivalent salary £91,962) Market Factor Supplement £1,184 (Equivalent to £7,108 p.a.)	Yes	

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COUNCIL
27 FEBRUARY 2014

CABINET RECOMMENDATION
(12 DECEMBER 2013)

**RECOMMENDATION IX: TREASURY MANAGEMENT
STRATEGY STATEMENT AND
ANNUAL INVESTMENT
STRATEGY – MID-YEAR
REVIEW 2013/14**

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CABINET MINUTES

12 DECEMBER 2013

Chairman: * Councillor Susan Hall

Councillors:

* Kam Chana	* Janet Mote
* Tony Ferrari	* Paul Osborn
* Stephen Greek	* Simon Williams
* Manji Kara	* Stephen Wright
* Barry Macleod-Cullinane	

**Non Executive
Non Voting
Councillors:**

* Graham Henson	* David Perry
Thaya Idaikkadar	

**In attendance:
(Councillors)** William Stoodley

Minute 735
[Also attended in place of
Councillor Idaikkadar]

* Denotes Member present
† Denotes apologies received

RECOMMENDED ITEMS

736. Treasury Management Strategy Statement and Annual Investment Strategy - Mid-year Review 2013/14

The Portfolio Holder for Finance introduced the report, which set out the mid-year review of Treasury Management activities for 2013/14. It was noted that Treasury Management operation ensured that cash flow was adequately planned, with surplus money being invested with low risk counterparties. It also ensured that adequate liquidity was provided before consideration was given to optimisation of investment return. Another function of the Treasury Management service was to fund the Council's Capital Programme.

Cabinet considered the report and resolved to recommend appropriately to February 2014 full Council meeting and to ask the Governance, Audit and Risk Management Committee to consider and review the report.

Resolved to RECOMMEND: (to Council)

That the minimum credit criterion for The Royal Bank of Scotland be amended from F1 to F2 as discussed in paragraphs 5.2 and 5.3 of the report.

Reason for Recommendation: To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) Regulations 2003 and other relevant guidance. To be informed of Treasury Management Activities and performance.

Alternative Options Considered and Rejected: None.

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

COUNCIL
27 FEBRUARY 2014

APPOINTMENT OF
STATUTORY OFFICERS

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REPORT FOR: COUNCIL

Date of Meeting:

Thursday 27TH February 2014

Subject:

Appointment of Statutory Officers

Responsible Officer:

Jon Turner, Divisional Director Human Resources, Development & Shared Services

Exempt:

No

Enclosures:

None

Section 1 – Summary and Recommendations

This report sets out steps Council needs to take to ensure statutory roles are filled following the resignation of the Chief Executive

Recommendations:

Council is requested to appoint:
Paul Najsarek, Corporate Director Community Health & Wellbeing as Interim Head of Paid Service; and
Hugh Peart, Director Legal & Governance Services as Returning Officer.

Background

On 7th November 2013 the Chief Executive resigned from his employment with Harrow, and his last day of service is 28th February 2014. The Chief Executive is currently the Council's Head of Paid Service and Returning Officer, two roles which the Council is required to fill.

Head of Paid Service

Under s4 Local Government & Housing Act 1989 Harrow is required to designate one of its officers as the Head of their Paid Service and to provide them with such staff, accommodation & resources as are required to discharge the Council's functions.

Returning Officer

Under the Representation of the People Act 1983, Harrow is required to appoint one of its officers to be the Returning Officer. The duties of the Returning Officer are separate from their duties as a local government officer, and they are paid in accordance with Harrow's published Pay Policy. The Returning Officer is directly accountable to the Courts as an independent statutory office holder, and the Council is required to place the services of its officers at their disposal during elections.

Appointment of Interim Head of Paid Service

It is a Council function to confirm the appointment of its Head of Paid Service, upon receipt of a recommendation from the Chief Officers' Employment Panel. The Chief Officer Employment Panel met on November 14th and 26th 2013 to deal with issues arising from the resignation of the Chief Executive. The Panel agreed the job outline for a Corporate Director and Interim Head of Paid Service and that the person appointed to that post receive an allowance of £10,000 p.a. in addition to his/her current salary. The Corporate Directors were invited to indicate whether they wished to act as interim Head of Paid Service during the absence of the Chief Executive and after his resignation takes effect.

There was only one application. The Panel considered the application and supporting statement and agreed to recommend to Council that the Corporate Director of Community Health & Wellbeing, be appointed as Corporate Director and Interim Head of Paid Service with effect from 1st March 2014.

Appointment of Returning Officer

It is a Council function to appoint its Returning Officer. Council appointed the Chief Executive as Returning Officer in July 2013 with the Monitoring Officer (Director of Legal & Governance Services) as Deputy Returning Officer. Prior to this, the role of Returning Officer was successfully undertaken by the Monitoring Officer. Local & national elections are overseen by the Electoral Commission, which has issued a series of Performance Indicators. Since 2009, when they were introduced, the Monitoring Officer has met all those standards, and exceeded many. Accordingly it is recommended that the Monitoring Officer be re-appointed the Council's Returning Officer with effect from 1st March 2014. The Returning Officer may appoint deputies as required.

Implications of the Recommendations

The Council will meet its statutory requirement to appoint a Head of Paid Service and Returning Officer.

Following the local election in May 2014, the Council will need to consider arrangements for the appointment of a permanent Head of Paid Service. Upon the appointment of a permanent Head of Paid Service, the requirement for an Interim Head of Paid Service will cease and unless appointed to the permanent role, Paul Najsarek will return to his substantive post of Corporate Director, Community Health & Wellbeing.

Legal comments

There are no additional legal comments to those contained within this report.

Financial Implications

The additional payment of £10k per annum to reflect the additional duties of Head of Paid Service will be offset by the saving of the Chief Executive's salary.

The costs of GLA, National and European elections are met externally, and by Harrow in relation to local elections. The proposed arrangements will deliver a small saving to Harrow.

Equalities implications

Was an Equality Impact Assessment carried out? No

There are no specific equalities implications relating either to service delivery or to employment issues arising out of this report.

Priorities

The appointment of a Head of Paid Service and Returning Officer enable the Council to meet its statutory requirements and the administration's priority to deliver a cleaner, safer and fairer Harrow.

Section 3 - Statutory Officer Clearance

Name: Simon George



Chief Financial Officer

Date: 19 February 2014

Name: Linda Cohen



on behalf of the*
Monitoring Officer

Date: 13 January 2014

Contact Details and Background Papers

Contact: Jon Turner Divisional Director HRD & Shared Services
jon.turner@harrow.gov.uk

Background Papers:

Report to Cabinet 15 January 2014: Senior Management Structure
<http://www.harrow.gov.uk/www2/mgChooseDocPack.aspx?ID=61435>

CHIEF OFFICERS' EMPLOYMENT PANEL MINUTES

14 NOVEMBER 2013

Chairman: * Councillor Thaya Idaikkadar

Councillors: * Margaret Davine * Barry Macleod-Cullinane
* Susan Hall * David Perry

* Denotes Member present

RECOMMENDED ITEMS

45. Consideration of Severance Payment and Appointment of Interim Head of Paid Service

Members received a tabled confidential report of the Director of Legal and Governance Services.

Having considered the report, it was proposed and duly seconded that Members adjourn the meeting to enable detailed consideration of the matter before them prior to making a decision. Upon being put to the vote it was

RESOLVED: That a decision on the matter before Members be deferred to enable consideration of the report of the Director of Legal and Governance Services.

Having re-convened on 26 November 2013, Members asked questions and sought clarification on a number of issues which were responded to by the Leader of the Council, the Divisional Director of Human Resources and Shared Services and the Director of Legal and Governance Services.

Some Members expressed their concern at the proposals but felt that they had little choice in the matter. Two Members requested a short adjournment.

The meeting adjourned from 6.35pm – 6.47pm.

The Divisional Director outlined two changes to the Chief Executive's contract terms, relating to other employment, which had been requested by the Chief Executive. These changes were agreed by the Panel.

The Leader of the Labour Group then read the following statement:

'Given the Chief Executive's expression to stand by the decision and letter on page 11 of the report, I feel the hands have been tied of the Chief Executive in this process, given the position he has been placed in both personally and professionally and also tied the hands of the Members of this Panel, at the fact our recommendation is standing in the way of a current employee's desire to leave the Council in what I am guessing are impossible circumstances.

We would like to place on record our grave concern at the 'snap' treatment of a Council employee and feel the process he was faced with, left him no choice, due to the untenable position which lay ahead, following an unfair process. Therefore we reluctantly will not oppose the agreement made between the Council and Chief Executive.'

The statement was supported by the Leader of the Independent Labour Group.

Resolved to RECOMMEND: (to Council)

That, having considered the expression of interest and supporting statement received from a Corporate Director, the Corporate Director of Community Health and Wellbeing be appointed as interim Head of Paid Service with effect from 1 March 2014.

COUNCIL
27 FEBRUARY 2014

DECISIONS TAKEN UNDER
THE URGENCY PROCEDURE -
COUNCIL

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REPORT FOR: COUNCIL

Date of Meeting:	27 February 2014
Subject:	DECISIONS TAKEN UNDER THE URGENCY PROCEDURE - COUNCIL
Responsible Officer:	Hugh Peart – Director of Legal and Governance Services
Exempt:	No
Enclosures:	None

In accordance with the delegations to Chief Officers, the Leaders of each of the Political Groups on the Council were consulted on the following urgent decision, which was approved on behalf of the Council, as it required action prior to this meeting:

Appointments to Outside Bodies

Following a resignation, Councillor Keith Ferry was appointed to the governing body of St Dominic's Sixth Form College.

This appointment was agreed as a matter of urgency to ensure continuing Council representation on this outside body at the earliest opportunity.

FOR INFORMATION

Contact:

Elaine McEachron, Democratic & Electoral Services Manager

Tel: 020 8424 1097

E-mail: elaine.mceachron@harrow.gov.uk

Background Papers: Urgent Decision Forms

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COUNCIL
27 FEBRUARY 2014

**DECISIONS TAKEN UNDER
URGENCY PROCEDURE BY
PORTFOLIO HOLDERS, LEADER
AND DEPUTY LEADER AND USE
OF SPECIAL URGENCY
PROCEDURE**

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REPORT FOR: COUNCIL

Date of Meeting: 27 February 2014

Subject: **Decisions taken under Urgency Procedure by Portfolio Holders, Leader and Deputy Leader, and Use of Special Urgency Procedure**

Responsible Officer: Hugh Peart – Director of Legal and Governance Services

Exempt: No

Enclosures: Appendix A – Decisions taken as a matter of urgency

Section 1 – Summary

This report sets out a decision taken under urgency procedure rules by Cabinet, the Leader and Portfolio Holders, and use of the special urgency procedure since the meeting of the Council on 14 November 2013.

FOR INFORMATION

Section 2 – Report

In accordance with Committee Procedure Rule 47.6 set out in Part 4 of the Council's Constitution, any Executive decisions taken as a matter of urgency are reported to the next available meeting of the Council.

Appendix A sets out a decision taken as a matter of urgency since the Council meeting held on 14 November 2013.

In accordance with the Access to Information Procedure Rules and paragraph 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the use of the Special Urgency procedure in relation to Executive decisions is to be reported quarterly to Council.

The Special Urgency procedure has not been used since the Council meeting on 14 November 2013.

Section 3 – Further Information

Where appropriate, Ward Councillors, outside organisations and interested parties were consulted on individual reports considered by Cabinet, the Leader and Portfolio Holders.

Where decisions were deemed urgent, the agreement of the Chairman of the Overview and Scrutiny Committee was obtained that the decision would not be subject to the call-in procedure.

Section 4 – Financial Implications

As per the individual reports to Cabinet, the Leader and Portfolio Holders.

Section 5 - Contact Details and Background Papers

Contact:

Elaine McEachron, Democratic & Electoral Services Manager

Tel: 020 8424 1097

E-mail: Elaine.mceachron@harrow.gov.uk

Background Papers:

Council's Constitution/Portfolio Holder Decision report/Cabinet agenda

APPENDIX A

Urgent Decisions

The following urgent decision has been made since Council on 8 November 2012:

Subject	Decision Maker (Portfolio Holder/Leader/Cabinet)	Reason for Urgency
<p>School Expansion Programme – Publication of Statutory Proposals to Expand Elmgrove Primary School And Nursery</p>	<p>Portfolio Holder for Children and Schools</p>	<p>Harrow had received agreement from the Government to transfer to Elmgrove Primary School the funding that was allocated under the Government's Targeted Basic Need Programme to expand St Anselm's Catholic Primary School (it was too complex to deliver the St Anselm's project). To ensure that the Council was able to deliver the proposed additional school places within the timescale of the Targeted Basic Need Programme funding conditions, which required that the £2.01m funding must be expended by September 2015, statutory proposals to expand Elmgrove Primary School needed to be published as early as possible in February for Cabinet to be able to make the key decision to determine them at its meeting in April. The Portfolio Holder Decision was to consider the outcome of the statutory consultation, which ended on 28 January 2014, and to decide whether to publish statutory proposals to expand the school</p>

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