

# Cabinet

## Minutes

### 10 March 2022

Record of decisions taken at the meeting held on Thursday 10 March 2022.

**Present:**

**Chair:** Councillor Graham Henson

**Councillors:** Phillip O'Dell  
Varsha Parmar  
Natasha Proctor  
Krishna Suresh  
Councillor Richard Almond For Minute 618  
Councillor Stephen Greek For Minute 618  
Councillor Hitesh Karia For Minutes 616 and 618

**Joined Virtually:** Councillor Sue Anderson  
Councillor Peymana Assad  
Councillor Simon Brown  
Councillor Keith Ferry  
Councillor Christine Robson  
John Higgins – Voluntary Sector Representative

**In attendance (Councillors):** Anjana Patel For Minute 618

**Absent:** Councillor Adam Swersky - Non-Executive Member  
Councillor Dr Antonio Weiss - Non-Executive Member

#### 614. Apologies for Absence

None.

## 615. Declarations of Interest

**RESOLVED:** To note that the declaration of interests had been published on the Council website and during the course of the meeting:

- (1) Councillor Keith Ferry, Portfolio Holder for Business, Property and Leisure declared a pecuniary interest in item 10 – Harrow Strategic Development Partnership Update in that he was Chair of Harrow Strategic Development Partnership and left the meeting while the item was being discussed.
- (2) Councillor Hitesh Karia, who was not a member of Cabinet, declared a non-pecuniary interest in item 9 - Covid-19 Update in that he was associated with a care organisation. He remained in the meeting while the item was being discussed.

## 616. Petitions

The following petitions had been received:

- (1) Petition from Mr Will Jackson containing 34 signatures, on behalf of residents of Cavendish Avenue, Harrow-on-the-Hill, requesting the Council to address issues with speeding vehicles in the area and introduce traffic calming measures.

**RESOLVED:** That the petition be referred to the Corporate Director of Community for consideration and response.

- (2) Two petitions from Mr Geoff Eldridge, requesting the Council to stop the closure of Harrow Viewpoint Car Park and to reinstate the right for people to visit Old Redding Viewpoint and The Case is Altered Pub, containing 5600 and 2600 signatures respectively.

**RESOLVED:** That the petitions be referred to the Corporate Director of Community for consideration and response as well as to the next appropriate Council meeting for debate.

- (3) Petition from Councillor Hitesh Karia, on behalf of Lloyd Court residents in Pinner South, requesting the Council to address road maintenance issues, including expanding current parking arrangements, providing better access arrangements, repairing verges and footpaths and replacing damaged curbs.

**RESOLVED:** That the petition be referred to the Corporate Director of Community for consideration and response.

## 617. Public Questions

None received.

## **618. Councillor Questions**

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

## **619. Key Decision Schedule March - May 2022**

Having noted that:

- the report on "Bedding Care Strategy" had been deferred to June;
- the report on "Adult Social Care Mental Health Services" had been withdrawn; and
- the reports at items 15 and 16 on the agenda had not been included on the Key Decision Schedule but would be considered for the reasons set out in the published notice, Cabinet

**RESOLVED:** That the Key Decision Schedule March - May 2022, be noted.

## **620. Reference from the Overview and Scrutiny Committee - Harrow Strategic Development Partnership Progress Update**

**RESOLVED:** that the reference from the Overview and Scrutiny Committee set out in the published Supplemental Pack be taken under item 10 – Harrow Strategic Development Partnership Update.

## **621. Progress on Scrutiny Projects**

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

## **622. Covid-19 Update**

Cabinet received a presentation from the Chief Executive, which provided Members with the latest update on Covid-19 across the borough, focusing on the overall reduction of rates, the end of the Covid-19 legal restrictions, the gradual withdrawal of some testing facilities and closure of business grants scheme and the challenges the Council was facing as a result of the pandemic's impact on its capacity, delivery and resources. Having placed on record their gratitude to all council staff for their work and commitment over the last two years, Cabinet

**RESOLVED:** That the verbal update and accompanying presentation from the Chief Executive, be noted.

## Resolved Items

### 623. Harrow Strategic Development Partnership (HSDP) Update

Having noted the confidential appendix to the report and the points raised by Councillor Stephen Greek as Vice-Chair of the Overview and Scrutiny Committee in relation to the reference submitted (set out in the published Supplemental Pack), Cabinet

**RESOLVED:** That

- (1) the progress of the Harrow Strategic Development Partnership be noted;
- (2) the proposed approach to consider the options available to the Council and the partnership be endorsed, assessing the Council's position through comprehensive due diligence; and
- (3) the strategy to maximise the available affordable housing, be approved.

**Reason for Decision:** For Cabinet to understand the progress of the partnership, the issues currently being dealt with and the next steps.

**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.

### 624. Careers Information, Advice, Guidance (IAG) and Support Services to Young People in Harrow

**RESOLVED:** That

- (1) the commencement of a competitive procurement process to re-render the contract for Careers, Information, Advice, Guidance and Support Services to young people in Harrow for 5+2-year term, valued £2,8million, be approved; and
- (2) the Corporate Director of People Services, following consultation with Portfolio Holder for Education and Social Services for Children and Young People, Portfolio Holder for Adults and Social Care, and the Portfolio Holder for Finance & Resources, be authorised to award the contract, following the competitive procurement process.

**Reason for Decision:** To enable the Council to fulfil its statutory duties to encourage, enable or assist young people's participation in education or training and to assist the most vulnerable and risk of disengaging with education or work.

**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.

**625. Procurement of new contract for corporate IT software including Microsoft**

Having noted the confidential appendix to the report, Cabinet

**RESOLVED:** That

- (1) the commencement of a procurement for Microsoft licensing, cloud services and other miscellaneous software using the most appropriate procurement process and procedure, be agreed; and
- (2) the Corporate Director of Resources, following consultation with the Portfolio Holder for Finance and Resources, be authorised to award a contract to the successful supplier following the procurement exercise for 3 years up to a total value of £4.483m.

**Reason for Decision:** Endorsing the approach would ensure the most appropriate method of procurement was adopted and the contract for the successful supplier was awarded to enable the delivery of all Council services.

**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.

**626. Low Carbon Procurement Policy, Charter and Toolkit**

Having noted the confidential appendix to the report, Cabinet

**RESOLVED:** That

- (1) the West London Low Carbon Procurement Policy, Charter and Toolkit for implementation in Harrow, be agreed;
- (2) the Head of Procurement be authorised to change the Contract Procedure Rules to mandate that all Council run tendering must evaluate suppliers on their ability to deliver greenhouse gas emission reductions, with a minimum 5% weighting of the total evaluation criteria, noting that consideration should be given to increasing this percentage in relation to works, goods and services with a high carbon impact and opportunities for carbon reduction in lower value procurement that is not subject to formal tendering;
- (3) the Head of Procurement be authorised to take all decisions relating to the implementation and amendment of the Charter and Toolkit; and

- (4) the Corporate Director of Community, following consultation with the Director of Finance, the Portfolio Holder for Environment and Climate Change and the Portfolio Holder for Finance and Resources, be authorised to make all decisions pertaining to the review and any necessary future amendments to the Policy.

**Reason for Decision:** The adoption of a structured approach to low carbon procurement aimed to significantly reduce greenhouse gas emissions from local authority supply chains within the sub-region. This contributed towards addressing the declared climate emergency and building the green economy.

**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.

## 627. Water Services Procurement

**RESOLVED:** That

- (1) Harrow Council's access the North East Procurement Organisation (NEPO) Central Purchasing Body NEPO311 Water Retail Services framework agreement for water, wastewater, and ancillary services, re-appointment of Anglian Water Business (National) Ltd trading as Wave Utilities as a single water retailer to meet Harrow's multi-site business requirements and water efficiency product and services, be agreed;
- (2) the direct award of a contract for the provision of water, wastewater, and ancillary services, to Anglian Water Business (National) Ltd trading as Wave Utilities to commence on 1 May 2022 for a period of 2 years with an option to extend for a further 2 years but not beyond 30 April 2026, be agreed; and
- (3) the Corporate Director of Community following consultation with the Portfolio Holder for Environment & Climate Change, be authorised to take all necessary steps to enter into and implement the contract, to include deciding whether to exercise the extension option in due course.

**Reason for Decision:** To procure high quality water services at competitive rates for the Council's corporate sites and the 56 participant Schools. The Council would also avoid the default charge rate which would otherwise apply after 30 April 2022 when the current contract term ends.

**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.

## **628. Authority to Procure Civil Enforcement Agents (CEA)**

**RESOLVED:** That

- (1) the procurement for up to two suppliers to provide collection and enforcement services for Council Tax, Business Rates, Parking Control Notices and Sundry Debts, for a period of three years with an optional two-year extension plus a further optional two-year extension and for a value of £10m over the 7-year period, be agreed;
- (2) the procurement in accordance with Public Procurement rules and Contract Standing Orders be agreed; and
- (3) Director of Finance following consultation with the Portfolio Holder for Finance and Resources, be authorised to award a contract under recommendations 1 and 2 above

**Reason for Decision:** The existing contract agreements for Enforcement Agent services, expire on 7 November 2022. Currently, two suppliers deliver the contracted services concerned that encompass the collection of Harrow Council income, where the Council has been unable to collect it directly.

Not procuring external partners, would potentially leave the authority with limited ability to collect approximately £5m per annum in relation to unpaid Council Tax, Business Rates, Parking Control Notices (PCN's) and other unpaid Council charges, which would impact adversely on the Council's budget.

**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.

## **629. Authority to Award £150 Energy Rebate to households occupying properties within Council Tax Bands A to D & to design and implement a Discretionary Energy Rebate Scheme in line with Government guidance.**

**RESOLVED:** That

- (1) the award of £150 Energy rebate to all qualifying households within council tax bands A to D, be noted;
- (2) the designing and implementation of a Discretionary Energy Support scheme for those who need help with their energy bills but are not eligible under the initial award – such as households on income support in higher bands (E-H) or properties in bands A-D that are exempt from council tax – in accordance with the guidance issued, be agreed;
- (3) the requirement to include the insertion of the predefined Government Energy Rebate pamphlet with the 2022/23 council tax bills, be noted; and

- (4) the Director of Finance, following consultation with the Portfolio Holder for Finance and Resources, be authorised to administer the schemes under recommendations 1 and 2 above and to appoint a third-party company, to support the payment process if so required..

**Reason for Decision:** The government announced a package of support known as the Energy Bills Rebate to help households with rising energy bills, worth £9.1 billion in 2022. This includes a:

- A £150 non-repayable rebate for households in England in council tax bands A – D, known as the Council Tax Rebate and
- A £144 million of discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate, known as the Discretionary Fund.

both of which will need to be administered by the local authority to eligible council taxpayers. As such, Harrow must implement the schemes as soon as possible to ensure timescales announced may be met.

**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.

**630. Harrow Strategic Development Partnership (HSDP) Update**

See Minute 623.

**631. Procurement of new contract for corporate IT software including Microsoft**

See Minute 625.

**632. Low Carbon Procurement Policy, Charter and Toolkit**

See Minute 626.

(Note: The meeting, having commenced at 6.30 pm, closed at 8.17 pm).

Proper Officer

Publication of decisions:	<b>11 March 2022</b>
Deadline for Call-in:	<b>5.00 pm on 18 March 2022</b> <b>(Please note that Call-in does not apply to all decisions).</b>

	To call-in a decision please contact:  Daksha Ghelani via email: <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
Decisions may be implemented if not Called-in on:	<b>19 March 2022</b>