

# CABINET

## 11 DECEMBER 2014

Record of decisions taken at the meeting held on Thursday 11 December 2014.

**Present:**

**Chair:** \* Councillor David Perry

**Councillors:**

* Sue Anderson	* Graham Henson
* Simon Brown	* Varsha Parmar
* Margaret Davine	* Sachin Shah
* Keith Ferry	* Anne Whitehead
* Glen Hearnden	

**In attendance:**

Richard Almond	Minute 76
Susan Hall	Minute 76
Barry Kendler	Minute 91
Barry Macleod-Cullinane	Minute 76 & 91

\* Denotes Member present

### 72. Apologies for Absence

None received.

### 73. Declarations of Interest

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

Agenda Item 14 – Draft Revenue Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19

Councillor Richard Almond, who was not a member of Cabinet, declared a non-pecuniary interest in that he was on the Board of Trustees, Harrow Citizens' Advice Bureau. He would remain in the room to listen to the discussion on the item.

Councillor Barry Macleod-Cullinane, who was not a member of Cabinet, declared a non-pecuniary interest in that he was an employee of the Citizens' Advice Bureau. He would remain in the room to listen to the discussion on the item.

Councillor Anne Whitehead declared a non-pecuniary interest in that she was Chair of the Harrow Law Centre. She would remain in the room whilst the matter was considered and voted upon.

## 74. Petitions

**RESOLVED:** To note that

- (1) petitions (a), (b) and (c) below were received and considered with the report on 'Draft Revenue Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19' at item 14 on the agenda;
- (2) in relation to petition (a) below, in accordance with the Petition Scheme, the petition, once validated, would be referred to Council;
- (3) in relation to petition (b) below, the Portfolio Holder for Community, Culture and Resident Engagement would provide a written response to the presenter of the petition.

- (a) **Petition: Funding to the Voluntary Sector** – Jaqueline Hooper, MIND in Harrow, presented a petition signed by 2,097 people with the following terms:

“Please do not cut funding for Age Concern, Citizens' Advice Bureau, MIND in Harrow, Harrow Association for the Disabled & other voluntary organisations.”

- (b) **Petition: Closure of Bob Lawrence Library** – Mr J Welby presented a petition signed by 55 people with the following terms:

“We, the undersigned, totally oppose the closure of the Bob Lawrence Library which is a community asset. The closure can be avoided by changing the opening hours without harming the community.”

- (c) **Petition: Environmental Service Delivery** – Davis Searles presented a petition signed by 130 members of staff with the following terms:

“At a time when Harrow Council should be moving towards a commercialisation approach for the services that they deliver in order to increase revenue the Senior Management in Environmental Services Delivery appear to have been short-sighted in their proposals which impact on frontline operational staff. These are the same staff required to provide the service for a more commercialised way of working. These are the same frontline staff that the Labour Administration promised to protect.

Therefore, we the undersigned frontline operational staff of Harrow Council urge the administration not to recommend the ill-considered proposals submitted to them by their Senior Management team in Environmental Service Deliver.”

**75. Conflict of Interest**

No conflict of interest/dispensation granted for Cabinet Members.

**76. Questions**

Such public and Councillor questions as were received were responded to and any recording placed on the Council’s website. Councillor questions 7-20 were not reached at Cabinet and the Councillors would be provided with a written response which would be placed on the Council’s website.

**77. Key Decision Schedule - December 2014 to February 2015**

**RESOLVED:** To note the contents of the Key Decision Schedule.

**78. Progress on Scrutiny Projects**

**RESOLVED:** To note the progress made on scrutiny projects.

**RECOMMENDED ITEMS**

**79. Review of the feedback on the Council Tax Support Scheme (CTS) consultation and consideration to retain existing scheme for 2015/16 and Beyond**

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

That the current Council Tax Support Scheme continue in 2015/16 and in following years, unless and until a decision was taken to replace or alter the scheme at annual review.

**RESOLVED:** That

- (1) having reviewed the local scheme, no changes to the Council Tax Support (CTS) Scheme for 2015/16 be recommended;
- (2) the effects on vulnerable people that any change could have and the key themes highlighted by the consultation which supported
  - protecting the vulnerable;
  - protecting the disabled;
  - the lack of affordability for the individual

be acknowledged.

**Reason for Decision:** To consider the views of residents who had given their views to help shape a future Council Tax Support Scheme Feedback and to make a recommendation having considered the feedback.

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

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

## **RESOLVED ITEMS**

### **80. Publication of Statutory Proposals to amalgamate and expand Welldon Park Infant and Nursery School and Welldon Park Junior School**

**RESOLVED:** That

- (1) the outcomes of the consultation be noted;
- (2) the publication of statutory notices to combine Welldon Park Infant and Nursery School and Welldon Park Junior School by closing the Junior School and extending the age range of the Infant School be agreed;
- (3) the publication of statutory notices to expand permanently Welldon Park Infant and Nursery School and Welldon Park Junior School or the combined school be agreed;
- (4) the work with the governors to address their concerns of amalgamation over a split site be continued.

**Reason for Decision:** To implement the Council's Amalgamation Policy and to enable the Local Authority to fulfil its duties to provide sufficient school places in its area.

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

### **81. Future Options for Harrow Museum: Headstone Manor and Harrow Museum Delivery of Master Plan and approval to explore future potential governance arrangements**

Having considered the confidential appendices, it was

**RESOLVED:** That, subject to the results of budget consultations and the confirmation of the budget according to the Council's budget setting process, as outlined in paragraph 2 options (c) and (d) of the report,

- (1) the delivery of the works for the Great Barn at Headstone Manor be approved as follows:
  - approve the award of contracts for works to repair and refurbish the Great Barn, as outlined in paragraph 5.1 of the report;

- approve the grant of a Biomass Boiler Lease at Headstone Manor as outlined in paragraph 5.2 of the report in accordance with the Council's general powers to dispose of land under Section 123 of the Local Government Act 1972 and to support the Council's Carbon Reduction Strategy;
- (2) the Corporate Director of Community, Health and Wellbeing and the Corporate Director Environment and Enterprise, following consultation with the Portfolio Holders for Community, Culture and Resident Engagement and Environment, Crime and Community Safety finalise any contract details for the Great Barn project and:
- conclude and sign the contracts for the provision of works and the granting of the Biomass Boiler lease, as outlined in paragraph 5.2 of the report;
  - enter into further discussions with the preferred bidder(s), paragraph 5.1 of the report refers, as required to allow for mobilisation and contract start date to be specified but no later than January 2015;
  - provide capital financing of £0.907m allocated in the current capital programme to complete the Great Barn project (£0.770m) and for CO2 reduction (£137,000), for the delivery of the works and identify a further £49,000 from the current Capital Programme as a result of the final tender prices exceeding the original estimate.
- (3) the submission of a Round 2 grant application to the Heritage Lottery Fund (HLF) for £3.6m to deliver the Master Plan for Headstone Manor and Harrow Museum, as outlined in paragraph 2.3 and in appendices 4, 5, 6, 7a, 7b and 8 of the report be approved, as follows:
- commitment for up to 20 years associated with lease and 10 year maintenance agreements at the site as outlined in appendix 4 of the report, the Conservation Plan and appendix 5 of the report the Management and Maintenance Plan, if the application was successful;
  - commitment of matched-funding capital financing of £0.430m (allocated to Headstone Manor in the current capital programme) and £0.570m Section 106 contribution allocated to Headstone Manor in relation to the adjacent development of the Kodak Zoom Leisure site, if the application was successful;
  - commitment to the delivery of the Business Plan, appendix 6 of the report refers, and the Activity Plan, appendices 7a and 7b of the report refer, if the application was successful;
  - enter into an agreement with Harrow Museum Trust for the preservation and use of the collection, appendix 8 of the report refers;

- acceptance of grant offers from other Trusts and Foundations, as outlined in paragraphs 1.2, 2.3 and 4.1c of the report providing matched-funding to the project, if the application was successful;
  - the application being subject to final Planning and Listed Building Consent.
- (4) the Corporate Director Community, Health and Wellbeing, following consultation with the Portfolio Holder for Community, Culture and Resident Engagement, be authorised to finalise any application details and:
- sign the following documents on behalf of the Council for submission as part of the Round 2 application to the Heritage Lottery Fund:
    - a) appendix 4 of the report, Conservation Plan Executive Summary;
    - b) appendix 5 of the report, Management and Maintenance Plan Headstone Manor and Harrow Museum;
    - c) appendix 6 of the report, Business Plan Headstone Manor and Harrow Museum;
    - d) appendix 7a of the report, Activity Plan Headstone Manor and Harrow Museum Part 1;
    - e) appendix 7b of the report, Activity Plan Headstone Manor and Harrow Museum Part 2;
    - f) appendix 8 of the report, Collections Management Agreement;
  - submit the Heritage Lottery Fund (HLF) Application Round 2 submission in December 2014 for decision by the HLF in March 2015 or at a later date;
  - proceed with delivery of the Master Plan including the tendering of contracts for the capital works contingent upon the award of a Round 2 Heritage Lottery Fund (HLF) grant in March 2015, or at a later date, and other funding awards as outlined in paragraph 8.1 of the report;
  - approve the award of contracts and sign the contracts for the provision of works as outlined within the cost plan in paragraph 8.1 of the report;
- (5) the Corporate Director of Community Health and Wellbeing, in conjunction with the Portfolio Holder for Community, Cultural and Resident Engagement, be authorised to conduct an options appraisal

for alternative governance arrangements and the capacity for development for Arts and Heritage Services in Harrow to include Harrow Museum, returning to Cabinet with recommendations early in 2015.

**Reason for Decision:** To approve the next stage of delivery of the vision for the future of Harrow Museum and Headstone Manor including delivery of refurbishment to the Great Barn, the submission of a Round 2 application to the Heritage Lottery Fund for £3.6m to restore and make publicly accessible all of the Headstone Manor site and to create a sustainable future for the Museum.

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

## **82. Harrow Regeneration Strategy and Action Plan**

**RESOLVED:** That

- (1) the draft Regeneration Strategy be approved for public consultation, subject to any final edits to be agreed by the Corporate Director of Environment and Enterprise acting following consultation with the Portfolio Holder for Business, Planning and Regeneration;
- (2) the submitted Housing Zone bid be endorsed in principle and authority be granted to the Corporate Director of Environment and Enterprise to negotiate with the Greater London Authority, in consultation with the Portfolio Holder for Business, Planning and Regeneration, as they evaluate and approve the Council's Housing Zone bid;
- (3) the proposed work to progress a delivery strategy and implementation programme for the Council's Private Rented Sector (PRS) initiative be approved;
- (4) the programme to progress a detailed Business Case and (subject to a satisfactory business case) to procure a design team for Haslam House, as the first site to be developed for Private Rented Sector (PRS) housing, be approved;
- (5) the programme to progress an options appraisal and business case for a cost-effective re-provision of the Civic Centre be approved;
- (6) the programme of engagement with key stakeholders to consider the redevelopment of the Leisure Centre and surrounding site.

**Reason for Decision:** To enable the local authority to implement key priorities and pledges within the 2014/15 Corporate Plan.

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

## **83. Draft Housing Revenue Account Budget 2015-16 and Medium Term Financial Strategy 2016-17 to 2018-19**

Having amended the 'Additional Growth Bid' table total costs to £13,133,276 and the number of units to 50 on page 290 of the agenda, it was

**RESOLVED:** That

- (1) the draft Housing Revenue Account (HRA) Budget be approved for consultation;
- (2) the proposed increase of 2.2% to housing rent charges for 2015-16, resulting in an average rent of £114.97 per week for 2015-16 and an average tenant service charge of £2.91 per week be approved for consultation;
- (3) the proposed increases in facility and water charges set out in appendices 4 and 5 and community centre charges set out in appendix 6 of the report be approved for consultation;
- (4) the draft four year Capital Programme be approved for consultation.

**Reason for Decision:** To publish the draft Housing Revenue Account (HRA) budget and capital programme for consultation.

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

#### **84. Calculation of Council Tax Base for 2015 - 2016**

Having noted that recommendation (c) in the report should read 2015/16, it was

**RESOLVED:** That, having considered the report,

- (1) the Band D equivalent number of taxable properties be calculated as shown in the report in accordance with government regulations;
- (2) the provision for uncollectable amounts of Council Tax for 2015-2016 be agreed at 2.50% producing an expected collection rate of 97.50%;
- (3) and subject to resolutions (1) and (2) above, a Council Tax Base for 2015-2016 of 79,795 Band D equivalent properties, being 81,841 x 97.50%, be approved, allowing for payment in lieu of Ministry of Defence properties.

**Reason for Decision:** To fulfil the Council's statutory obligation to set the Council Tax Base for 2015-16.

**Alternative Options Considered and Rejected:** None.

#### **85. Calculation of Business Rates Income for 2015 - 2016**

**RESOLVED:** That, having considered the report, the following be agreed:



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

		£m
	Projected non domestic rates (NDR) Income 2015/16	46.705
Less	Payable to Department for Communities and Local Government (DCLG) (50% Central Share)	(23.352)
Less	Payable to the Greater London Authority (20%)	<u>(9.341)</u>
Equals	Amount to be retained by Harrow (30%)	<b>14.012</b>

- (2) the above information be provided to the Secretary of State and Greater London Authority (GLA) by 31 January 2015;
- (3) the Council's Chief Finance Officer, Section 151 Officer, be authorised, following consultation with the Portfolio Holder for Finance and Major Contracts, to submit revised figures from those above to the Secretary of State and the Greater London Authority (GLA) by 31 January 2015, if further clarification was received from the Department for 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 2015-16.

**Alternative Options Considered and Rejected:** None.

## 86. Draft Revenue Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19

**RESOLVED:** That

- (1) the draft budget for 2015/16 and the Medium Term Financial Strategy (MTFS) 2015/16 to 2018/19 be approved for general consultation, being mindful of the results of the Take Part consultation and equality impact assessment, as set out in appendices 1 and 2 of the report;
- (2) the current remaining budget gaps of £15.5m, £15.6m and £12.8m for 2016/17, 2017/18 and 2018/19 respectively, paragraph 1.9 of the report refers, be noted;
- (3) the intention to increase Council Tax by 1.99% in 2015/16, paragraph 1.12 of the report refers, be noted;
- (4) the statutory changes to schools funding for 2015/16 be noted and the proposed arrangements for the 2015/16 School Funding Formula, as set out in appendix 3 of the report, be approved;
- (5) the draft Public Health budget for 2015/16, as set out in appendix 4 of the report, be approved;

- (6) the sum of £260,259 as Harrow's contribution to the London Grant Scheme in 2015/16, paragraph 1.28 of the report refers, be approved.

**Reason for Decision:** To ensure that the Council publishes a draft budget for 2015/16.

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

#### **87. Draft Capital Programme 2015/16 to 2018/19**

**RESOLVED:** That

- (1) the draft Capital Programme, as detailed in appendix 2 of the report, be approved for consultation;
- (2) the final version to be submitted to Cabinet in February 2015 with the results of the consultation and an equalities impact assessment.

**Reason for Decision:** To enable the Council to have an approved Capital Programme for 2015/16 to 2018/19 and to enable preparation work to be undertaken for future years.

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

#### **88. Collection Fund 2014-15**

**RESOLVED:** That

- (1) the overall net estimated surplus of £1.533m on the Collection Fund as at 31 March 2015 be noted and that this includes a surplus of £2.869m on Council Tax, Harrow share of £2.301m, and deficit of £1.336m on Business Rates, Harrow share £0.401m;
- (2) the Harrow share of £1.9m be agreed and that it be transferred to the General Fund in 2015-16.

**Reason for Decision:** To adhere on the Council's statutory obligation to make an estimate of the surplus or deficit on the Collection Fund. To adhere to a major part of the annual budget review process.

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

#### **89. Procurement of Revenues and Benefits Support**

Having considered the confidential appendix, it was

**RESOLVED:** That

- (1) the analysis, evaluation and findings of the options considered within section 2.2 of the report be noted;

- (2) the procurement of third party support with a value range of between £1.75m to £3.5m over 5 years for the Collections and Benefits Department that was currently provided through the Incremental Partnership Agreement scheduled to expire on 31 October 2015 and with an option to extend for one further year subject to price and performance be approved;
- (3) the procurement in accordance with European Union (EU) public procurement rules and in accordance with Contract Procedure Rules be authorised and authority to proceed with the procurement be delegated to the Corporate Director of Resources, following consultation with the Portfolio Holder for Performance, Corporate Resources and Policy Development and the Portfolio Holder for Finance and Major Contracts, and to submit a contract award recommendation to Cabinet for approval.

**Reason for Decision:** The Collections and Benefits Department currently accesses third party remote support as and when required through the Incremental Partnership Agreement with Capita Business Services Limited (“Capita”). The existing support provides for the processing of new Housing Benefit/Council Tax Support claims and associated changes in circumstance, meeting specified pre-determined conditions as well as administration and collection activities relating to both Council Tax and Business Rates.

When the Incremental Partnership Agreement with Capita expires on 31 October 2015, the current provision of support will cease. Authority to procure support to commence from 1 November 2015 in order to ensure a seamless provision of support and to sustain current performance levels was therefore sought. The Collections and Benefits Department funds the current support received through vacant posts on the establishment and proposes to continue this approach subject to approval of the recommendations within this report.

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

#### **90. Treasury Management Strategy Statement and Annual Investment Strategy: Mid-Year Review 2014-15**

**RESOLVED:** That the Treasury Management Mid-Year Report for 2014/15 be noted.

**Reason for Decision:** To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) Regulations 2003 and other relevant guidance. To keep abreast of Treasury Management activities and performance.

**Alternative Options Considered and Rejected:** None.

*[Call-in does not apply.]*

**91. Response to the Council Tax Scheme Scrutiny Committee Challenge Panel Report**

**RESOLVED:** That the response to the recommendations of the Council Tax Support Scheme Challenge Panel be noted.

**Reason for Decision:** To respond to the recommendations of the Scrutiny Challenge Panel.

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

*[Call-in does not apply.]*

**92. Revenue and Capital Monitoring for Quarter 2 as at 30 September 2014**

**RESOLVED:** That

- (1) the revenue and capital forecast positions detailed in the report as at Quarter 2 2014/15 be noted;
- (2) the changes in Quarter 2 to the Capital Programme, outlined in paragraph 71 of the report, be noted.

**Reason for Decision:** To note the 2014/15 forecast financial position as at 30 September 2014.

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

*[Call-in does not apply.]*

**93. Strategic Performance Report - Quarter 2, 2014/15**

Having considered the 'textual' change to the main report and a fresh scorecard, the latter replacing pages 882-896 of the initial report, as set out in the tabled documents, it was

**RESOLVED:** That the report be noted and the Portfolio Holders continue working with officers to achieve improvement against identified key challenges.

**Reason for Decision:** To note performance against key measures and to identify and assign corrective action where necessary.

**Alternative Options Considered and Rejected:** None.

*[Call-in does not apply.]*

(Note: The meeting, having commenced at 6.30 pm, closed at 9.20 pm).

Proper Officer

Publication of decisions:	<b>12 December 2014</b>
Deadline for Call-in:	<b>5.00 pm on 19 December 2014</b> <b>(Please note that Call-in does not apply to all decisions).</b> To call-in a decision please contact: Una Sullivan on 020 8424 1785 or email: <a href="mailto:una.sullivan@harrow.gov.uk">una.sullivan@harrow.gov.uk</a> Vishal Seegoolam on 020 8424 1883 or email: <a href="mailto:vishal.seegoolam@harrow.gov.uk">vishal.seegoolam@harrow.gov.uk</a> Alison Atherton on 020 8424 1266 or email: <a href="mailto:alison.atherton@harrow.gov.uk">alison.atherton@harrow.gov.uk</a>
Decisions may be implemented if not Called-in on:	<b>20 December 2014</b>