



Cabinet Agenda

Date: Thursday 14 September 2023
Time: 6.30 pm
Venue: The Auditorium - Harrow Council Hub,
Kenmore Avenue, Harrow, HA3 8LU

Membership:

Chair: Councillor Paul Osborn (Leader of the Council) and
Portfolio Holder for Strategy

Portfolio Holders:	Portfolio:
Councillor Marilyn Ashton	Deputy Leader of the Council and Portfolio Holder for Planning & Regeneration
Councillor David Ashton	Finance & Human Resources
Councillor Stephen Greek	Performance, Communications & Customer Experience
Councillor Hitesh Karia	Children's Services
Councillor Jean Lammiman	Community & Culture
Councillor Mina Parmar	Housing
Councillor Anjana Patel	Highways, Infrastructure and Community Safety Infrastructure
Councillor Pritesh Patel	Adult Services & Public Health
Councillor Norman Stevenson	Business, Employment & Property

Non-Executive Members:	Role:
Councillor Thaya Idaikkadar	Non-Executive Cabinet Member
Councillor Kanti Rabadia	Non-Executive Cabinet Member
John Higgins	Non-Executive Voluntary Sector Representative Harrow Youth Parliament Representative

Quorum 3, including the Leader and/or Deputy Leader)

Contact: Alison Atherton, Senior Professional - Democratic Services
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Useful Information

Joining the Meeting virtually

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Directions by car:

Go along Kenmore Avenue and head towards the Kenton Recreation Ground. When approaching the end of the Kenmore Avenue turn right before reaching the Kadwa Patidar Centre.

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You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Cabinet](#)
- (3) Put mobile devices on silent.
- (4) Follow instructions of the Security Officers.
- (5) Advise Security on your arrival if you are a registered speaker.

Filming / recording

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Agenda publication date: Wednesday 6 September 2023

Agenda - Part I

1. Apologies for Absence

To receive apologies for absence (if any).

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 present.

3. Petitions

To receive any petitions submitted by members of the public or Councillors.

4. Public Questions

To note any public questions received.

Questions will be asked in the order in which they were received. There will be a time limit of 15 minutes for the asking and answering of public questions.

[The deadline for receipt of public questions is 3.00 pm, Monday 11 September 2023. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

5. Councillor Questions

To receive any Councillor questions.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, Monday 11 September 2023].

6. Key Decision Schedule September - November 2023 (Pages 7 - 14)

7. Progress on Scrutiny Projects (Pages 15 - 16)

For consideration

Place

8. Local Areas of Special Character - criteria for designation (Pages 17 - 42)

Report of the Chief Planning Officer

9. Public Space Protection Order (PSPO) Approval for Publication (Pages 43 - 96)

Report of the Corporate Director, Place and the Director of Environment.

People

10. Translation and Interpreting Services (Pages 97 - 108)

Report of the Corporate Director, People.

Resources and Commercial

11. Procurement of Revenues, Benefits and Parking Specialist Print Contractor (Pages 109 - 120)

Report of the Interim Director of Finance and Assurance

12. Revenue and Capital Budget Monitoring Report Quarter 1 2023-24 (Pages 121 - 162)

Report of the Interim Director of Finance and Assurance

13. Appointment of Portfolio Holder Assistants (Pages 163 - 168)

Report of the Interim Director of Legal and Governance Services

14. Any Other Urgent Business

Which cannot otherwise be dealt with.

15. Exclusion of the Press and Public

To resolve that the press and public be excluded from the meeting for the following item of business for the reasons stated.

Agenda Item No	Title	Description of Exempt Information
16.	Translation and Interpreting Services – Appendices 1 to 3	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information).
17.	Procurement of Revenues, Benefits and Parking Specialist Print Contractor – Appendix 1	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information).

18.	Revenue and Capital Budget Monitoring Report Quarter 1 2023-24 – Appendices 5 and 6	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information).
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Agenda - Part II

16. Translation and Interpreting Services (Pages 169 - 348)

Appendices 1 – 3 to the report of the Corporate Director of People.

17. Procurement of Revenues, Benefits and Parking Specialist Print Contractor (Pages 349 - 518)

Appendix 1 to the report of the Interim Director of Finance and Assurance.

18. Revenue and Capital Budget Monitoring Report Quarter 1 2023-24 (Pages 519 - 560)

Appendices 5 and 6 to the report of the Interim Director of Finance and Assurance.

Data Protection Act Notice

The Council will record the meeting and will place the recording on the Council's website.

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

Deadline for questions	3.00 pm on 11 September 2023
Publication of decisions	15 September 2023
Deadline for Call in	5.00 pm on 22 September 2023
Decisions implemented if not Called in	23 September 2023

London Borough of Harrow

Key Decision Schedule (September 2023 - November 2023)

September 2023

This is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The Cabinet agenda containing all the reports being considered will be published 5 clear days before the meeting.

↘ **A Key Decision is one which is likely to:**

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to its budget for the service or function to which the decision relates. A decision is significant if it involves expenditure or the making of savings of an amount in excess of £1m of capital or £500,000 of revenue or where savings or expenditure are less than these amounts but they constitute more than 50% of the budget attributable to the service in question; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

Decisions which the Cabinet intends to make in private

The Cabinet may meet in private to consider reports which contain confidential information. A private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers. This Schedule also contains non-Key Decisions which involve Cabinet meeting in private. Any person can make representations to the Cabinet if they believe the decision should instead be made in the public Cabinet meeting by emailing democratic.services@harrow.gov.uk.

The membership of the Cabinet is:

[Councillor Paul Osborn](#) (Leader), (Strategy)

[Councillor Marilyn Ashton](#) (Deputy Leader, Planning & Regeneration)

[Councillor David Ashton](#) (Finance & Human Resources)

[Councillor Stephen Greek](#) (Performance, Communications & Customer Experience)

[Councillor Hitesh Karia](#) (Children's Services)

[Councillor Jean Lammiman](#) (Community & Culture)

[Councillor Mina Parmar](#) (Housing)

[Councillor Anjana Patel](#) (Environment & Community Safety)

[Councillor Pritesh Patel](#) (Adult Services & Public Health)

[Councillor Norman Stevenson](#) (Business, Employment & Property)

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
SEPTEMBER 2023				
Procurement of Revenues, Benefits and Parking specialist Print Contractor	To authorise the procurement of a contract for Printing and Mailing Services for Bulk Document printing, Council Tax, NDR, Benefits and Parking documents with a maximum value of £1.2m over 6 years (£200k annually), subject to the demonstration of Best Value.	Councillor David Ashton Interim Director of Finance & Assurance (S151 Officer) fern.silverio@harrow.gov.uk (report author), martin.trim@harrow.gov.uk (report author), tel. 020 8736 6818	Part exempt	
Translation and Interpreting Services	To approve the procurement and appointment of a provider to deliver Translation and Interpreting Services.	Councillor Hitesh Karia; Councillor David Ashton Corporate Director, People Priya.Ganatra@harrow.gov.uk (report author), tel. 07802 338387	Part exempt	

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Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Local Areas of Special Character - criteria for designation	To consider the proposal to establish a process of designating Local Areas of Special Character within Harrow (including criteria for such areas).	Councillor Marilyn Ashton Head of Planning david.hughes@harrow.gov.uk (report author); lucy.haile@harrow.gov.uk (report author)	Open	Planning Policy Advisory Panel (3 March 2023 and 13 July 2023), relevant external stakeholders (consulted prior to Panel meeting, documented in Panel report for 13 July 2023 meeting.
Revenue and Capital Budget Monitoring Report Q1 2023-24	To note the Revenue and Capital Outturn for Q1 2023-24. To approve amendments to the Capital Programme (if applicable) To approve the Trading Company Business Plans.	Councillor David Ashton Interim Director of Finance & Assurance (S151 Officer) Jo.Frost@harrow.gov.uk (report author)	Part exempt	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Public Space Protection Order (PSPO) - Approval for publication	To seek approval of the final wording of the proposed Public Space Protection Order (PSPO) for publication.	Councillor Anjana Patel Corporate Director Place David.Gilmour@harrow.gov.uk (report author), tel. 07927548307	Open	A Borough wide consultation has been undertaken via My Harrow Talk to involve all members of the community. Specific local and national interest groups were contacted including, Harrow Volunteers, all interest bodies charities and public interest groups.
OCTOBER 2023				
Procurement of Education IT System	To request an award of contract to with Capita Business Services for One Education modules plus Family Hub and Youth Justice software	Councillor Hitesh Karia; Councillor Stephen Greek; Councillor David Ashton Divisional Director, Education Services david.harrington@harrow.gov.uk (report author), tel. 07714 089170	Part exempt	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
London Borough of Harrow Domestic Abuse Service	To seek Cabinet approval to reprocur and award new contracts for the Domestic Abuse Service.	<p>Councillor Anjana Patel; Councillor Pritesh Patel; Councillor Hitesh Karia; Councillor Mina Parmar;</p> <p>Interim Assistant Director of Strategy & Partnerships Hodan.Elmi@harrow.gov.uk (report author)</p>	Part exempt	Groups that have been and will continue to be consulted include relevant Council departments, Portfolio and Shadow Portfolio Holders as well as stakeholders including Health Partners, Safeguarding Boards, Harrow Domestic Violence Forum and service users.
Harrow Town Centre Business Improvement District (HA1BID) Ballot	<p>To agree that the London Borough of Harrow votes Yes in support of a BID in Harrow Town Centre.</p> <p>To agree that the Leader of the Council is delegated to vote on behalf of the London Borough of Harrow.</p>	<p>Councillor Norman Stevenson; Councillor David Ashton</p> <p>Director of Inclusive Economy, Leisure & Culture Mark.Billington@harrow.gov.uk (report author)</p>	Open	HA1 Business Improvement District (BID) Board.

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Re-procurement of the Repairs and Voids Contract, Electrical Services and Water Hygiene	To seek Cabinet approval for the renewal of the Council's Repairs and Maintenance contract, and the use of two public frameworks for Electrical services and Water Hygiene testing via delegated authority granted to the Divisional Director of Housing Services.	Councillor Mina Parmar; Councillor David Ashton Divisional Director, Housing Services rukshan.kariy@harrow.gov.uk (report author), tel. 07927 548861	Part exempt	
NOVEMBER 2023				

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PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
North West London Joint Overview & Scrutiny Committee (JHOSC)	Joint Committee	Update reports provided to Health & Social Care Scrutiny Sub-Committee (for information)	As required	<p>The North West London (NWL) JHOSC last met on 18th July 2023. Key agenda items included the NWL Strategy for provision of acute beds; Standardisation of Adult & Paediatric Ophthalmology services across NWL; and the Development of Musculoskeletal Services across NWL. Among others, Harrow put forward questions relating to ensuring robust risk mitigation systems are in place to reduce adverse outcomes in relation to some of the above areas.</p> <p>There are regular update reports on the JHOSC to Harrow’s Health and Social Care Scrutiny Sub-Committee so that there is a formal feedback loop between regional and local health scrutiny. Councillor Chetna Halai, chair of Health Sub, is Harrow’s member on the JHOSC.</p>
Customer Experience	Review	Report to September O&S and Cabinet thereafter	TBC	Customer Experience Scrutiny Report draft has been circulated to Scrutiny Members for comments ahead of O&S Committee on the 12th September 2023 where it will be presented.

Contact: Nahreen Matlib, Senior Policy Officer

Email: nahreen.matlib@harrow.gov.uk

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Report for: Cabinet

Date of Meeting:	14 th September 2023
Subject:	Local Areas of Special Character – criteria for designation
Key Decision:	Yes
Responsible Officer:	Viv Evans, Chief Planning Officer
Portfolio Holder:	Councillor Marilyn Ashton, Deputy Leader of the Council, Planning & Regeneration Portfolio Holder
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Responses to informal consultation Recommendation from the Planning Policy Advisory Panel (13 July 2023)

Section 1 – Summary and Recommendations

This report outlines the proposal to establish a process of designating Local Areas of Special Character (LASC) within Harrow, including potential criteria for such areas). It documents representations received to informal consultation on the proposal [including the consideration by the Planning Policy Advisory Panel (PPAP)] and minor changes arising from these. It then recommends that the Cabinet agrees to establish a process of

designating Local Areas of Special Character (LASC), including the proposed criteria for designation.

Recommendations:

Cabinet is requested to consider the report and:

- (A) consider the consultation responses on the criteria for the new local heritage designation namely proposed 'Local Areas of Special Character'; and
- (B) agree to establish a process of designating Local Areas of Special Character (LASC), including the proposed criteria for designation (including the minor clarification), as set out in paragraph 7.3 of the report.

Reason:

Harrow benefits from an exceptionally diverse historic environment. It includes conservation areas designated under the Planning (Listed Buildings and Conservation Areas) Act 1990 as 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. The National Planning Policy Framework [NPPF] cautions that 'the concept of conservation not [be] devalued through the designation of areas that lack special interest'. At the same time the NPPF and Historic England's national guidance recognise the importance and necessity of identifying and maintaining up to date records of the significance of local heritage assets. There are many local areas in Harrow that might not meet the strict criteria for conservation area status but do have local heritage interest. Accordingly, this report proposes the designation criteria for the new local designation for such Local Areas of Special Character. This proposed local designation, and its associated local criteria for designation, is a parallel to the existing local designations of locally listed buildings and locally listed parks and gardens in Harrow for those buildings and areas that do not meet the strict criteria for national heritage designation. The local consultation undertaken was in accordance with national best practice.

Section 2 – Report

1.0 Introduction

- 1.1 The report incorporates the corporate priority concerning:
 - Putting Residents First

It also reflects the overarching objective of Restoring Pride in Harrow.

- 1.2 Should the new suggested criteria for the designation of Local Areas of Special Character be confirmed, the ability to designate Local Areas of Special Character will provide improved protection to help maintain the unique historical local character of areas or neighbourhoods within Harrow which residents cherish and value.

2.0 Options considered

- 2.1 The option of not establishing a process of designating Local Areas of Special Character was considered and rejected as this would be contrary to the requirements under the National Planning Policy Framework (NPPF) for local planning authorities to maintain or have access to a historic environment record (paragraph 192).
- 2.2 The option not to propose criteria for designating Local Areas of Special Character was considered and rejected as this would undermine the transparency and consistency of the process and weaken the purpose of identifying such areas. Options for the criteria themselves were considered and the report below documents these and the recommended criteria.
- 2.3 The option of not consulting on the proposed criteria was dismissed as such a process is considered beneficial with respect to testing the technical merits of the proposed criteria and their clarity.

3.0 Background

What is a conservation area?

- 3.1 Conservation Areas are designated under the Planning (Listed Buildings and Conservation Areas) Act 1990 which states in section 69 that 'every local planning authority shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and shall designate those areas as conservation areas'.
- 3.2 Harrow has adopted four Supplementary Planning Documents (SPDs) that cover the borough's existing conservation areas. Those documents include local guidance as to what is considered to represent 'special architectural or historic interest' in the Harrow context. In order for an area to be appropriate for designation as a conservation area, it must fulfil two of the following criteria (as outlined in the SPDs):
- (a) Areas with a high concentration of Listed Buildings, whether statutorily or locally listed;
 - (b) Areas of historical, social, economic and/or architectural merit;
 - (c) Areas with a high proportion of buildings built prior to 1920, which remain largely unaltered;

- (d) Areas built post 1920 that are innovative in planning or architectural detail, and where a large proportion remain unaltered;
- (e) A significant group of buildings with distinct physical identity and cohesiveness;
- (f) Areas which have a special quality, where the site layout and landscaping are of exceptionally high quality and/or contain historic open space, natural landmarks, topographical features or features of local distinctiveness¹

When not to designate?

3.3 The National Planning Policy Framework (NPPF) (2021) states in paragraph 191 that:

‘When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest’.

3.4 Historic England are the Government’s advisers on matters of heritage. They have published guidance entitled: ‘Conservation Area Appraisal, Designation and Management Historic England Advice Note 1’ [HEAN 1] (Second Edition) – February 2019. They highlight the above requirement of the NPPF twice in their guidance since it was also contained in earlier iterations of the NPPF.

3.5 In addition, HEAN1 mirrors the requirements of s.69 of the Act that there shall be both ‘special interest’ and ‘desirability to preserve or enhance’ for CA designation as it states in paragraph 11 that there is: ‘likely to be a stage when a decision would need to be taken as to the significance of an area and the likelihood of conservation area designation addressing relevant problems within the area. This is unlikely to be a lengthy process, the purpose being to consider whether an area has:

- a) sufficient architectural or historic interest for the area to be considered ‘special’?
- b) whether this is experienced through its character or appearance? and
- c) whether it is desirable for that character or appearance to be preserved or enhanced, and what problems designation could help to solve’.

3.6 Thus, it indicates that where an area meets the criteria for designation, on occasion designation may not be desirable and prompts consideration as to what problems designation could help solve in order to determine the desirability of designation.

3.7 It is noted that there have been instances in the past (including recently) where areas that residents have sought to be designated as a Conservation

¹ These criteria were originally agreed by the Development Control Committee on 31 August 1998 as the criteria to be adopted in Harrow.

Area have been assessed and determined not to have the special architectural and historic interest required to be designated as a statutory Conservation Area. These areas however do have a degree of historic interest that may warrant identification locally but at present there is no such local mechanism to do this.

4.0 Proposed Local Area of Special Character designation

What is a Proposed Local Area of Special Character?

- 4.1 The proposed local area designation should be seen in contrast to the Conservation Area designation which are a heritage designation governed by national legislation and the principle of what makes such an area 'special' needs to be considered in the national context; it is therefore a high threshold. Conservation area designation also reduces permitted development rights (i.e. what can be done without apply for full planning permission).
- 4.2 At a local level, unlike many Local Planning Authorities, Harrow currently does not have a local form of area designation based on the architectural and / or historic interest / significance of an area (a similar concept to Harrow's 'Local List' of buildings compared to statutory listed buildings, which are designated at a national level). There are areas within Harrow that, whilst they do not meet the grade for Conservation Area status, do have a level of interest / significance that would benefit from formal local recognition, in order to help in the assessment of planning applications.
- 4.3 This report therefore proposes to establish a 'Local Area of Special Character' designation as a mechanism to formally recognise certain areas as local heritage assets. Historic England's national guidance in their document 'Local Heritage Listing Historic England Advice Note 7' highlights the reasons for Local Planning Authorities to hold an up to date and complete heritage list recognising local heritage assets:
 - a) 'Local heritage listing is a means for a community and a local planning authority to identify heritage assets that are valued as distinctive elements of the local historic environment.
 - b) It provides clarity on the location of assets and what it is about them that is significant, helping to ensure that strategic local planning properly takes account of the desirability of their conservation.
 - c) Sometimes it may also help identify overlooked assets of high significance, which may warrant consideration for designation at the national level, too.
 - d) The process of preparing a local heritage list not only allows communities to identify local heritage that they would like recognised and protected, but it is also an opportunity for local authorities and communities to work in partnership.
 - e) Creating a local heritage list also helps to improve access to clear, comprehensive and current information about the historic environment

at the local level through resources such as Historic Environment Records (HERs) which can speed up the planning process’.

What would designation mean in practice?

- 4.4 It should be noted that this local designation (unlike Conservation Areas) would not change permitted development rights. There would be no additional requirements for planning permission on residents, nor any additional requirements for permission to undertake works to trees within the area (that aren’t covered by a Tree Preservation Order).
- 4.5 However, the designation would be a material consideration for any planning applications that are received within, or in the setting of that area. It would mean when planning applications are being determined they would need to be assessed in terms of whether what is being proposed preserves what is special about the heritage interest of that area, either via a direct impact on it or via impact on its setting. It would mean relevant heritage policies relating to non-designated heritage assets² in the NPPF and Harrow Local Plan would apply i.e. the Core Strategy policy CS1 and Development Management policy DM7. NPPF paragraph 203 would apply which states:

‘The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset’.

- 4.6 Additionally, the proposed Local Area of Special Character designation is primarily a design tool that seeks to formally identify areas that ‘are valued as distinctive elements of the local historic environment’ [see paragraph 4.3(a) above] so that the identified characteristics can be considered when assessing development proposals within the area. Identification of such areas add a further design consideration when assessing planning applications rather than directly influencing the principle of development within the area.

What would the criteria for designation be?

- 4.7 The proposed criteria for designation must connect back to national heritage policy and guidance on the significance of heritage assets. Harrow’s criteria for conservation area status are outlined above and similarly do so, but also relate back to national heritage legislation, namely the Planning (Listed Buildings and Conservation Areas) Act 1990’s definition of conservation areas as ‘areas of special character and appearance’ that it is ‘desirable to preserve or enhance’. Wider national and local policy and guidance relating

² The NPPF defines a ‘Designated heritage asset’ as: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation. (Annex 2: Glossary)

to heritage significance includes the NPPF which defines a heritage asset as:

'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest'. (Annex 2: Glossary)

It defines significance (for heritage policy) as:

'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.' (Annex 2: Glossary)

- 4.8 The Historic England guidance document entitled Local Heritage Listing Historic England Advice Note 7 provides a list of various criteria likely to indicate the nature of heritage significance/interest including: age, rarity, aesthetic interest, group value, historic association, and social and communal value.
- 4.9 A review of other boroughs' approaches to identifying local areas of special character (the names of the areas vary amongst boroughs) has indicated a number of relevant considerations that have been informed the development of the proposed Harrow criteria. These considerations include:
- (a) The area must be of heritage significance, consistent with the NPPF (i.e. such areas are considered 'undesigned heritage assets' in the NPPF, so must have a 'degree of significance' (see paragraph 4.6 above).
 - (b) Criteria generally relate to three elements of the built and natural environment, namely architectural, townscape and landscape.
 - (c) Key considerations generally relate to the quality of an area and level of preservation (with respect to architecture, townscape and landscape).
 - (d) There is no common approach to drafting criteria. Some are lists of general points / considerations, others are more descriptive regarding the level of quality and preservation required, others take a 'scored' approach linked with the assessment of conservation areas (i.e. scores above a certain number are designated a conservation area, scores between a certain range are identified as local areas of special character and scores below a certain level are not identified as either).
- 4.10 The suggested Harrow criteria for designation for Local Area of Special Character relates back firmly to this national and local guidance on the criteria for local heritage assets, as well as the drafting considerations identified above. Regard has also been given to the local criteria for conservation area status, albeit recognising the lower local bar for designation of local heritage assets.

4.11 The Planning Policy Advisory Panel at their meeting on 6th March 2023, agreed to informal consultation regarding criteria for designation. It was agreed that the criteria must connect back to national heritage policy and guidance on the heritage significance of heritage assets. For example, Harrow's criteria for conservation area status, but also relate back to national heritage legislation, namely the Planning (Listed Buildings and Conservation Areas) Act 1990's definition of conservation areas as 'areas of special character and appearance' that it is 'desirable to preserve or enhance' and wider national and local policy and guidance relating to heritage significance including the NPPF. Similarly, the Historic England guidance document entitled Local Heritage Listing Historic England Advice Note 7 which provides a list of various criteria likely to indicate the nature of heritage significance/interest including: age, rarity, aesthetic interest, group value, historic association, and social and communal value.

4.12 The suggested criteria for designation for Local Area of Special Heritage Character subject to consultation was therefore as follows:

1. *The area must be of heritage significance.*
2. *One or more of the following criteria need to be met:*
 - a. *Townscape of locally cohesive, well-preserved quality.*
 - b. *Architecture of locally cohesive, well-preserved quality.*
 - c. *Landscape of locally distinctive and well-preserved quality.*

Overall, an area must have discernibly higher quality and degree of intactness than other parts of the borough (other than designated conservation areas, that have special architectural or historic interest), thereby demonstrating distinctiveness.

5.0 Process and timeframes for consultation undertaken

5.1 There are no statutory requirements to consult on the criteria for LASC, however as best practice and the Historic England recommendation, Harrow consulted with local and national conservation groups namely:

- the Harrow's Conservation Area Advisory Committee.
- Society for the Protection of Ancient Buildings
- Victorian Society
- Georgian Group
- Twentieth Century Society
- Gardens Trust
- Council for British Archaeology

5.2 These groups were emailed on 21st April 2023, provided with an explanation of the background (including link to PPAP report) and requirements of the consultation, and provided with a month to respond with any representations.

6.0 Responses to consultation request

- 6.1 These are listed in full in appendix 1.
- 6.2 In summary, seven responses were received. Support for the new local heritage designation was overwhelmingly expressed (five respondees) including the Historic England, Victorian Society, and the Conservation Area Advisory Committee. The remaining two respondees did not comment on the merits of a local designation.
- 6.3 Just three responses specifically commented on the proposed criteria for designation. Historic England noted the methodology and justification for the proposal [which includes the criteria] is set out clearly in the 23 March 2023 report to the Planning Policy Advisory Panel and follows Historic England published guidance on 'The Designation of Local Heritage Listing' (Heritage Advice Note No.7). As such 'we consider the proposal to be in conformity with the NPPF requirement to conserve heritage assets in a manner appropriate to their significance and to plan positively for the management of the historic environment.' The Victorian Society noted 'we would make no comments on the proposed criteria which seems wide ranging enough to encompass various areas'. The Conservation Area Advisory Committee noted that the proposed criterion regarding 'identification of areas of heritage significance' seems difficult. Clarification on what this would mean was requested. Therefore, it is now recommended that this criterion be amended to define heritage significance as outlined in section 7.
- 6.4 Two respondents suggested six areas that could potentially be considered for LASC designation, namely:
- 1) West Harrow Village
 - 2) West End Avenue (the oldest part) mostly built by World War I.
 - 3) Meadow Road, Pinner – classic Metroland
 - 4) The Royston Park Estate including the later developments of Rowlands Avenue, Furham Field and Sherington Avenue - low density parts of Hatch End, plentiful historic trees, interlinking footpaths following original field lines.
 - 5) St Anselms Road, Wellington Road, Woodridings Avenue, Hillview Road – for the same reason as point 4.
 - 6) Grimsdyke ditch from Oxhey Lane through to Woodridings Close (Footpath 129) - for the same reason as point 4.

At this stage there has been no consideration of the merits of these suggestions; they are simply listed here for completeness. If Cabinet agrees to the recommendations in this report, these areas will be considered for designation along with other potential areas in the borough.

6.5 The remaining ten comments/queries received, alongside council responses are provided in the table below:

Consultation response	Council response
1) Request to be updated on the designation as it is implemented and how this will affect planning decisions.	Noted. This will be done.
2) Will local residents be consulted as to whether they wish to be a part of a designated area.	Yes – as per local listing of buildings and introduction of conservation areas. The views of local residents would be sought via public consultation.
3) Will conservation and enforcement personnel be increased accordingly (noted that enforcement have been non-responsive on some cases)?	Currently there are no plans to increase the conservation resource. The enforcement team is separately proposed to be increased by two officers.
4) Will the Conservation Area Advisory Committee (CAAC) be asked for comments?	The views of CAAC on planning applications in Local Areas of Special Character will not be sought since their remit is Conservation Areas.
5) The Saunders Report available at https://historicengland.org.uk/research/results/reports/27-2021 (page 41) puts the proposal in context as other local authorities have done similar.	Noted that other Local Authorities have similarly introduced a local area designation.
6) Agree that the hierarchical distinction between conservation areas and Local Areas of Special Character is important.	Noted.
7) We already have an Area of Special Character in Harrow. There is a DM policy specially for it, namely DM6. It is mentioned in officer reports more recently. It covers almost all of Harrow on the Hill including 'islands' excluded from conservation areas.	The designation of 'Area of Special Character' differs to that which is the subject of this report. This report concerns the new heritage designation of 'Local Area of Special Character', which is a local heritage designation equivalent to a Conservation Area but at a lower level of significance ie local not national. The other designation is a strategic planning designation with related planning policy to support it ie Local Development Management policy DM6.
8) In order to preserve the special qualities of parts of Hatch End there is a need to maintain the relatively low-density, not convert houses to flats, manage scale of	As outlined fully in paragraph 3.1 above, the designation would be a material consideration for any planning applications in terms of

Consultation response	Council response
buildings (including via additional stories allowed via permitted development), preserve green front gardens, grass verges and street trees, rights of way and open spaces and parks.	whether what is special about the heritage interest of that area is preserved by the proposal, either via a direct impact on it or via impact on its setting. Relevant heritage policies relating to non-designated heritage assets would apply.
9) In order to provide a robust tool for planning decisions we would also recommend that the area-based assessments are subject to a clear summary report process which sets out the reasons for designation the significance of the area and the character of which it is desirable to preserve. These reports should be made publicly accessible on the Council's website and the Heritage Environment Record. Further detailed advice on producing and publishing the list is set out in our Heritage Advice Note No.7.	This is noted and would be undertaken with any designations.
10) It must be noted that this advice does not affect our [Historic England] obligation to advise you on, and potentially object to any specific development proposal which may subsequently arise from this request and which may have adverse effects on the environment.	This is noted and accepted.

7.0 Recommendations following consultation

- 7.1 The overwhelming support for the principle of designation is noted, as well as the support that the Victorian Society expressed for the proposed criteria for designation. There were no objections to the proposed criteria for designation and they therefore remain the same.
- 7.2 However, since one respondent requested the first criterion requiring 'identification of areas of heritage significance' be clarified. Accordingly, significance in this criterion is now provided with the current definition provided in the glossary of terms in the National Planning Policy Framework (2021), or any subsequent replacement national planning policy or guidance. The current definition is: 'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'. In Harrow, for example, this may include certain more intact / locally cohesive areas of Metroland.

7.3 Therefore the criteria for designation of Local Areas of Special Character are now recommended to be as follows:

- 1) *The area must be of heritage significance (as defined in the National Planning Policy Framework (2021) or any subsequent replacement).*
- 2) *One or more of the following criteria need to be met:*
 - a. *Townscape of locally cohesive, well-preserved quality.*
 - b. *Architecture of locally cohesive, well-preserved quality.*
 - c. *Landscape of locally distinctive and well-preserved quality.*

Overall, an area must have discernibly higher quality and degree of intactness than other parts of the borough (other than designated conservation areas, that have special architectural or historic interest), thereby demonstrating distinctiveness.

8.0 Implications of recommendations

8.1 The consultation responses, along with resultant amended recommended criteria (to include the definition of heritage significance), were presented to the Planning Policy Advisory Panel on 13th July, and minutes from the Panel are enclosed. The Panel unanimously recommended the criteria for adoption.

8.2 The criteria if adopted will form the basis of the consideration of any areas for potential designation, The New Local Plan will include reference to Local Areas of Special Character within the any heritage policies. In the meantime, formal identification of LASCs will assist in the application of Policy DM7: Heritage Assets to any proposals within these areas. Policy DM7, despite not specifically referring LASCs, is sufficiently broad to be a relevant policy 'hook' as it refers to 'heritage assets' (which LASCs will be a new category) and the level of significance of the assets (which as noted above, will be less than that of statutory Conservation Areas).

8.3 In terms of future identification of LASCs, at the 30th November 2022 Planning Policy Advisory Panel meeting, two areas: Butler Avenue (West Harrow) and Suffolk Road (North Harrow) were concluded to not meet the Harrow criteria for conservation area designation. It was noted though that for Butler Avenue, the West Harrow Community Forum should be contacted and if, as a result of this, there was a stronger case for designation, Officers should advise the Panel of this. Also, for Butler Avenue it was noted that a wider area could be considered for any future Local Area of Special Character (LASC) assessment. Accordingly, once the criteria for designation are confirmed, the Local Planning Authority will contact the West Harrow Community Forum to identify whether there is further information that indicates the area is worthy of conservation area status and otherwise review this area for possible Local Area of Special Character status. Suffolk Road will also be included in any future work programme of assessments for potential LASC designation.

- 8.4 It is noted that this consultation process has resulted in a number of further suggestions for possible Local Areas of Special Character as outlined in paragraph 6.4 above. In the context of limited resources, the Local Planning Authority cannot commit to a programme for reviewing these areas at this time. However, the suggestions are welcomed and noted. They will be kept on file, along with any future recommendations, with a view towards assessing them in future.
- 8.5 In terms of the proposed procedure for identifying and designating Local Areas of Special Character, once an area is identified as potentially being suitable for designation, this would be subject to consultation after consideration by the Planning Policy Advisory Panel. Whilst there is no statutory requirement for consultation, it is considered good practice. Consultation would include the rationale for proposed designations and the implications of this. It would be for at least six weeks and anticipated to include letters to all properties in the area, as well as notices on lamp posts. The outcomes of the consultation and recommendations would be reported to the Planning Policy Advisory Panel and Cabinet. The rationale for undertaking formal consultation and seeking adoption by Cabinet is that this should allow any decision maker to give greater weight to the designation as a material consideration in determining any planning application within a LASC. A similar process is followed when it is proposed to designate locally listed buildings, for example.

9.0 Performance Issues

- 9.1 The new designation will assist in protection of Harrow's local heritage.

10.0 Procurement Implications

- 10.1 There are no procurement implications in the new local heritage designation.

11.0 Environmental Implications

- 11.1 The designation would not have a direct environmental implication since it would be a heritage designation. But it may result in the preservation of landscape of locally distinctive and well-preserved quality which may have a positive environmental implication.

Ward Councillors' comments – Not applicable as impacts all wards

Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

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

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

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

Risk Description	Mitigations	RAG Status
If the report's recommendations were not agreed, there would be no specific local mechanism in place to identify and conserve areas of special character in Harrow	<ul style="list-style-type: none"> ▪ Agreement of the report's proposed recommendations will mitigate this risk 	GREEN
Consultation was not undertaken in accordance with statutory requirements	<ul style="list-style-type: none"> ▪ There are no statutory consultation requirements. ▪ Appropriate requirements were reviewed (i.e. Harrow's Statement of Community Involvement) and followed where relevant. ▪ Any 'minimum' standards were exceeded (i.e. emails to 6 national amenity societies and to the Conservation Area Advisory Committee). 	GREEN
The agreement of the criteria for Local Areas of Special Character is later challenged	<ul style="list-style-type: none"> ▪ The criteria connect back to national heritage policy and guidance on the heritage significance of heritage assets including the NPPF and Historic England the guidance document entitled Local Heritage Listing Historic England Advice Note 7 which provides a list of various criteria likely to indicate the nature of heritage significance/interest. ▪ Consultation was undertaken and responses informed the final criteria. 	GREEN
The submission of numerous proposals for Areas of Special Character with insufficient conservation resources to assess them	<ul style="list-style-type: none"> ▪ Whilst a programme for assessment cannot be committed to at this stage the matter will be kept under review, and areas assessed where possible. ▪ Awareness by the Local Planning Authority (LPA) of potential areas for consideration for LASCs is helpful. Should a planning application be received that would effect an area considered to be of heritage significance by the LPA but has no formal heritage designation, it may still be assessed in the context of NPPF paragraph 203 which states: 'The effect of an application on the significance of a non-designated heritage asset should be taken 	GREEN

Risk Description	Mitigations	RAG Status
	into account in determining the application' and requires 'a balanced judgement ...having regard to the scale of any harm or loss and the significance of the heritage asset'.	

Legal Implications

The Council has a statutory duty and is required under section 69(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to carry out reviews 'from time to time' to determine whether any parts or further parts of their area should be designated as conservation areas; and if it so determines, that part(s) shall be so designated. It follows that those not worthy, but still of heritage value, are recognised in accordance with the NPPF paragraph 192's requirement that: 'Local planning authorities should maintain or have access to a historic environment record. This should contain up-to-date evidence about the historic environment in their area and be used to: a) assess the significance of heritage assets and the contribution they make to their environment'.

Financial Implications

The costs of developing the draft criteria and undertaking the informal consultation have been met from within the existing revenue budgets of the Council's Planning Policy team. If any further action is required (such as undertaking the process to designate a Local Area of Special Character), any costs will also be met from existing revenue budgets.

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

EqlA is not considered necessary in respect of the designation of a Local Area of Special Character. Such a proposal is based on the architectural and historic merit of an area. Furthermore, the higher order Local Plan policy that contains the criteria against which development within Local Areas of Special Character is assessed was subject to an equalities impact assessment prior to its adoption.

Council Priorities

The decision sought will help the Council meet the priority of improving the environment by helping ensure the attractiveness of the borough as a place to live and demonstrating that the Council seeks and listens to the views of its residents (by Putting Residents First).

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 31 August 2023

Statutory Officer: Jimmy Walsh

Signed on behalf of the Monitoring Officer

Date: 1 September 2023

Chief Officer: Viv Evans

Signed by Chief Planning Officer

Date: 31 August 2023

Divisional Director: Emma Talbot

Signed by Director for Regeneration and Sustainable Development

Date: 31 August 2023

Corporate Director: Dipti Patel

Signed by Corporate Director

Date: 4 September 2023

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 15 August 2023

Head of Internal Audit: Neale Burns

Signed on behalf of the Interim Head of Internal Audit

Date: 15 August 2023

Mandatory Checks

Ward Councillors notified: NO – impacts all wards

EqlA carried out: NO - see above

If 'NO' state why an EqlA is not required for Cabinet to take a decision

EqlA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Lucy Haile, Principal Conservation Officer,
lucy.haile@harrow.gov.uk

Background Papers:

Historic England: 'Local Heritage Listing Historic England Advice Note 7' (2nd edition) - <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

Harrow Conservation Areas and Supplementary Planning Documents (SPDs) - <https://www.harrow.gov.uk/planning-developments/biodiversity-conservation>

Report to Planning Policy Advisory Panel – 3rd March 2023 - [Agenda for Planning Policy Advisory Panel on Monday 6 March 2023, 6.30 pm – Harrow Council](#)

Report to Planning Policy Advisory Panel – 13th July 2023 - [Agenda for Planning Policy Advisory Panel on Thursday 13 July 2023, 6.30 pm – London Borough of Harrow](#)

Appendix 1 – Responses to informal consultation

Date of response	Name of respondent	Response
1) 22/04/2023	Trevor Gray	<p>This proposal sounds worthy of support and I will raise it with The Stanmore Society committee. I am sure we have a number of areas in Stanmore we would wish to put forward for such a designation.</p> <p>Hopefully, we will be able to get comments to you in support ahead of 19 May.</p>
2) 26/04/2023	Victorian Society	<p>Thank you for making the Victorian Society aware of Harrow Borough Council's intention to designate 'Areas of Special Character'. This is a salutary way of extending the principle of local listing and it is encouraging sign of the value placed on heritage by your department. We would make no comments on the proposed criteria which seems wide ranging enough to encompass various areas. However, we would appreciate to be updated as the designation is implemented and how this will affect planning decisions.</p>
3) 27/04/2023	Alan Flint	<p>I have read the proposal of adding Areas of Special Character to the Planning portfolio. I have just completed 20 years as a member of the CAAC, representing the Pinnerwood Park Area. Whilst I believe this to be a laudable addition I do foresee a few problems, and these are a few thoughts you may wish to consider.</p> <ol style="list-style-type: none"> 1. Will the residents of the areas/roads/properties be consulted and have a vote as to whether they wish to be part of this? The Council did organize a meeting for Pinnerwood Park in 1989, and having heard all the pros and cons from the Planning Officers the residents voted in favour. 2. Will this new scheme come under the office of the Conservation Officer? If so there are 29 Conservation Areas in Harrow so I believe this additional workload would mean extra personnel being required in that department. 3. There will no doubt be demands made on the Enforcement Department. I and others have found it very difficult to get responses from this department. For example, on the 11th November last year I drew attention to all new windows on the front elevation of a property in this area which were incorrect. I received an Enforcement number. On 21st March this year, as nothing appeared to be happening and I

Date of response	Name of respondent	Response
		<p>had had no response, I requested and update. Still no response, so on 21st April I sent another request for a response. I still have not had a reply. This appears to another department in need of extra personnel even without this extra responsibility.</p> <p>4. Will this in any way involve the CAAC for comments?</p> <p>I would appreciate these points being taken into consideration when any decision is made.</p>
4) 2/05/2023	Historic England	<p>Thank you for consulting Historic England on the London Borough of Harrow’s proposal to designate “areas of special character.</p> <p>Accordingly, we have reviewed the consultation documents in light of the <i>National Planning Policy Framework</i> (NPPF, 2019) which requires, as one of its core objectives, that heritage assets be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations.</p> <p>The proposal will, in effect, formally identify areas of local heritage character as “non-heritage assets” and therefore align these to the relevant considerations set out in NPPF (specifically policy 203). The methodology and justification for the proposal is set out clearly in the accompanying <i>Report to the Planning Policy Advisory Panel</i>, dated 23 March 2023. We are pleased to note that the report has been prepared with reference to our published guidance on <i>The Designation of Local Heritage Listing</i> (Heritage Advice Note No.7) and in our view the proposal will provide a positive tool for the managing of local heritage assets. As such we consider the proposal to be in conformity with the NPPF requirement to conserve heritage assets in a manner appropriate to their significance and to plan positively for the management of the historic environment.</p> <p>In order to provide a robust tool for planning decisions we would also recommend that the area-based assessments are subject to a clear summary report process which sets out the reasons for designation the significance of the area and the character of which it is desirable to preserve. These reports should be made publicly accessible on the Council’s website and the Heritage Environment Record. Further</p>

Date of response	Name of respondent	Response
		<p>detailed advice on producing and publishing the list is set out in our Heritage Advice Note No.7.</p> <p>We hope you find the above observations helpful. If you wish to discuss the above comments. please do not hesitate to contact me.</p> <p>It must be noted that this advice does not affect our obligation to advise you on, and potentially object to any specific development proposal which may subsequently arise from this request and which may have adverse effects on the environment.</p>
5) 16/05/2023	John Cobb Planning representative on behalf of the Hatch End Association	<p>The email appended below was forwarded by the Hatch End Association representatives on the Conservation Area within Hatch End and Pinner. I am writing to provide comments specific to Hatch End as a “village” within Harrow. Hatch End became a suburban area in the 1870’s onwards (Victorian/Edwardian) well before most of Metropolitan Harrow as developed after the first world war.</p> <p>Hatch End already has a conservation area and listed buildings (such as Hatch End Station, Letchford House and the Harrow Arts Centre).</p> <p>However, areas of Hatch End are often used to portray the best of green suburbia within Harrow and although built up over many years retains its charm and representative of high-quality suburban life. Given they comprise mixed residential housing from the Victorian era to the present day they have never qualified as conservation areas. However, they do represent the special character of Hatch End.</p> <p>The points below represent feedback from the Committee of the Hatch End Association. They apply to the whole of Hatch End (apart from the existing conservation areas). However, areas of particular note are those originating in Edwardian times as original streets were developed. Examples are:</p> <ul style="list-style-type: none"> • The Royston Park Estate including the later developments of Rowlands Avenue, Furham Field and Sherington Avenue. • St Anselms Road, Wellington Road, Woodridings Avenue, Hillview Road. • Grimsdyle ditch from Oxhey Lane through to Woodridings Close (Footpath 129) • <p>These areas represent mature low density living in mainly tree lined avenues with interlinking footpaths following the original field lines. Many original field</p>

Date of response	Name of respondent	Response
		<p>trees (large oaks) remain plus parkland trees such as Sequoias and other specimen trees.</p> <p>We would request that you consider the following key points for Hatch End as a whole community:</p> <ol style="list-style-type: none"> 1. The maintenance of relatively low-density housing with good spacing between buildings. This would restrict new extensions being built boundary to boundary converting detached houses into what becomes terraced roads with only a few centimetres between them. 2. A predisposition against houses being converted into flats in residential roads. 3. Management of the scale of the existing buildings and careful assessment and qualification of applications for additional storeys under permitted development that would not match the existing street scene. 4. Adherence to new housing or extensions that reasonably match the existing styles and materials (particularly gables and roof tiles) within the roads. 5. Preservation of off-street parking but balanced by giving an emphasis on “green” front gardens rather than fully paved front drives, plus pedestrian friendly front boundaries and access arrangements. 6. Preservation and maintenance of the existing Avenues of mature trees and the green verges. 7. Preservation and maintenance of rights of way and particularly the footpaths within Hatch End. 8. Preservation and maintenance of the existing open spaces and parks within Hatch End. <p>I would be most grateful if you could take these points forwards as part of your ‘Areas of Special Character’ policy for Hatch End.</p>
6) 16/05/2023	Matthew Saunders	<p>The email below has reached me via the Joint Committee casework hub.</p> <p>I am replying in a personal capacity as author of The Saunders Report now available online at</p> <p>https://historicengland.org.uk/research/results/reports/27-2021</p> <p>As my principal object there was the study of listing, I only deal with Conservation Areas peripherally but you may find the brief mention (page 41) puts your proposal in context.</p>

Date of response	Name of respondent	Response
		<p>I didn't mean to be dismissive of other forms of area protection by the phrase "Conservation Area Lite" but I was very struck by the number of subsets that I found. I only mentioned 3 ("Heritage Area", "Area of Traditional Character" and "Identity Areas") but could easily have quadrupled that list with a multiplicity of headings.</p> <p>I welcome the clear differentiation in your excellent paper between the proposed new category and the Conservation Area, the latter being recognised as the stronger means of exercising control (particularly with an Article 4). I do think that that hierarchy is vital.</p>
7) 22/05/2023	Conservation Area Advisory Committee	<ul style="list-style-type: none"> • Christine Wallace commented on the consultation regarding Local Areas of Special Character: • Noted that the proposed criterion regarding 'identification of areas of heritage significance' seems difficult. What would this mean? • John Orchard: What area would be an area of special character in Harrow? They are all designated as conservation areas. • John Orchard: West Harrow Village perhaps? This area was turned down for designation as a conservation area. • Pat Clarke: Pat Clarke The oldest part of West End Avenue is very cohesive and mostly built by World War I. They have interesting porches window-heads etc. Some porches have gone, many windows have been changed, many original front walls have come down. • Meadow Road, Pinner too perhaps. • Both are areas of classic Metroland and you know the architect ie Henderson • Is Cuckoo Hill Road by the same architect? • Paul Catherall via email: We already have an Area of Special Character in Harrow. Historically it was very often not mentioned in officer's reports and also not mentioned in planning permission refusals which was frustrating as there is a DM policy specially for it, namely DM6. We always seek

Date of response	Name of respondent	Response
		<p>to mention it in our HHT letters and matters have improved with it now being mentioned in officer reports in recent years. It basically covers the conservation areas, but it covers almost all of the Hill including the 'islands' excluded from conservation areas. Hence it is useful to try to stop those non-conservation areas from becoming even worse.</p> <ul style="list-style-type: none"> • Overall CAAC noted the LASCs would be a useful designation.

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Planning Policy Advisory Panel

Minutes

13 July 2023

Present:

Chair: Councillor Marilyn Ashton

Councillors: Christopher Baxter Paul Osborn
Stephen Greek Varsha Parmar
Graham Henson David Perry

**Apologies
received:** Zak Wagman
Nitin Parekh
Asif Hussain

Recommended Items

48. Local Areas of Special Character Report

The Panel received a report on the Local Areas of Special Character – Outcomes of Consultation on the Proposed Designation Criteria.

The Panel had considered the draft criteria for the proposed Local Area of Special Character (LASC) designation at its meeting on 6 March 2023. The report fed back representations received to informal consultation on the proposed criteria, and recommended minor changes arising from these.

The Panel discussed the report, and consequently, unanimously recommended it to Cabinet for adoption.

RESOLVED: That the Panel

- (1) consider the consultation responses on the criteria for the new local heritage designation, namely proposed 'Local Areas of Special Character'; and
- (2) recommend to Cabinet the criteria for designation (including the minor clarification), as set out in paragraph 6.3 of the report.

Report for: Cabinet

Date of Meeting:	14 th September 2023
Subject:	Public Space Protection Order (PSPO) Approval for Publication
Key Decision:	Yes – Impact Borough Wide
Responsible Officer:	Dipti Patel Corporate Director Place Cathy Knubley Director of Environment
Portfolio Holder:	Councillor Anjana Patel, Portfolio Holder for Environment & Community Safety
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All Wards.
Enclosures:	Appendix 1 PSPO Borough Wide Appendix 2 PSPO Town Centre Appendix 3 PSPO Parks Appendix 4 PSPO Housing Estates Appendix 5 PSPO Specific Areas Appendix 6 – Consultation report Appendix 7 – Consultation responses – Charities and organisations

Section 1 – Summary and Recommendations

This report seeks final approval of the wording of 5 new Public Spaces Protection Orders (“**PSPOs**”) to cover the Borough and specific areas with the Borough, pursuant to powers as set out in the Anti-Social Behaviour, Crime and Policing Act 2014, to address matters of Anti-Social Behaviour (defined as activities that have a detrimental effect on the quality of life to those in the locality)

Recommendations:

Cabinet is requested to

1. Consider the feedback received from the public consultation on the draft PSPO and the revised wording of the PSPOs.
2. Approve the final wording of the PSPOs for implementation and publication.
3. Delegate authority to the Corporate Director Community to take all steps necessary to publicise and implement the PSPOs.

Reason:

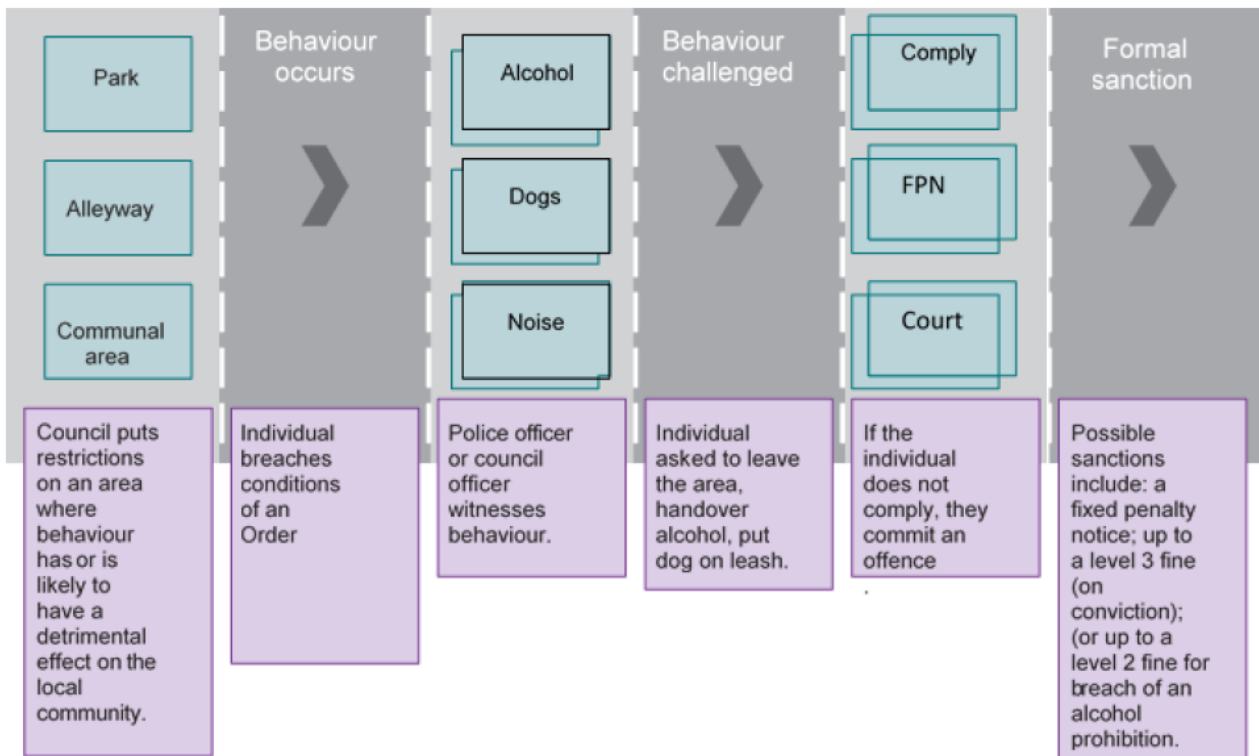
The proposed PSPOs would allow direct action against low level anti-social behaviour, with the benefit of being able to issue fixed penalty notices for breaches, if appropriate.

Section 2 – Report

Introduction.

- 1.1. Harrow Council is committed to improving the environment, reducing low crime, reducing anti-social behaviour and improving community safety. Directly relating to this commitment is the Council’s action to address anti-social behaviour and related complaints.
- 1.2. Introduction of a Public Spaces Protection Order (“**PSPO**”) is a power given to local councils under Anti-Social Behaviour, Crime and Policing Act 2014, (the “**Act**”).
- 1.3. PSPOs are intended to deal with a particular nuisance or problem in a specific area that is detrimental to the local community’s quality of life, by imposing conditions on the use of that area which apply to everyone. They are intended to help ensure that the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.
- 1.4. An overview of the process is shown below, taken directly from the Home Office Statutory guidance on the Act for frontline professionals (March 2023 edition).

Public Spaces Protection Order



2.5 The Council can make a PSPO if satisfied, on reasonable grounds that the following conditions are met in relation to the activities sought to be regulated:

- That they are or are likely to be carried on in a public place within the Borough;
- That they have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- The effect, or likely effect, of the activities, is or is likely to be, persistent or continuing in nature;
- The effect, or likely effect, of the activities is or is likely to be, such as to make the activities unreasonable; and
- The effect, or likely effect, of the activities justifies the restrictions sought to be imposed by the order.

2.6 As with all the anti-social behaviour powers, due regard should be given to issues of proportionality: is the restriction proposed proportionate to the specific harm or nuisance that is being caused? It is essential that the restrictions being introduced are reasonable and will prevent or reduce the detrimental effect continuing, occurring, or recurring.

2.7 In addition, the PSPO must be appropriately worded so that it targets the specific behaviour or activity that is causing nuisance or harm and thereby having a detrimental impact on others' quality of life.

- 2.8 Failure to comply with a PSPO is an offence and can lead to a summary conviction and fine not exceeding level 3 on the standard scale (level 3 currently being £1,000). In February 2015, the Council agreed that a Fixed Penalty (“FPN”) of £100 could be applied to any non-compliance with a PSPO if appropriate, rather than a prosecution. However, for repeat offenders or in cases where it is believed the issuing of a FPN would not deter future action, or if the offender fails to pay the FPN, a prosecution may be taken. A person authorised by the Council, a Police Officer and / or a Police Community Support Officer (“PCSO”) if authorised can enforce the PSPO.
- 2.9 In line with the normal approach taken with the PSPOs already in place, as well as other matters of low-level environmental significance, education and engagement will be the initial approach, which involves explaining to those potentially breaching the PSPO what the requirements are and how to meet them. Persistent offenders or those who refuse to heed advice will lead to escalation.
- 2.10 If the PSPOs are approved then information will go on the Council Website, be publicised through local and social media, new signage will be erected in relevant areas and our communications team will help to maximise publicity of the PSPOs.
- 2.11 Any PSPO can last a maximum of 3 years, although it can be extended if necessary, and/or reviewed (and varied or discharged) during the course of its life. In this case, the proposed PSPOs are sought for 3 years.
- 2.12 Currently there are two active PSPOs in the Harrow, a Borough wide PSPO which is in effect until January 2024 (Appendix 2) and a Town Centre PSPO which is in effect until July 2024 (Appendix 3). The proposal is to replace both of these orders with five separate orders to cover the Borough and the specific areas of concern identified.
- 2.13 The current PSPOs have been reviewed in relation to action taken for each offence. In 2022 a total of 6,158 offences were witnessed related to the PSPOs, each of these offences resulted in a fixed penalty notice being served on the offender.

	2022
PSPO-Amplification	26
PSPO-Birds feeding	44
PSPO-Dog fouling - failure to carry a bag	68
Littering-Cigarette	2313
PSPO-Defecating	4
PSPO-Dog Fouling	4
PSPO-Street Drinking	403
PSPO-Driving over footpath	2402
PSPO-Financial Agreement in street	1
Littering-Food	40

PSPO-Leaflets	21
PSPO-Obstruction	6
Littering-Other	91
Littering-Printed Literature	13
PSPO-Smoking in parks	12
PSPO-Spitting	425
Littering	64
LLA-Street Trading	173
PSPO-Street trading	7
PSPO-Tables stand without permission	10
PSPO-Urinating	31
Total:	6158

2.14 Enforcement activity over the last year demonstrates that these anti-social behaviours still exist and that there is a place for enforcement.

2.15 The proposed PSPOs (which can be found in the Appendices 1-5) have been drafted based on information and evidence gathered across several Council Departments and from key partners and has been amended following the outcome of the consultation and on advice from the legal team.

3 What are the activities that the proposed PSPOs seek to address?

3.1 In recent years Harrow has seen a rise in low level crime and antisocial behaviour including but not limited to:

- Groups of mainly men loitering and drinking in public places
- Litter and waste being dropped or left behind on the street
- Delivery waste and food packaging left in any open spaces
- Dog control and fouling related incidents in alleys and streets
- Dogs out of control and causing nuisance in parks and nature reserves
- Wildlife attacks and harassment
- Fly tipping and litter from vehicles
- Nuisance vehicles parked on the verges and repairs in the street
- Issues with delivery drivers riding and parking on pavements
- General anti-social behaviour in parks and open spaces

3.2 As with all enforcement, this is about having the powers to tackle individuals who will not engage with a reasonable request and not simply about targeting generally law-abiding members of the public.

3.3 A PSPO should not be a blanket ban or set of restrictions but should be bespoke to the issues in each area. In light of this the proposed PSPOs look to address anti-social behaviour in five areas:

- issues that are common throughout the Borough

- issues that occur in our housing estates and housing land
- issues that occur in all of our parks and open spaces
- issues that occur in our town and district centres
- issues that occur in specified public places

3.4 Across the whole area of the Borough the following areas have been included as requirements/prohibitions:

- Street drinking having been asked to stop
- Consumption, use, and/or possession of psychoactive substances
- Controlling and clearing up after dogs
- Urinating/defecating and/or spitting in public
- Careless disposal of cigarettes and other material
- Preventing nuisance noise from vehicles
- Depositing damaged and poorly maintained vehicles on the highway
- Smoking in Play Areas
- Illegal advertising or running events
- Fires and fireworks
- Congregating groups engaged in anti-social behaviour

3.5 For housing estates and housing land the following areas have been included as requirements/prohibitions:

- Disperse from an area when asked
- Causing an obstruction which prevents or hinders the free passage of pedestrians or vehicles
- Leaving waste outside the bins
- Leaving food exposed for wildlife and attracting vermin

3.6 For all parks and open space the following areas have been included as requirements/prohibitions:

- Dog Control
- Driving vehicles on park land without prior permission
- Unauthorised activities as set out in the PSPO

3.7 For the town and district centres (Harrow Town Centre, Pinner, Stanmore, Wealdstone, Hatch End, Harrow Weald, Rayners Lane, Belmont, South Harrow, North Harrow, Sudbury Hill, Kenton, Kingsbury, Edgware and Burnt Oak) the following areas have been included as requirements/prohibitions:

- Intimidating and/or aggressive begging
- Obstructing access to business premises during opening hours
- Leaving commercial waste in public spaces for an unreasonable length of time
- Use of amplification equipment for speaking or playing music
- Financial Agreements on the Street
- Placing of tables, stands, or other furniture / fittings
- Distribution of leaflets
- Illegal or Unauthorised Street Trading
- Feeding of Birds and Vermin

- 3.8 For specified public places (Bentley Priory and the Viewpoint) the following areas have been included as requirements/prohibitions:
- Bentley Priory Nature Reserve - Dog control
 - The Viewpoint - Indecent behaviour and causing damage

4. Consultation

- 4.1 The Act and the Home Office's "*Anti-social behaviour powers Statutory guidance for frontline professionals*"⁵ (the "**Statutory Guidance**") sets out the requirements for consultation around a PSPO.
- 4.2 Before making a PSPO, the Council must consult with the Chief Officer of Police, and the local police body, which was done in relation to the proposed PSPO. This occurred, with consultation being shared with the Borough Commander and local policing team.
- 4.3 The Council must also consult whatever community representatives they think appropriate. In this case, a consultation took place on the Council's consultation platform from 13th July to 12th August 2023, additional time was allowed towards the end of the consultation period for conversations with local and national representative groups to ensure that the broadest opinion possible was achieved. The communications team publicised the consultation locally and some of the proposals considered received national press interest. Public visits were made to Town and District Centres and to parks and public areas to seek immediate feedback from the public.
- 4.4 The Statutory Guidance states that where a local council is considering making a PSPO which will impose restrictions on the use of specific types of land such as registered common land, a registered town or and village green, and open access land, or on public rights of way, it should consider discussing the proposal with relevant interested groups. This proposal does include land which is open to public as right of way, land which is managed as a nature reserve and by committee, in order to consider the views of these representatives meetings were attended to discuss the practicalities of the controls proposed.
- 4.5 Correspondence was also sent to relevant parties to the PSPO including charities or representatives of affected groups. Including;
- *Park user groups
 - *animal welfare charities
 - *Town Centre BID
 - *Local business representatives
 - *Local Angling representatives
 - *Harrow volunteers and charitable groups
 - *Other Neighbouring Authorities & the GLA
 - *Representatives of minority groups

- 4.6 The proposed PSPO was consulted on to ensure residents and businesses are aware of the content and support the need for the proposed restrictions to help address anti-social behaviour.
- 4.7 The purpose of the consultation was to take all these matters to residents and businesses to assess whether they agree that these issues exist are happening in a persistent way across the Borough and are causing nuisance. Only where residents support these assertions have the offences been put forward for adoption in the final version.
- 4.8 Appendix 3 provides a report of the feedback and summary of issues raised in the consultation and the full feedback received for information. There is wide support for all aspects of the proposed PSPOs.

5. Performance Issues

- 5.1 There are no performance implications.

6. Environmental Implications

- 6.1 The PSPO is expected to have a hugely positive impact on the environment, by putting in place a proactive scheme that addresses low level environmental damage including issues such as vehicles idling, dog fouling and additional controls around depositing litter and causing damage.
- 6.2 By having clear requirements in place, backed up by the means of a timely penalty for non-compliance (Fixed Penalty Notices), it allows matters that affect the environment to be addressed in a more efficient and effective means and hopefully leading to longer term behavioural changes.

7. Data Protection Implications

- 7.1 Enforcement of the PSPO is currently delivered by the Tri-Borough contract. The contract covers data protection and ensure that the services are delivered in compliance with data protection legislation.

8 Risk Management Implications

- 8.1 Risks included on corporate or directorate risk register? **No**
- 8.2 Separate risk register in place? **No**
- 8.3 Relevant risks contained in the register are attached/summarised below. **n/a**
- 8.4 The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
If the recommendation is not agreed, low-level anti-social behaviour in the borough will continue at its present level and potentially increase	<ul style="list-style-type: none"> ▪ Agreement to the proposed recommendations in the report will mitigate the risk 	GREEN
<p>Reputational risk Residents and businesses may not agree with all terms.</p>	<ul style="list-style-type: none"> ▪ Following consultation the PSPO has been reviewed and worded to take in to account all feedback and the restrictions included are those supported and the legal grounds are satisfied for adoption. 	GREEN

9 Procurement Implications

9.1 There are no implications.

10 Legal Implications

10.1 The power for a local authority to make a PSPO is set out in Part 4, Chapter 2 of the Act. The Council can make a PSPO if satisfied, on reasonable grounds that the following conditions are met in relation to the activities sought to be regulated:

- That they are or are likely to be carried on in a public place within the Borough;
- That they have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- The effect, or likely effect, of the activities, is or is likely to be, persistent or continuing in nature;
- The effect, or is likely effect, of the activities, is or is likely to be, to be such as to make the activities unreasonable; and
- The effect, or likely effect, of the activities justifies the restrictions sought to be imposed by the order.

10.2 A PSPO can prohibit and/or require things to be done in an area, but this must be to prevent or reduce detrimental effect on the quality of life of those in the area. A PSPO can be limited to apply by time/circumstances, etc but it must be clear for people to understand what is required and/or prohibited.

The Act sets out the requirements for the content of a PSPO and publication requirements that must be followed.

- 10.3 Under Section 60 of the Act, a PSPO cannot have effect for longer than 3 years unless extended.
- 10.4 Sections 62 of the Act states that prohibitions in a PSPO on consuming alcohol does not apply to certain premises, such as premises, clubs or other areas authorised or otherwise permitted to supply alcohol, . Section 63 of the Act covers aspects relating to PSPOs prohibiting the consumption of alcohol.
- 10.5 Sections 64 and 65 of the Act deal with orders restricting public rights of way over the highway.
- 10.6 Section 66 of the Act provides an interested party (as defined in the Act) the ability to challenge the validity of a PSPO, or its variation, by application to the High Court. The grounds for such a challenge are that the local authority did not have the power to make or vary the order or include certain prohibitions/requirements, or that a requirement under the relevant part of the Act was not complied with.
- 10.7 There is a 6-week time limit to make such an application from the date of the order or variation. Pending full determination, the High Court can suspend the operation of the order, or variation. Upon determining the application, the Court, if it finds that the authority did not have the power to do what it did/required under the order, or that the interests of the applicant have been substantially prejudiced by a failure to comply with a requirement of the Act in relation to PSPOs, can quash or vary the order or any prohibitions or requirements under it.
- 10.1 When considering any proposed PSPOs, the Council must consider any equality issues pursuant to its duty under section 149 of the Equality Act 2010.
- 10.2 Section 72 of the Act also requires the Council, in deciding whether to make, vary, extend or discharge a PSPO, o have particular regard to the rights of freedom of expression and freedom of assembly as set out in articles 10 and 11 of the European Convention for the Protection of Human Rights and Fundamental Freedoms.

11 Financial Implications

- 11.1 The costs so far have been met from within the Licensing & Enforcement service budget.
- 11.2 If approved:
 - Costs of publicity, training and implementation will have to be found within existing budgets.
 - The enforcement will be carried out within the service as well as the use of the Council's third-party enforcement contractor which operates on the basis of no cost to the Council.

12 Equalities implications / Public Sector Equality Duty

- 12.1 The Council has a statutory duty to comply with the provisions set out in the Equality Act 2010.
- 12.2 In summary, the Council must in the exercise of all its functions, “have due regard to” the need to comply with the three arms or aims of the general equality duty. These are to:
- eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Equality Act 2010;
 - advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and
 - foster good relations between people who share a relevant protected characteristic and people who do not share it.
- 12.3 Having due regard means to consider the three aims of the Equality Duty as part of the process of decision-making. This means that decision makers must be able to evidence that they have taken into account any impact of the proposals under consideration on people who share the protected characteristics before decisions are taken.
- 12.4 An Equality Act Impact Assessment has been carried out which finds that the proposed PSPO is likely to have a positive impact on the general population of Harrow, including those from protected groups such as mobility impaired, victims of hate related ASB (due to gender, sexuality, religious or disability), and it will apply to the whole population and its use will be determined by the behaviour occurring rather than the protected group.
- 12.5 The exception is young people who cannot be issued with a FPN if they are under 18 years of age.
- 12.6 Following the consultation a decision is needed whether to make the proposed PSPOs, Section 72 of the Act requires Cabinet as decision maker for the Council for these PSPOs, to pay particular regard to rights of freedom of expression and freedom of assembly set out in articles 10 (the right to freedom of expression) and 11 (freedom of assembly and association) of the European Convention on Human Rights (the “**ECHR**”) in considering the making any such order.
- 12.7 It would also have to be concluded that the making of the proposed PSPOs is proportionate and would fulfil a legitimate aim of curbing anti-social behaviour in public places for the benefit of the law-abiding majority and hence would not infringe article 11 of the ECHR.

13 Council Priorities

- 13.1 Harrow Council’s priority is to restore pride in Harrow by ensuring it is:
- A place that is clean and safe

- A council that puts residents first
- A place where those in need are supported.

13.2 Well drafted and fully consulted PSPOs will help to tackle anti-social behaviour which is having a detrimental effect on the quality of people's lives. Introduction and enforcement of the PSPOs will help to tackle low level crimes, clean up and reclaim Harrow's streets and public spaces, to enhance them and make them safer for residents, visitors and legitimate business operators.

Section 3 - Statutory Officer Clearance

Statutory Officer: Neil Hooper

Signed on behalf of the Chief Financial Officer

Date: 18/08/2023

Statutory Officer: Baljeet Virdee

Signed on behalf of the Monitoring Officer

Date: 25/08/2023

Chief Officer: Dipti Patel

Signed off by the Corporate Director

Date: 01/09/2023

Head of Procurement: Nimesh Mehta

Date: 16/08/2023

Head of Internal Audit: Signed off by Neale Burns

Date: 17/08/2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: Yes

EqIA cleared by: Yasmeen Hussain

Section 4 - Contact Details and Background Papers

Contact: David Gilmour, David.Gilmour@Harrow.gov.uk

Background Papers:

Anti-social Behaviour, Crime and Policing Act 2014: Anti-social behaviour powers Statutory guidance for frontline professionals [\[Title\]](#) (publishing.service.gov.uk)

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

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**THE WHOLE AREA OF LONDON BOROUGH OF HARROW
PUBLIC SPACES PROTECTION ORDER 2023**

This Order relates to the whole borough of the London Borough of Harrow, as shown edged black on the attached plan

1. In this Order:

'Anti-Social Behaviour' refers to section 59 (2) (a)-(b) of the Anti-Social Behaviour, Crime and Policing Act 2014 and means: activities carried out, or which are likely to be carried out, in a public space which have a detrimental effect on the quality of life those in the locality. This also means behaviour likely to cause harassment, distress or alarm to one or more other person. This can include, but is not limited to, littering, verbal abuse, obstructing the highway, illegal drug use, urinating or, spitting

'The designated area' refers to any public space to which the public or a part of the public has access (S 74(1) of the Anti-Social Behaviour, Crime and Policing Act 2014). This can be with payment, or with express or implied permission. This can include businesses and communal areas of housing blocks but excludes residential premises.

'Authorised officer' refers to: police officer, police community support officer, or any other person designated to enforce the Order by London Borough of Harrow. You can require any authorised officers to produce authorisation before enforcing the Order.

'Psychoactive substances' refers to section 2(1) and section 2(2) of the Psychoactive Substances Act 2016: "any substance which –

- (a) is capable of producing a psychoactive effect in a person who consumes it, and
- (b) is not an exempted substance"
- Laughing gas (nitrous oxide or balloons), khat, spice, and mephedrone (drone) are non-exhaustive examples of psychoactive substances referred to in this Order.

'Proper control' means a dog being on a lead or muzzled if the dog requires it, or otherwise being at heel / close enough to the person in charge that it can be restrained if necessary or responding immediately to voice commands

'A receptacle' is defined as any object capable of holding faeces for disposal and does not include an item of clothing, handbag, or purse.

'Removal of faeces from land' will include placing the faeces in a receptacle on the land which is provided for the disposal of waste

'Footpaths and Verges' Applies to any footway or footpath, maintainable at the public expense, or any grass verge managed by the Local Authority, and which is adjacent to the carriageway or footway of a highway, including adjoining footpaths within the restricted area. This prohibition will not apply where the reason is for permitted access or for emergency vehicles gaining access to, or attending to, an incident

'Illegal advertising' includes anyone Fly-posting including the unlawful posting of notices, signs or banners to street furniture or a person or body who benefits from the fly posting.

'Illegal or Unauthorised Street Trading' includes persons selling from bags, trolleys, Vehicles or any other mobile means.

'Repairing or storing vehicles' will not include legitimate parking of private vehicles in the street or undertaking minor maintenance and repair of private vehicles at the road side.

2. The London Borough of Harrow, in accordance with Section 59 (7)(a) of the Anti-Social Behaviour, Crime and Policing 2014, identifies the following activities in the designated area, highlighted in section 3 to 12 of this Order, as having had a detrimental impact on the quality of life of those in the locality, or it is likely that they will have such an effect.

3. **The Whole Borough as shown edged black on the attached map in Appendix 1 (the designated area)**

- Street drinking having been asked to stop

- Consumption, use, and/or possession of psychoactive substances
- Controlling and clearing up after dogs
- Urinating/defecating and/or spitting in public
- Careless disposal of smoking material into a bin without first fully and properly extinguishing them.
- Disturbing materials/items left as recycling or donations at charity shops or recycling points
- Highways and Vehicles
- Smoking in Play Areas
- Illegal advertising or running events
- Fires and fireworks
- Congregating groups engaged in anti-social behaviour

Due to the volume of reports of these activities and behaviours, the Council is satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and these activities are unreasonable and justify the restrictions imposed by the notice and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.

The requirements and prohibitions set out below will relate to either the whole borough or parts of the London Borough of Harrow and will be stated as such.

The London Borough of Harrow, being thereby satisfied that the conditions in Section 59 of the Act have been met, hereby makes the following Order:

4. The Whole Borough

As shown edged black on the attached plan in Appendix 1 ('the designated area')

Requirements - In all public spaces within this designated area, you are required to:

4.1 Prohibition on Alcohol consumption

- a. Stop drinking alcohol other than within a licenced premises, or anything which the authorised officer reasonably believes to be alcohol, if asked to do so by an authorised officer.
- b. If you have been asked to stop drinking alcohol by an authorised officer and have not, without reasonable excuse, complied with their request, you must surrender any cans, bottles, or other containers of alcohol or what is reasonably be believed to be alcohol

4.2 Possession of controlled drugs or psychoactive substances

- a. Surrender any psychoactive substances or controlled drugs or associated paraphernalia you possess, or any items reasonably believed to be such by an authorised officer.

4.3 Controlling and clearing up after dogs

- a. Anybody in charge of a dog at any time must remove the dogs' faeces forthwith from land within the "the designated area", unless they have a reasonable excuse for failing to do so. Not being in possession of a suitable receptacle to remove or dispose of the faeces does not constitute a reasonable excuse.
- b. Anybody in charge of a dog at any time must have in their possession, and produce on request by an authorised officer, a receptacle suitable for removing and disposing of dog faeces from land
- c. To put a dog(s) on a lead where an Authorised Officer deems a dog(s) to not be under proper control and likely to cause nuisance, injury or disturbance to any other person, or to a bird or another animal

Prohibitions - In all public spaces within this designated area, you are prohibited from:

4.4 Dog(s) control

- a. Allowing a dog(s) under your control to enter and remain in an area where a London Borough of Harrow notice specifies that dogs are not allowed.
- b. Allowing a dog(s) under your control to remain in an area when asked to remove them from that area by an Authorised Officer.

- c. To be solely in charge of more than 4 dogs at the same time in a public place, whether on leads or not. Unless you have been granted a professional dog walkers permit or special dispensation from London Borough of Harrow Licensing Team.

4.5 Psychoactive substances (legal highs)

- a. Consuming whether by smoking, injecting, inhaling, or any other method any psychoactive substances

4.6 Urinating/defecating and/or spitting in public

- a. Urinating and/or defecating in a public and/or communal space without reasonable excuse.
- b. Depositing saliva, mucus, or any other product from the mouth or nose without attempting to collect or eradicate the saliva or product without reasonable excuse.

4.7 Careless disposal of cigarettes and other material

- a. Disturbing materials/items left as recycling or donations at charity shops or recycling points and spreading or leaving as fly tip or waste.
- b. Disposing of any cigarettes/cigars/roll-ups into a bin without first fully and properly extinguishing them.

4.8 Highways and Vehicles

- a. Causing an unnecessary obstruction or limiting legitimate access to any shared access or path without reasonable excuse.
- b. Repairing or storing vehicles for repair or sale in the street or other location as part of a business or for commercial purposes without the landowner's express permission will be an offence
- c. Depositing any unroadworthy vehicle, these being any vehicles that are untaxed, uninsured, and/or without a valid MOT. Any vehicles declared with a Statutory Off-Road Notification (SORN) cannot be deposited unless there is prior permission.
- d. Being in charge of any vehicle left idling unnecessarily when parked whether attended or otherwise without reasonable cause, unless as part of an official examination or assessment by a mechanic.
- e. Use of or riding any bike or scooter, including e-bikes and e-scooters, in a manner which causes or is likely to cause nuisance, annoyance or alarm on pavements, paths and pedestrian only areas
- f. Causing nuisance by inappropriate use of vehicles racing; performing stunts (including but not limited to performing doughnuts, skidding, handbrake turns, wheel spinning)
- g. Causing or allowing a nuisance from loud amplified music emitted from a motor vehicle when stationary/stopped but not in traffic
- h. Causing or allowing a nuisance from loud amplified music emitted from a portable device in a public place

NB: This excludes loud amplified music being emitted in the town centre area where permission has been granted by Harrow Business Improvement District team or with permission from the London Borough of Harrow

- i. Driving over or parking on any footway, footpath or verge without reasonable excuse unless for the purpose of emergency vehicles gaining access to, or attending to, an incident

4.9 Smoking in Play Areas

- a. Smoking of any tobacco or tobacco related product, smokeless tobacco product including electronic cigarettes, herbal cigarettes or any similar substance, within the boundary of any children's designated play areas.

4.10 Illegal advertising or running events

- a. Whether directly or indirectly placing an advertisement on the highway or roadside without the Authority's or landowner's prior written permission.
- b. Promoting or running a musical/entertainment event for commercial or charitable purposes within the designated area which is not approved by the Safety Advisory Group or licensed by London Borough of Harrow

4.11 Fires and fireworks

- a. Lighting of fires or using barbeques in a public place not designated for such use or as part of an organised event approved through the responsible authority.
- b. Use of fireworks in a public place, in streets or adjacent to a public park or nature reserve without the written consent of the responsible authority

4.12 Congregating groups engaged in anti-social behaviour

- a. Loitering within the restricted area if you are causing, or reasonably perceived to be causing, intimidation, harassment, alarm or distress, or using or dealing drugs when part of a group of 3 or more people.
- b. Remaining in the specified vicinity or returning within 24 hours, when asked to disperse by an authorised officer because you have been congregating in a group of 3 or more people, where one or more person/s have been engaging in anti-social behaviour and at least one member of that group is within the designated area

5. Duration

The Order comes into effect on [date 2023] and will be in effect for a period of three years, [Date 2026].

If there is need to do so, the Council may shorten, extend or vary the order at any time in the three years. If the Council wants to extend or vary the Order, they must consult appropriate community representatives, the police and owners of the affected land on the variation.

6. Appeal

If any 'interested person' (a person living in, working in, or regularly visiting the affected area) wishes to appeal this Order, they must do so on one of two grounds (s 66 of the Anti-Social Behaviour, Crime and Policing Act 2014):

- 1) The Council did not have the legal power to make the Order.
- 2) The Council did not follow all the requirements listed in Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The interested person(s) must appeal the Order with an application to the High Court within six weeks of the Order being made.

7. Information

Further information about the PSPO and matters related within it, can be found at www.harrow.gov.uk/licensing

8. Appendices

- 1 Designated area – Whole Borough

Appendix 1
Designated area – Whole Borough



- Belmont,
- Canons,
- Centenary,
- Edgware,
- Greenhill,
- Harrow on the Hill,
- Harrow Weald,
- Hatch End,
- Headstone,
- Kenton East,
- Kenton West,
- Marlborough,
- North Harrow,
- Pinner,
- Pinner South,
- Rayners Lane,
- Roxbourne,
- Roxeth,
- Stanmore,
- Wealdstone North,
- Wealdstone South,
- West Harrow.

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**THE TOWN AND DISTRICT CENTRES, LONDON BOROUGH OF HARROW
PUBLIC SPACES PROTECTION ORDER 2023**

This Order relates to the Town and District Centres in the London Borough of Harrow, highlighted on the attached plan

1. In this Order:

‘Anti-Social Behaviour’ refers to section 59 (2) (a)-(b) of the Anti-Social Behaviour, Crime and Policing Act 2014 and means: activities carried out, or which are likely to be carried out, in a public space which have a detrimental effect on the quality of life those in the locality. This also means behaviour likely to cause harassment, distress or alarm to one or more other person. This can include, but is not limited to, littering, verbal abuse, obstructing the highway, illegal drug use, urinating or, spitting

‘The designated area’ refers to any public space to which the public or a part of the public has access (S 74(1) of the Anti-Social Behaviour, Crime and Policing Act 2014). This can be with payment, or with express or implied permission. This can include businesses and communal areas of housing blocks but excludes residential premises. Prohibitions/requirements may vary for each designated area and will be highlighted accordingly on the attached plans.

‘Authorised officer’ refers to: police officer, police community support officer, or any other person designated to enforce the Order by London Borough of Harrow. You can require any authorised officers to produce authorisation before enforcing the Order.

‘Illegal or Unauthorised Street Trading’ includes persons selling from bags, trolleys, vehicles or any other mobile means.

2. The London Borough of Harrow, in accordance with Section 59 (7)(a) of the Anti-Social Behaviour, Crime and Policing 2014, identifies the following activities in the designated areas, highlighted in section 3 to 12 of this Order, as having had a detrimental impact on the quality of life of those in the locality, or it is likely that they will have such an effect

3. Town and District Centres as shown highlighted on the attached plan in Appendix 1 (‘the designated area’)

- Intimidating and/or aggressive begging
- Obstructing access to business premises during opening hours
- Leaving commercial waste in public spaces for an unreasonable length of time
- Use of amplification
- Financial Agreements on the Street
- Placing of tables, stands, or other furniture / fixings
- Distribution of leaflets
- Illegal or Unauthorised Street Trading
- Feeding of Birds and Vermin

4. Town and District Centres

As shown highlighted on the attached plan in Appendix 1 (‘the designated area’)

Requirements - In all public spaces within this designated area, you are required to:

4.1 Intimidating and/or aggressive begging

- a. Disperse from the area for 24 hours if asked to do so by an authorised officer because you have been begging in a manner reasonably believed to be intimidating, aggressive or causing distress, or pose a risk to their safety or the safety of others.

4.2 Obstructing access to business premises during opening hours

- a. Disperse from the area if asked to do so by an authorised officer because they reasonably believe that you have been obstructing the entrance of a commercial business without reasonable excuse during the course of its opening hours.

4.3 Leaving commercial waste in public spaces for an unreasonable length of time

- a. Remove from the public space any commercial waste deposited or left there for the purposes of collection when asked by an authorised officer, because they reasonably believe that waste has been left in a public space for an unreasonable length of time or where applicable, outside of the specified timed collection slots.

4.4 Use of amplification

- a. Seek permission in advance from the Business Improvement District (BID) or London Borough of Harrow to use a microphone, loudspeaker, megaphone, loud hailer or any other similar equipment designed to, or which has the effect of amplifying the volume of speech or music.

NB This does not prevent free speech if carried out without the use of any equipment stated above.

4.5 Financial Agreements on the Street

- a. If stopping people for the purpose of getting them to enter into financial agreements for charitable or other purposes, only operate from a set stand and approach people a maximum 2 metres from the stand.

4.6 Placing of tables, stands, or other furniture / fittings

- a. Seek written permission in advance from the Business Improvement District (BID) or London Borough of Harrow to place any table, stand, furniture or other fittings in any part of the public areas within the Town Centre Restricted Areas.

4.7 Distribution of leaflets

- a. Seek permission in advance from the London Borough of Harrow Licensing Team to distribute any free leaflet, pamphlet or written word within the Town Centre Restricted Areas

NB This does not apply to charity, religious or political literature.

4.8 Illegal or Unauthorised Street Trading

- a. Seek permission in advance and obtain any necessary licence from the London Borough of Harrow Licensing team to sell any product or item in outdoor public spaces within the Town Centre Restricted Areas.

Prohibitions - In all public spaces within this designated area, you are prohibited from:

4.9 Feeding of Birds and Vermin

- a. No person shall purposely deposit food or animal feed on the ground or on any structure or building in the public area to attract or feed wildlife, or vermin, within the Town Centre Restricted Areas.

5. Duration

The Order comes into effect on [date 2023] and will be in effect for a period of three years, [Date 2026].

If there is need to do so, the Council may shorten, extend or vary the order at any time in the three years. If the Council wants to extend or vary the Order, they must consult appropriate community representatives, the police and owners of the affected land on the variation.

6. Appeal

If any 'interested person' (a person living in, working in, or regularly visiting the affected area) wishes to appeal this Order, they must do so on one of two grounds (s 66 of the Anti-Social Behaviour, Crime and Policing Act 2014):

- 1) The Council did not have the legal power to make the Order.

2) The Council did not follow all the requirements listed in Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The interested person(s) must appeal the Order with an application to the High Court within six weeks of the Order being made.

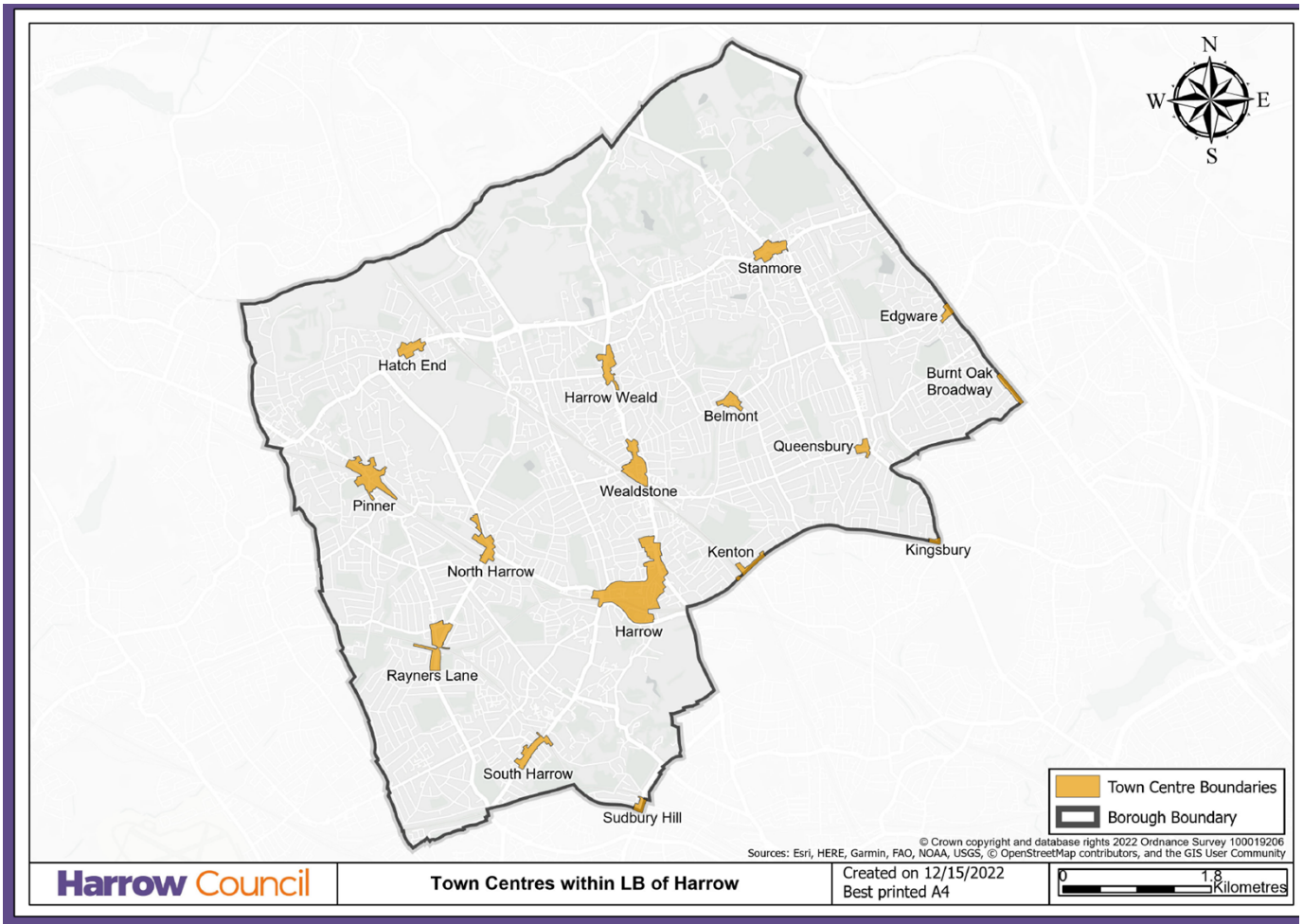
7. Information

Further information about the Town Centres PSPO and matters related within it, including licensing and seeking written permissions, can be found at www.harrow.gov.uk/licensing

8. Appendices

1 Designated area - Town and District Centres

Appendix 1 Designated area - Town and District Centres



- Harrow, Pinner, Stanmore, Wealdstone, Hatch End, Harrow Weald, South Harrow, North Harrow, Rayners Lane, Belmont, Sudbury Hill, Kenton, Kingsbury, Edgware and Burnt Oak.

**THE PARKS AND OPEN SPACES, LONDON BOROUGH OF HARROW
PUBLIC SPACES PROTECTION ORDER 2023**

This Order relates to specified parks and open spaces in the London Borough of Harrow

1. In this Order:

'Anti-Social Behaviour' refers to section 59 (2) (a)-(b) of the Anti-Social Behaviour, Crime and Policing Act 2014 and means: activities carried out, or which are likely to be carried out, in a public space which have a detrimental effect on the quality of life those in the locality. This also means behaviour likely to cause harassment, distress or alarm to one or more other person. This can include, but is not limited to, littering, verbal abuse, obstructing the highway, illegal drug use, urinating or, spitting

'The designated area' refers to any public space to which the public or a part of the public has access (S 74(1) of the Anti-Social Behaviour, Crime and Policing Act 2014). This can be with payment, or with express or implied permission. This can include businesses and communal areas of housing blocks but excludes residential premises.

'Authorised officer' refers to: police officer, police community support officer, or any other person designated to enforce the Order by London Borough of Harrow. You can require any authorised officers to produce authorisation before enforcing the Order.

2. The London Borough of Harrow, in accordance with Section 59 (7)(a) of the Anti-Social Behaviour, Crime and Policing 2014, identifies the following activities in the designated areas, highlighted in section 3 to 12 of this Order, as having had a detrimental impact on the quality of life of those in the locality, or it is likely that they will have such an effect

3. Parks as shown highlighted on the attached plan in Appendix 3 ('the designated area')

- Dog Control
- Driving vehicles on park land without prior permission
- Unauthorised activities

Due to the volume of reports of these activities and behaviours, the Council is satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and these activities are unreasonable and justify the restrictions imposed by the notice and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.

The London Borough of Harrow, being thereby satisfied that the conditions in Section 59 of the Act have been met, hereby makes the following Order:

4. Parks (in addition to Whole Borough requirements and prohibitions)

As shown highlighted on the attached plan in Appendix 3 ('the designated area')

Requirements - In all public spaces within this designated area, you are required to:

4.2 Dog control

- a. Put the dog/s on a lead if directed by an authorised officer because they reasonably believe that the dog/s are causing distress to any other person or animal, or damage to any Council structure, equipment, tree, plant or turf

Prohibitions - In all public spaces within this designated area, you are prohibited from:

4.3 Dog Control

- a. As a person who is in charge of a dog(s), permitting the dog(s) to cause damage to any Council structure, equipment, tree, shrub, plant, turf or other Council property

4.4 Driving vehicles on park land without prior permission

- a. Driving or riding any vehicle, motorcycle, moped, caravan or any other motor propelled vehicle in park grounds without prior permission from the Council. This does not include any space in the grounds set aside for use by vehicles, indicated by signs placed in conspicuous positions. This restriction shall not apply to any electrically powered scooter designed for people with restricted mobility, including those who are elderly or disabled.

4.5 Unauthorised activities

- a. Fishing, magnet fishing, removing fish, being in possession of fishing tackle or setting up for fishing in any of the designated area, without express approval from the parks team
- b. Setting up or using a camp site or sleeping area for the purposes overnight fishing outside of any area that may be designated for the purpose
- c. Lighting a fire or barbecue in any of the designated areas, unless prior express written consent has been provided by the Local Authority for a barbecue or fire to be lit and used at a particular time and place
- d. Any feeding of birds (including ducks or waterfowl) or depositing of food or animal feed, except in any area marked for this purpose. This does not apply to the feeding of any animals that you may own or be responsible for.
- e. Interfering with or causing damage to site signage, bins, fences, gates, stiles or other site amenity provisions within any of the designated areas
- f. Using or being in possession of metal detectors and/or digging implements in any of the designated areas shall be guilty of an offence unless they can show express approval from the parks team.
- g. Being responsible for placing and use of CCTV/trail cams, lighting units or other fixed filming devices.
- h. Using the ponds and lakes for open water swimming, boating or wading without prior permission from London Borough of Harrow.
- i. Any unauthorised felling or damage to trees and shrubs
- j. Any foraging for fungi, or fruit, flowers or other plant material in any of the identified nature reserves

5. Duration

The Order comes into effect on [date 2023] and will be in effect for a period of three years, [Date 2026].

If there is need to do so, the Council may shorten, extend or vary the order at any time in the three years. If the Council wants to extend or vary the Order, they must consult appropriate community representatives, the police and owners of the affected land on the variation.

6. Appeal

If any 'interested person' (a person living in, working in, or regularly visiting the affected area) wishes to appeal this Order, they must do so on one of two grounds (s 66 of the Anti-Social Behaviour, Crime and Policing Act 2014):

- 1) The Council did not have the legal power to make the Order.
- 2) The Council did not follow all the requirements listed in Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The interested person(s) must appeal the Order with an application to the High Court within six weeks of the Order being made.

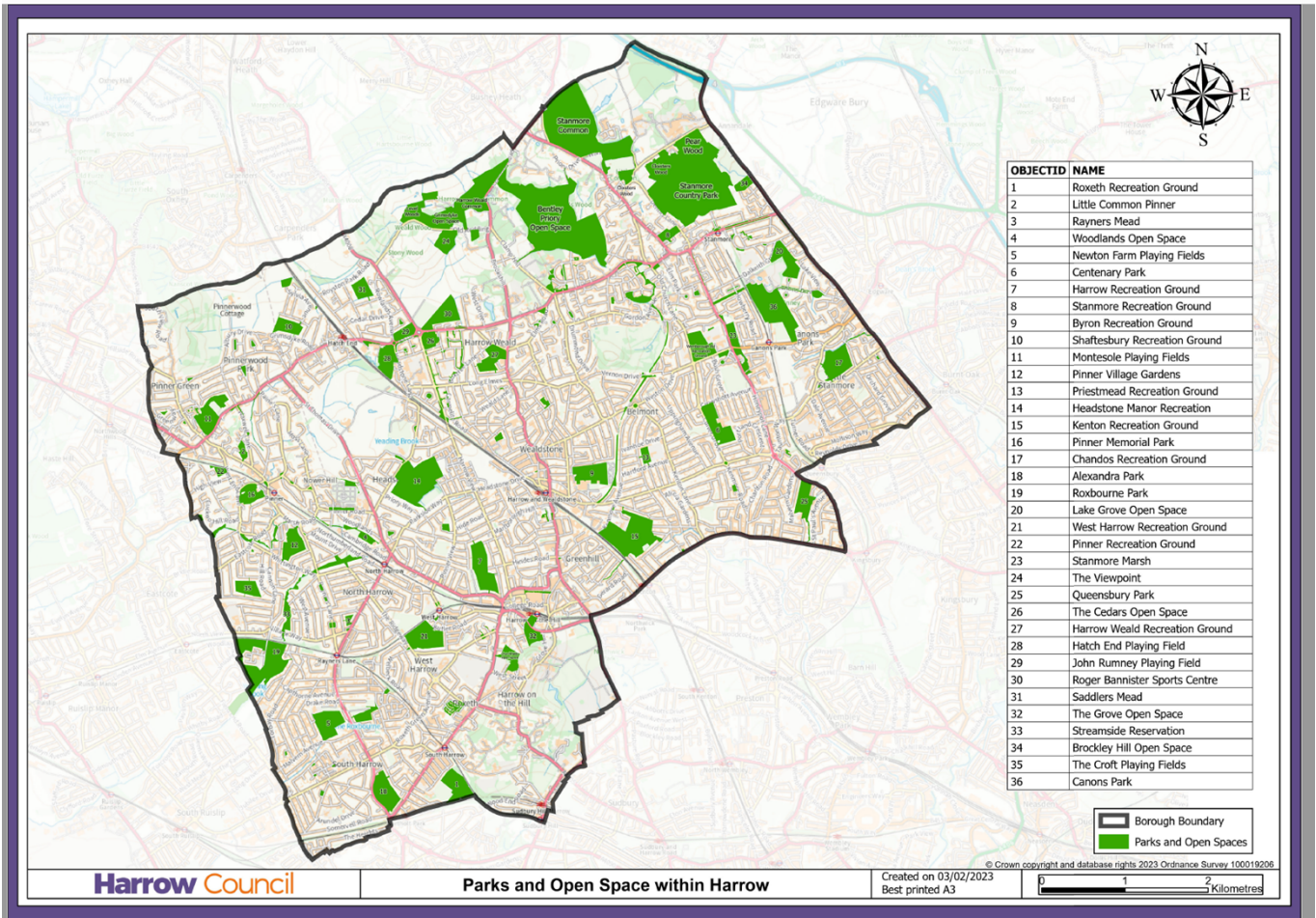
7. Information

Further information about the PSPO and matters related within it, can be found at www.harrow.gov.uk/licensing

8. Appendices

1 Designated area - Parks and open spaces

Appendix 1
 Designated area -Parks and open spaces



**THE HOUSING ESTATES AND HOUSING LAND, LONDON BOROUGH OF HARROW
PUBLIC SPACES PROTECTION ORDER 2023**

This Order relates to Housing Estates and Housing Land in the London Borough of Harrow, as shown highlighted on the attached plan.

1. In this Order:

'Anti-Social Behaviour' refers to section 59 (2) (a)-(b) of the Anti-Social Behaviour, Crime and Policing Act 2014 and means: activities carried out, or which are likely to be carried out, in a public space which have a detrimental effect on the quality of life those in the locality. This also means behaviour likely to cause harassment, distress or alarm to one or more other person. This can include, but is not limited to, littering, verbal abuse, obstructing the highway, illegal drug use, urinating or, spitting

'The designated area' refers to any public space to which the public or a part of the public has access (S 74(1) of the Anti-Social Behaviour, Crime and Policing Act 2014). This can be with payment, or with express or implied permission. This can include businesses and communal areas of housing blocks but excludes residential premises.

'Authorised officer' refers to: police officer, police community support officer, or any other person designated to enforce the Order by London Borough of Harrow. You can require any authorised officers to produce authorisation before enforcing the Order.

2. The London Borough of Harrow, in accordance with Section 59 (7)(a) of the Anti-Social Behaviour, Crime and Policing 2014, identifies the following activities in the designated areas, highlighted in section 3 to 12 of this Order, as having had a detrimental impact on the quality of life of those in the locality, or it is likely that they will have such an effect.

3. Housing Estates and Housing Land as shown highlighted on the attached plan in Appendix 1 ('the designated area'):

- Disperse from an area when asked
- Causing an obstruction which prevents or hinders the free passage of pedestrians or vehicles
- Leaving waste outside the bins
- Leaving food exposed for wildlife and attracting vermin

Due to the volume of reports of these activities and behaviours, the Council is satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and these activities are unreasonable and justify the restrictions imposed by the notice and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.

The London Borough of Harrow, being thereby satisfied that the conditions in Section 59 of the Act have been met, hereby makes the following Order:

4. Housing Estates (in addition to Whole Borough requirements and prohibitions)

As shown highlighted on the attached plan in Appendix 1 ('the designated area')

Requirements - In all public spaces within this designated area, you are required to:

1) Disperse from an area when asked

- a. Disperse from an area when asked by an authorised officer because they reasonably believe that you have been or are obstructing the entrance to or exit from any building or, you have obstructed the free passage of people on or in communal areas without reasonable excuse.

2) Cease causing an obstruction when asked

- a. Cease to cause an obstruction if asked to do so by an authorised officer because they reasonably believe you have been causing an obstruction.

- b. Remove all items/vehicles/structures if asked to do so by an authorised officer because they reasonably believe you have been causing an obstruction by leaving or allowing the leaving of items/vehicles/structures in an area where they prevent or hinder the free passage of pedestrians or vehicles.

Prohibitions - In all public spaces within this designated area, you are prohibited from:

3) Leaving waste outside the bins

- a. leaving and/or depositing any rubbish or waste, including but not limited to household waste, and builders waste outside of any bin or receptacle provided for this purpose.

4) Leaving food exposed for wildlife and attracting vermin

- a Purposely depositing food or animal feed to attract or feed wildlife in an area identified 'no feeding' by signage. This does not apply to the feeding of any animals that you may own or be responsible for

5. Duration

The Order comes into effect on [date 2023] and will be in effect for a period of three years, [Date 2026].

If there is need to do so, the Council may shorten, extend or vary the order at any time in the three years. If the Council wants to extend or vary the Order, they must consult appropriate community representatives, the police and owners of the affected land on the variation.

6. Appeal

If any 'interested person' (a person living in, working in, or regularly visiting the affected area) wishes to appeal this Order, they must do so on one of two grounds (s 66 of the Anti-Social Behaviour, Crime and Policing Act 2014):

- 1) The Council did not have the legal power to make the Order.
- 2) The Council did not follow all the requirements listed in Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The interested person(s) must appeal the Order with an application to the High Court within six weeks of the Order being made.

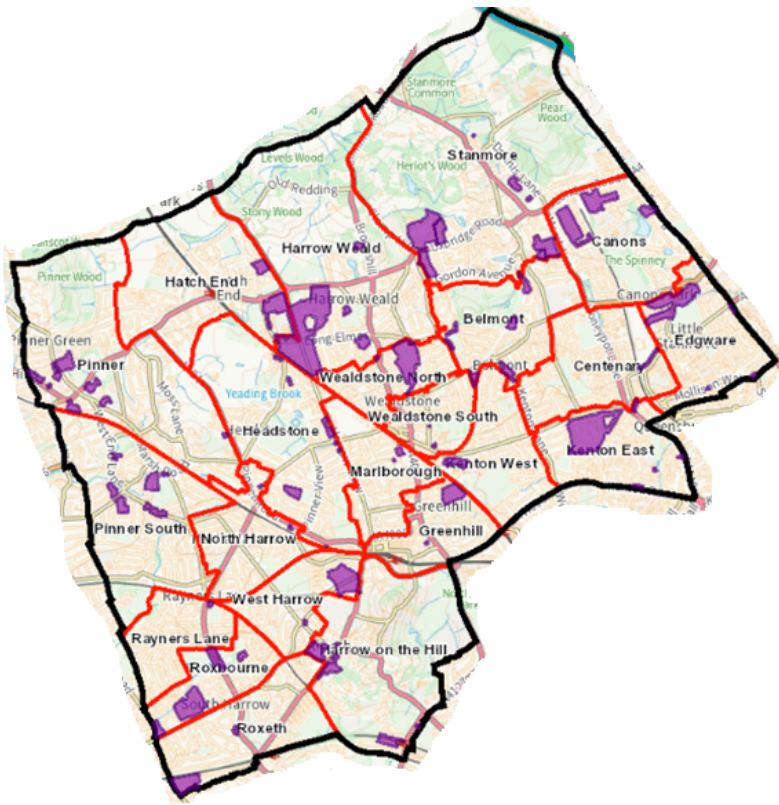
7. Information

Further information about the PSPO and matters related within it, can be found at www.harrow.gov.uk/licensing

8. Appendices

- 1 Designated area - Housing Estates and Housing Land

Designated area - Housing Estates and Housing Land



- Chaucer House Estate
- Arrowhead Parade Estate
- Mercer Place Estate
- Anmer Estate
- Edgware Golf Course Estate
- Oxhey Lane Estate
- Canon Croft Estate
- Anthoneys Estate
- Belmont Lodge Estate
- Belmont Circle Estate
- Byron Road Estate
- Canons Park Estate
- Christchurch Avenue Estate
- Churchill Place Estate
- Chigwellhurst Estate
- Dennis Lane Estate
- Cullington Close Estate
- George V Close Estate
- Elmgrove Estate
- Grove Estate
- Harrow View Estate
- Harrow Weald Park Estate
- Headstone Lane Estate
- High Road Estate
- Honister Place Estate
- Kenmore Park Estate
- Kenton Lane Estate
- Kingsfield Estate
- Little Common Estate
- Marsh Road Estate
- Mountside Estate
- Pinner Hill Estate
- Pinner Road (301) Estate
- Wealdstone House Estate
- West End Lane Estate
- Wolverton Road Estate
- Headstone (GLC) Estate
- Glebe Estate
- Manor House Estate
- Mill Farm Close Estate
- Moat Drive Estate
- Parkfield Estate
- Pinner Green Estate
- College Hill Road Estate
- Towers Estate
- Weald Village Estate
- Wealdstone House Estate
- Whittington Way Estate
- Woodlands Estate
- Woodlands Drive Estate
- Cottesmore Estate

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**THE SPECIFIED PUBLIC PLACES, LONDON BOROUGH OF HARROW
PUBLIC SPACES PROTECTION ORDER 2023**

This Order relates to Specified Public Places of the London Borough of Harrow, as listed and highlighted on the attached plan

1. In this Order:

‘Anti-Social Behaviour’ refers to section 59 (2) (a)-(b) of the Anti-Social Behaviour, Crime and Policing Act 2014 and means: activities carried out, or which are likely to be carried out, in a public space which have a detrimental effect on the quality of life those in the locality. This also means behaviour likely to cause harassment, distress or alarm to one or more other person. This can include, but is not limited to, littering, verbal abuse, obstructing the highway, illegal drug use, urinating or, spitting

‘The designated area’ refers to any public space to which the public or a part of the public has access (S 74(1) of the Anti-Social Behaviour, Crime and Policing Act 2014). This can be with payment, or with express or implied permission. This can include businesses and communal areas of housing blocks but excludes residential premises.

‘Authorised officer’ refers to: police officer, police community support officer, or any other person designated to enforce the Order by London Borough of Harrow. You can require any authorised officers to produce authorisation before enforcing the Order.

2. The London Borough of Harrow, in accordance with Section 59 (7)(a) of the Anti-Social Behaviour, Crime and Policing 2014, identifies the following activities in the designated areas, highlighted in section 3 to 12 of this Order, as having had a detrimental impact on the quality of life of those in the locality, or it is likely that they will have such an effect

3. Bentley Priory Nature Reserve and The Viewpoint as shown highlighted on the attached plan in Appendices (‘the designated areas’)

- Bentley Priory Nature Reserve - Dog control
- The Viewpoint indecent behaviour and causing damage

Due to the volume of reports of these activities and behaviours, the Council is satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and these activities are unreasonable and justify the restrictions imposed by the notice and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.

The requirements and prohibitions set out below will relate to specific locations in the London Borough of Harrow and will be stated as such.

The London Borough of Harrow, being thereby satisfied that the conditions in Section 59 of the Act have been met, hereby makes the following Order:

4. Bentley Priory Nature Reserve and The Viewpoint

As shown outlined in red on the attached plans in Appendices (‘the designated areas’)

Requirements - In the following specified public spaces within this designated area, you are required to:

4.1 Bentley Priory Nature Reserve - Dog control

- a. Keep dog(s) on a lead at all times within the designated area

Prohibitions - In the following specified public places within designated area, you are prohibited from:

4.2 Bentley Priory Nature Reserve – Dogs not allowed in Boot Pond and Summer House Lake

- a. Allowing a dog(s) to enter or remain in Boot Pond or Summerhouse Lake

4.3 Viewpoint and Viewpoint Car Park - Engaging in indecent behaviours and causing damage.

- a. Engaging in any indecent behaviours in the open or within a vehicle in the designated area

- b. Causing damage by forcing vehicle entry/exit or driving over grassed areas in any part of the designated area without permission of the authority.

5. Duration

The Order comes into effect on [date 2023] and will be in effect for a period of three years, [Date 2026].

If there is need to do so, the Council may shorten, extend or vary the order at any time in the three years. If the Council wants to extend or vary the Order, they must consult appropriate community representatives, the police and owners of the affected land on the variation.

6. Appeal

If any 'interested person' (a person living in, working in, or regularly visiting the affected area) wishes to appeal this Order, they must do so on one of two grounds (s 66 of the Anti-Social Behaviour, Crime and Policing Act 2014):

- 1) The Council did not have the legal power to make the Order.
- 2) The Council did not follow all the requirements listed in Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The interested person(s) must appeal the Order with an application to the High Court within six weeks of the Order being made.

7. Information

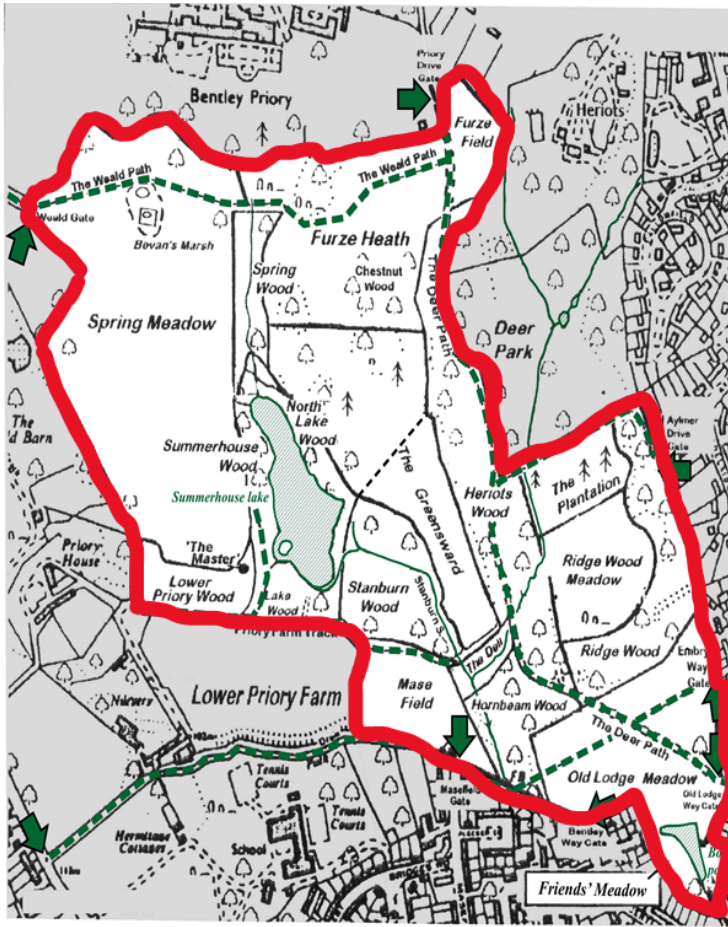
Further information about the PSPO and matters related within it, can be found at www.harrow.gov.uk/licensing

8. Appendices

- 1 Designated area - Bentley Priory Nature Reserve
- 2 Designated Area – The Viewpoint

Appendix 1

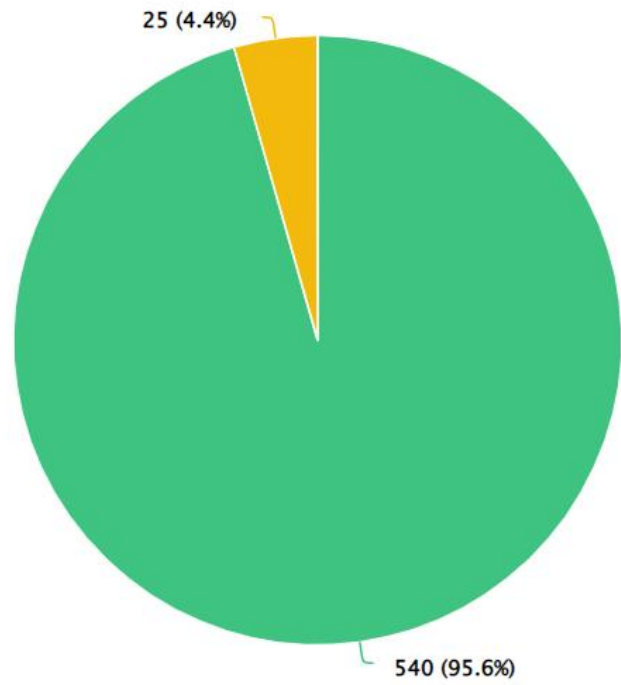
Designated area – Bentley Priory Nature Reserve



Appendix 2
Designated area The Viewpoint



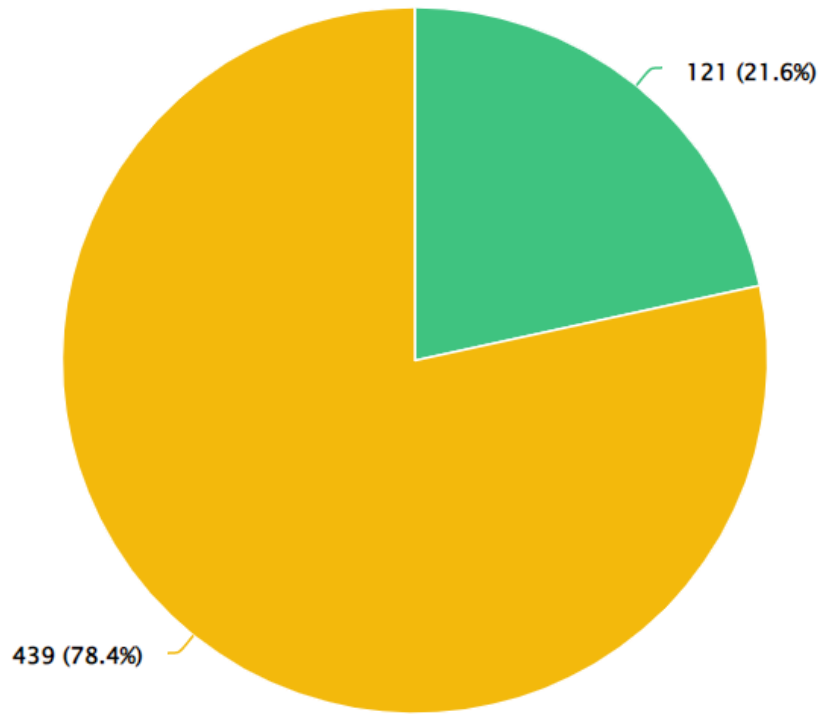
Q1 Do you live in Harrow?



Question options
(Click items to hide)

- No
- Yes

Q8 Do you own a dog?



Question options
(Click items to hide)

● No

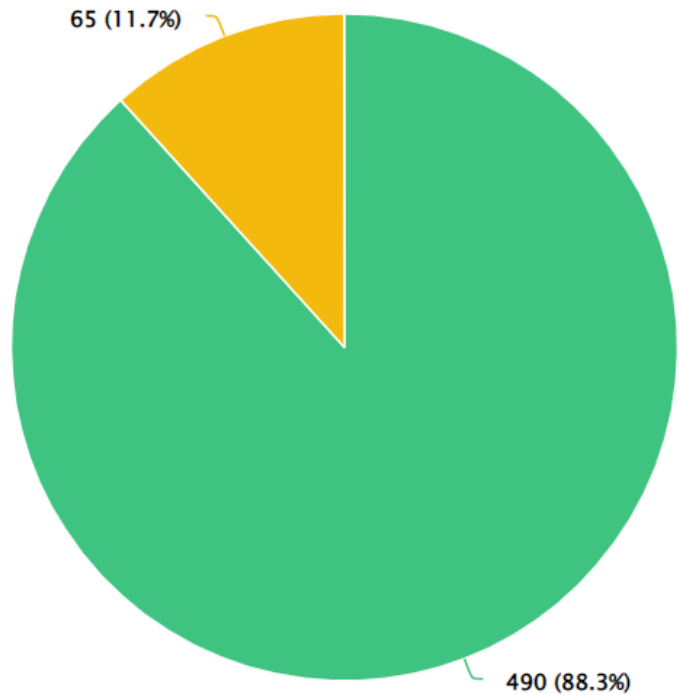
● Yes

Q9 | Your views In recent years Harrow has seen a rise in low level crime and antisocial behaviour. We're interested to know your thoughts on the issues we have identified as being a nuisance from incident reports and other council services.



Q12

The ProposalThe proposal to tackle these behaviours is for an overarching PSPO for Harrow with five distinct localities with individual controls sitting below it. This covers:
The whole borough
Housing estates
Parks and green spaces
Town and urban centres
Bentley Priory Nature Reserve, Pinner Memorial Park and the Viewpoint
When looking at the proposed PSPO do you think it covers the locations you are concerned about?



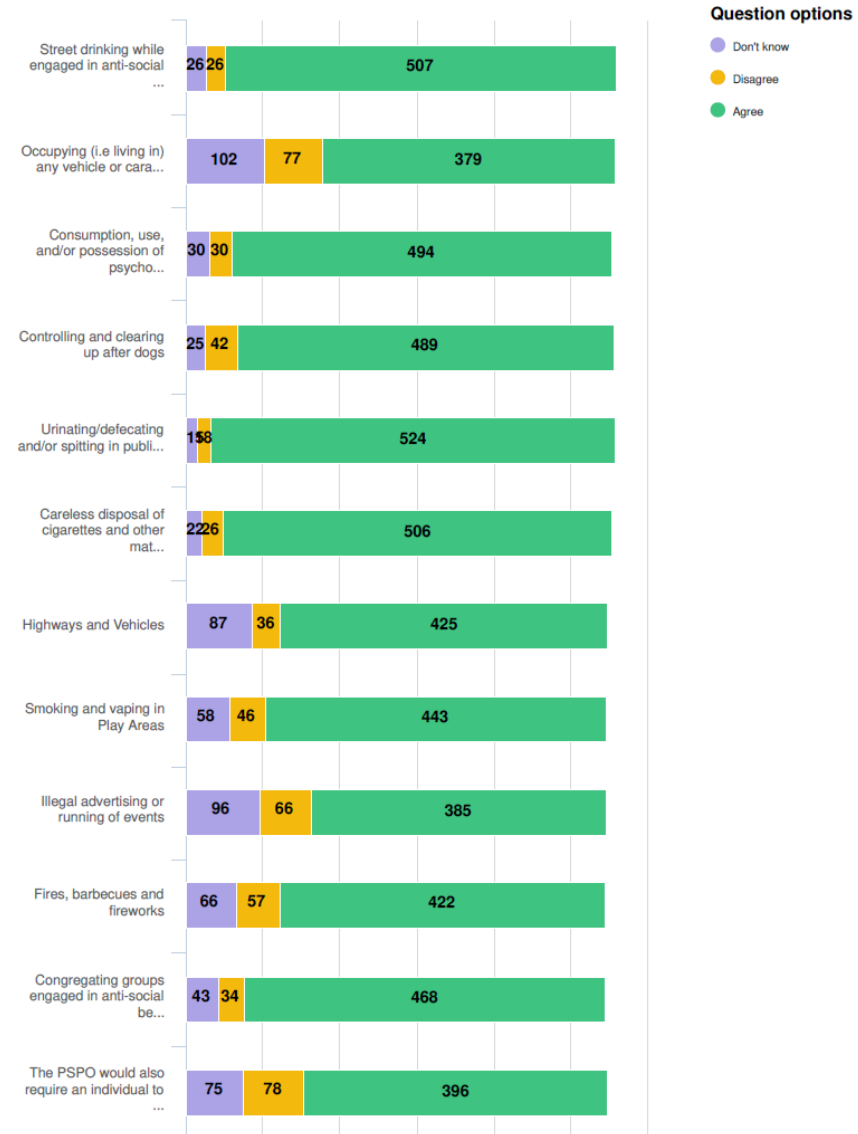
Question options

(Click items to hide)

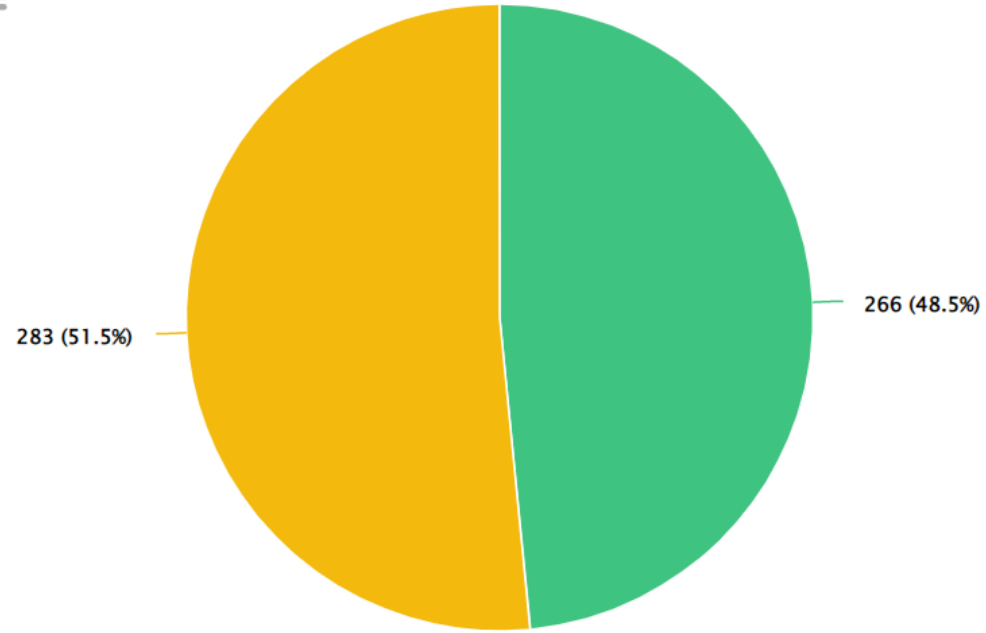
● No

● Yes

Q14 Do you agree or disagree with the proposed prohibitions and requirements for the whole borough in the PSPO? The full detail is in the information document here



Q15 Should there be any alterations or clarifications to the prohibitions or requirements for the borough wide proposals?

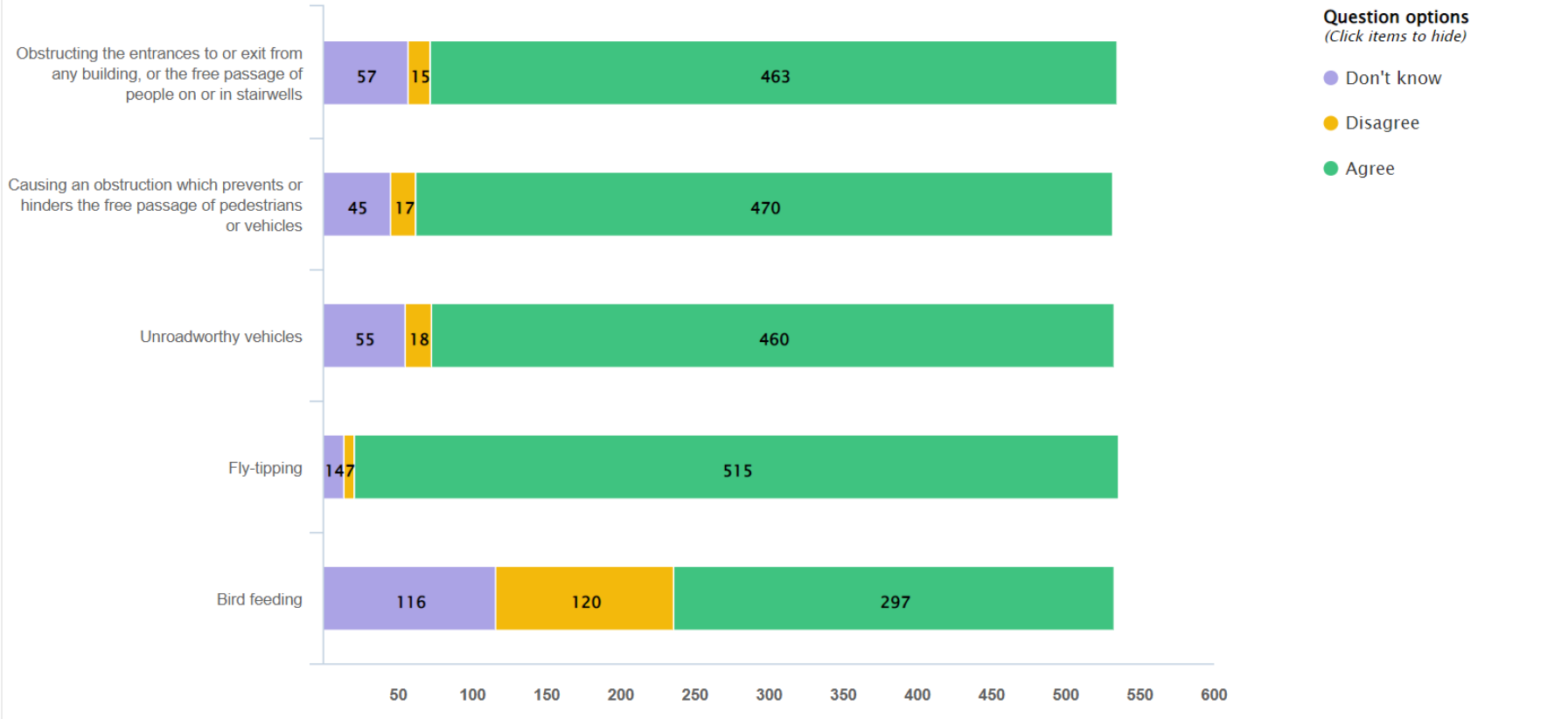


Question options
(Click items to hide)

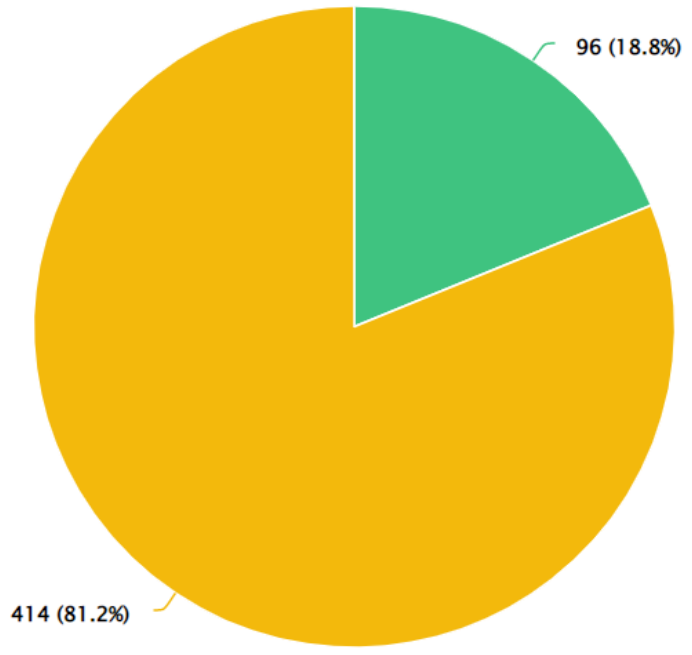
● No

● Yes

Q17 Do you agree or disagree with the proposed requirements and prohibitions for housing estates in the PSPO? The full detail is in the information document here

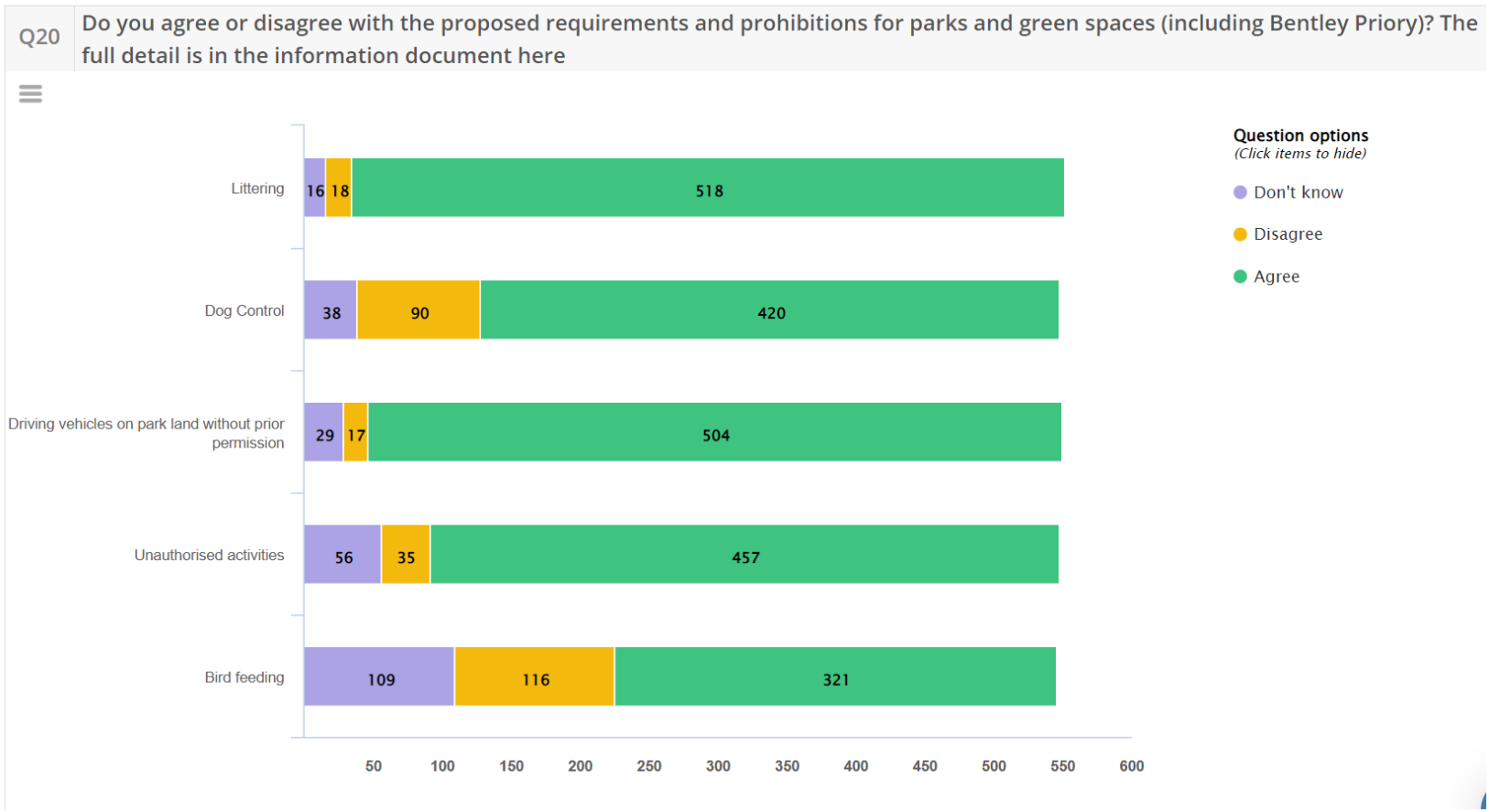


Q18 Should there be any alterations or clarifications to the prohibitions or requirements for the housing estate proposals?



Question options
(Click items to hide)

- No
- Yes

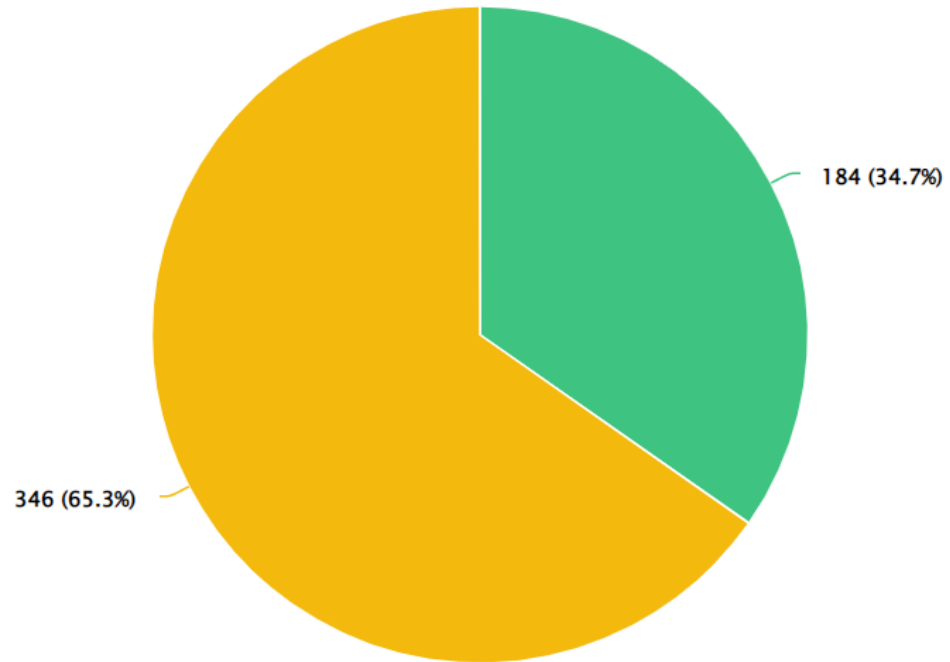


Q21 Should there be any alterations or clarifications to the prohibitions or requirements for parks and green spaces?



Question options
(Click items to hide)

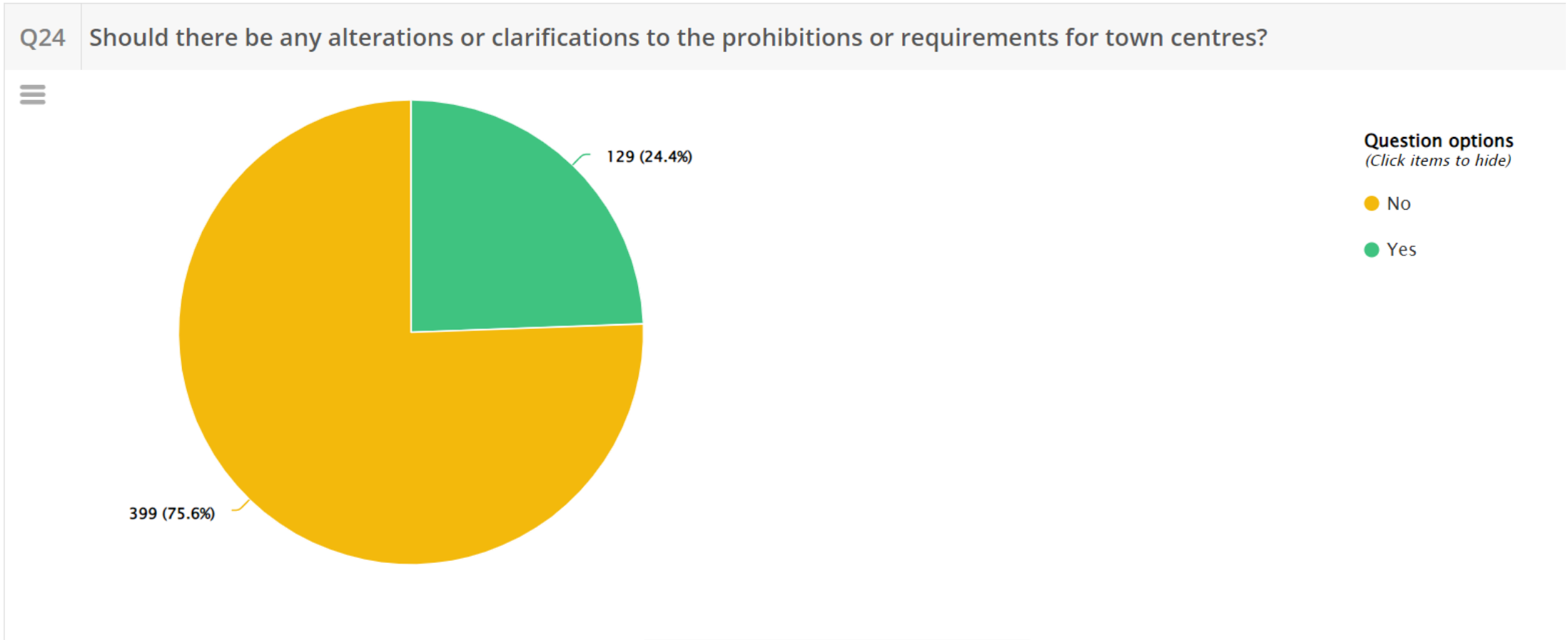
- No
- Yes



Overview Pulse Responses

Q23 Do you agree or disagree with the proposed requirements and prohibitions for town centres in the PSPO? The full detail is in the information document here.

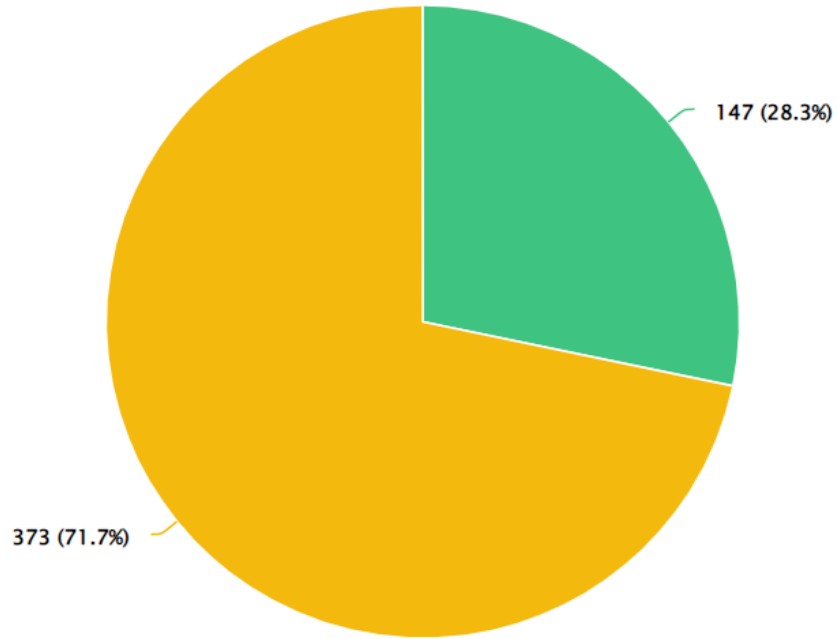






Q27

Should there be any alterations or clarifications to the prohibitions or requirements for Bentley Priory, Pinner Memorial Park and the Viewpoint?

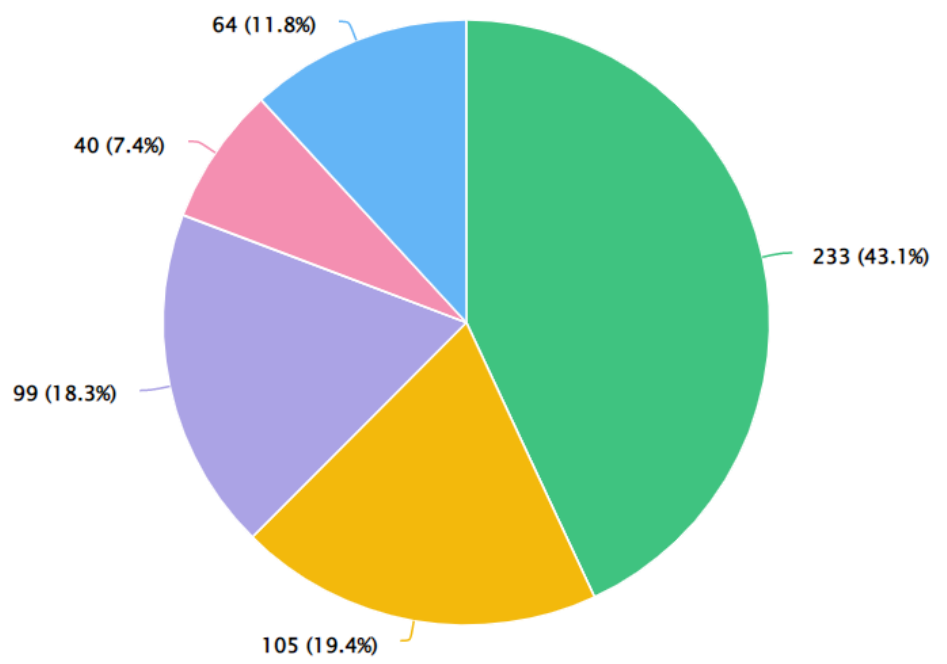


Question options
(Click items to hide)

● No

● Yes

Q29 Enforcement What should our approach be to enforcement? Please choose an option where 1 is Zero Tolerance to 5 for Educational and Advisory



- Question options**
(Click items to hide)
- 5 = Educational/Advisory
 - 4
 - 3
 - 2
 - 1 = Zero Tolerance

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Consultation responses from Volunteers and other organisations

Organisation	General comment
RCCT CIC/Romanian HUB	<ul style="list-style-type: none"> • In general it targets certain group/communities, leaving it open to interpretation and is overly controlling and authoritarian
Harrow Association of Somali Voluntary Organisations	<ul style="list-style-type: none"> • Disproportionate level of fines issued to BAME members of the community due to low levels of awareness and a lack of proper signage • Unfair issuance of fines due to unintentional offenses • Growing concern that PSOPs primarily protect certain communities' interests, lacking proper consultation with the wider community • Lack of review and sharing of the impact of previous PSPOs fines on the community • Officers issuing PSPOs fines not being visibly present, making their role more focused on revenue generation rather than a learning opportunity • Failure of PSOPs review to engage the wider community
Harrow Association of Disabled people (HAD)	<ul style="list-style-type: none"> • Want to see proactive action for hate crime and bullying • Enforce A board licences • Proportionate action on dog fouling • Training enforcers in recognising behaviours • Concern about authorising and identifying enforcement officers • Concern about banning scooters for mobility impaired • Unclear on the ASB of People occupying vehicles & distributing leaflets
London Gypsies & Travellers	<ul style="list-style-type: none"> • Raised concern and case law for removal of occupying vehicles and caravans
Horizon Youth and Community Action	<ul style="list-style-type: none"> • Need clarity on 'Illegal running of events', 'Distribution of leaflets' • Concern about minority groups 'Stop and Search' • Asking for names and addresses • Appeals need to be simplified • Education of the public, especially the black and ethnic minorities, • Provide resources to groups to educate our communities
Voluntary Action Harrow Co-operative	<ul style="list-style-type: none"> • Concern about officer training re-discrimination • Concern private enforcement putting profit before fair treatment • Question about the penalties for Kingdom if fine was inappropriate • Concern about time to get permission for leaflet. • Confusion about what areas will be affected. • Also some concern about providing name and address, occupying vehicles, leaflets, stalls and tables, feeding birds, congregating in groups, riding bikes and scooters on pavements
Harrow Open Studios	<ul style="list-style-type: none"> • Illegal advertising or running events- would they be criminalised
Centre for ADHD and Autism Support	<ul style="list-style-type: none"> • concerned around how this will affect the autistic/ADHD community
Cohousing Harrow	<ul style="list-style-type: none"> • Leaflets and posters for events - slow process and training of staff
Metropolitan Police	<ul style="list-style-type: none"> • Already a requirement to give name and address in LLA 2004 • Check wording of street drinking against Brent and Barnet • Caravans- could marginalise travellers • Access to stairwells etc. seek advice if public place • Loitering use railway by-law wording re underpasses – protect W&G
St Georges Shopping Centre	<ul style="list-style-type: none"> • Delivery drivers parking and spitting

Individual EH	<ul style="list-style-type: none">• Stopping bird feeding and cycling- concerned about rubbish and potholes
Harrow Parks Forum	<ul style="list-style-type: none">• Update and enforce by-laws• Process needed for rough sleepers
Dog Walker & Sitters	<ul style="list-style-type: none">• Offer licences with conditions not a ban on more than 4 dogs.



Report for: Cabinet

Date of Meeting:	14 September 2023
Subject:	Translation and Interpreting Services
Key Decision:	Yes, as it affects communities living or working in an area of two or more wards in the Borough.
Responsible Officer:	Senel Arkut Corporate Director of People Services
Portfolio Holder:	Councillor Hitesh Karia - Portfolio Holder for Children's Services Councillor David Ashton – Portfolio Holder for Finance and Human Resources
Exempt:	No, except for Appendix 1, Appendix 2 and Appendix 3 which are exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972 as they contain information relating to the financial and business affairs of the Council.
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Exempt - Appendix 1 - Performance table Exempt - Appendix 2 - Draft tender documents Exempt - Appendix 3 - Equalities Impact Assessment

Section 1 – Summary and Recommendations

This report sets out the background, the current commissioning arrangements and the proposals to seek authority to commence procurement of a supplier to deliver translation and interpreting services to the Council.

Recommendations:

Cabinet is requested to:

1. Approve the commencement of the procurement of a provider for Translation and Interpreting Services. The contract(s) will be awarded for a 3- year term from 1st April 2024 to 31st March 2027 with the option to extend for a further 2 years up to 31st March 2029.
2. Approve the tender documents.
3. Delegate authority to the Corporate Director of People Services, following consultation with the Portfolio Holder for Children's Services, to make any changes required to the tender documents following approval.
4. Delegate authority to the Corporate Director of People Services following consultation with the Director of Finance, the Portfolio Holder for Children's Services and the Portfolio Holder for Finance and Human Resources, to award the contract.

Reason (for recommendations):

1. To enable the Local Authority to fulfil its statutory duties to provide an Interpretation and Translation service which meets the Council's commitment to equality of opportunity, enabling access to information and services for those who:
 - Do not speak English;
 - Do not speak English and are known to social care and or early support services
 - are Blind or have a visual impairment; and
 - are Deaf or have a hearing impairment
2. The existing translation and interpreting services contract with DA Languages will cease on 31st March 2024. This procurement focuses upon securing new contractual arrangements for face to face, telephone, video remote and document interpreting and translation services.

Section 2 – Report

Introduction

1. Harrow is one of the most ethnically and religiously diverse boroughs in London, with people of many different backgrounds and life experiences living together. In serving a diverse population, the Council has a duty to ensure there is equality of opportunity and access to services for its residents, service users, employees, elected members, stakeholders and partner organisations.
2. The Council also recognises its statutory equality duty under legislation in terms of service provision and employment, and is committed to meeting them by having due regard to:
 - Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
 - Advancing equality of opportunity between people from different groups; and
 - Fostering good relations between people from different groups.
3. The main benefit of the interpretation and translation service resides in the fact that it is a clear enabler of, and provides demonstrable commitment to, equality of opportunity and access to Council information and services.

Options considered

4. Four options have been considered:
 - Option 1: Do nothing - allow the contract to end in March 2024. This will create a gap in statutory service provision and will be detrimental to the Council and specially, children and young people and their families at a time of significant uncertainty.
 - Option 2: Carry out a procurement process within established frameworks allowing a direct award to the council's current provider of Interpretation and Translation service.
 - Option 3: Carry out procurement process within established frameworks by way of a Mini Competition for an Interpretation and Translation service.
 - Option 4: Carry out procurement process using an Open procedure. The Council will request tenders on the councils e-portal. The request for tender will be advertised on the e-portal, find a tender and contracts finder.

5. Option 3 is the preferred option because it will allow the council to select the provider(s) that best meets the needs and requirements of residents. Further details are provided in the Procurement Implications Section.

Background

6. The Council's translation and interpreting service is used by Housing, Community, Resources but predominantly by People Services.
7. Children and Families services undertake very sensitive and confidential work where professional and a good standard of interpreting and translation services are essential. These include:
 - Social work safeguarding assessments
 - Family Court proceedings
 - No Recourse to Public Funds assessments
 - Assessments of Unaccompanied Asylum seekers
8. The Children's Act 1989, states the 'Paramountcy Principle', should be upheld by all those responsible for the care of children. This refers to ensuring the child's best interest and welfare is the first and paramount consideration. This extends to ensuring the child/young person has understood the order and their care plan, translation and interpretation services are essential in fulfilling this statutory responsibility.
9. Social workers must articulate clearly with parents to ensure they fully understand the child protection assessments and implications. The process could be considered flawed unless child/young person and their parent fully participates in their plan.
10. The Care of Children Act also outlines the responsibility of the judge must take into account when making orders around the care and protection of children, legal challenges can be prevented by ensuring an interpreter is present where there is a need.
11. The demand for this service has been managed in some areas, for example by encouraging residents to be accompanied by family members who are able to interpret. However, in some situations this is not appropriate. For example, social care where an independent professional interpreter is needed.
12. The demand has also been managed through the allocation of case workers with relevant language skills where possible, and the use of available bilingual staff for ad hoc interpreting needs.
13. The overall demand for this service can be affected by external factors, such as changes in Harrow's demographics due to major world events affecting population migration, or as a result of changing immigration policies.

14. Previously, the Council called-off from the ESPO Framework 402_20 – Language Services to award a contract to DA Languages Limited for 2 years from 1st April 2021 to 31st March 2023. In September 2022 the two-year contract value was reached and consequently a waiver was approved to increase the total contract value by £160,000 from £440,000 to £600,000.

Current situation

15. DA Languages were awarded, a one-year contract in March 2023, to allow a re-design and price analysis in order to commence a longer term procurement. The current contract comes to an end on 31st March 2024.

16. The current contract is piloting an alternative pricing model offered by the NHS Shared Business Service Framework “Interpretation & Translation Services (ITS)”. The associated pricing model separates the per mile travel cost from the hourly rate. This allows the Council to take advantage of being situated in a highly populated multicultural area likely to have relatively local interpreters.

17. The Council’s translation and interpreting service is available for all Directorates to access. Each service area has a unique pin number that is linked to the cost centre of that division. Over the pandemic, the service needs across the council changed. DA Languages have adapted the methods of providing interpretation to accommodate these needs, particularly within child protection reviews.

18. Where language requests cannot be filled by the incumbent provider, services are purchased from alternative providers through costly spot purchasing arrangements.

Staffing

19. Transfer of Undertakings (Protection of Employment) (TUPE) Regulations may apply on the basis of service provision change.

20. In the event there is a service provision change resulting in the incumbent provider not being successful, the Authority will support the process of any TUPE transfer, however, the legal transfer would remain between the incumbent and the successful provider.

Why a change is needed

21. The service is demand led and the requirement for these services invariably fluctuates year on year impacting on costs. One of the aims of this procurement is to maximise value for money to reduce the risk of the budgets that exist for this service overspending.

22. In seeking to procure up to two organisations to deliver the services concerned the objective is to enhance the Council’s translation &

interpretation capabilities particularly in terms of increased capacity and resilience, performance comparison, quality and competitiveness.

Performance Issues

23. Appendix 1 Performance table shows the type of interpreting/translation services have been provided across the council in 2022/23.
24. The contract management remains within People Services as the majority of spend occurs within Children's Services. Below is a breakdown of usage across the council for 2022/23:

Directorate Usage 2022/23	Spend
People Services	£242,470.70
Place	£10,193.91
Resources	£3,445.40
	£256,110

25. The provider sends quarterly and annual reports consisting of a breakdown in language use, department use, cancellations and opportunities for efficiencies.
26. The provider is responsible for sourcing the language/method of translation requested upon booking, where they are unable to fulfil, they have explored alternative solutions with the council.
27. The new contract will continue to be monitored closely by People Services and any concerns, efficiencies and learning shared with other departments that use the service.

Environmental Implications

28. There are no environmental issues identified

Data Protection Implications

29. The local authority will book the interpreter through a centralised booking system based on the language requirements. The provider will generate a booking number that will be provided to the contractor. The interpreter will not have access to the resident's personal data.
30. The current service provider has a signed service level agreement in place with the Local Authority.

Risk Management Implications

31. Risks included on corporate or directorate risk register? NO
32. Separate risk register in place? N/A
33. The relevant risks contained in the register are attached/summarised below. NO
34. The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Failure to fulfil the local authority's statutory duties to provide an Interpretation and Translation service	A council wide service to be re-procured in order to fulfil statutory responsibilities.	Green
The existing services provided by DA Languages will cease on 31 st March 2024.	Approval to commence a competitive procurement with a new contract start date of 1 st April 2024.	Green
Unsuccessful Procurement causing a gap in service delivery	The council is using an established framework that consists of multiple suppliers. In the event the procurement is unsuccessful, there are options of a direct award.	Green

Procurement Implications

35. The estimated total value of the Service recommended to be procured (approximately £300,000pa with a total value of £1,500,000 over a 5-year period) is above the current UK financial threshold for such services. A procurement will therefore be subject to the full application of the Public Contracts Regulations 2015.
36. The award of the contract is also subject to the Council's own Contract Procedure Rules in respect of High Value contracts and Financial Regulations. As a result, approval in accordance with the Council's Contract Procedure Rules will be required for the award of the contract and a voluntary ten calendar day standstill period will be observed where it is applicable and appropriate to the contract award.

37. The new contract proposed will be for a three-year term with an option to extend for a further two-year period (i.e. providing for a maximum term of five years).
38. The UK market is led by several large language service companies, multiple mid-market players and a plethora of smaller and specialist companies. In the UK alone, the ATC reported there are 1,600 language service providers (LSP) in 2018. These LSPs combined to an annual revenue of £1.35 bn ([ATC-UK-Survey-and-Report.pdf](#)).
39. The intention is to facilitate a Mini Competition from external NHS Shared Business Service Framework “Interpretation & Translation Services (ITS), Lot 6 “One Stop Shop” which allows commissioners to source all translation requirements as a single solution. It is proposed that up to two organisations are award individual contracts for these services.
40. It is envisaged that work requirements under the agreement, will generally, be allocated equally between two (2) successful organisations. However, the Council will reserve the right to vary the proportion of work that may be allocated to each organisation, based upon performance and its decision in that respect shall be final.
41. There are significant benefits in seeking to procure up to two organisations to deliver the services concerned particularly in terms of increased capacity and resilience, performance comparison, quality and competitiveness. A Capability Assessment (Issued in advance of a Mini Competition to compliantly reduce the number of suppliers invited to a Mini Competition by allowing for a discretionary opt out) which is non-committal was issued on 21/06/2023 and established 10 Framework Provider are interested in the requirement.
42. The key advantages of the framework are:
- The pricing model has been shown to reduce service costs.
 - A compliant procurement exercise has been already undertaken to ensure that the framework suppliers meet all key standards and requirements, saving valuable time and resources.
 - The Council can bespoke requirements for Harrow and further competitive pricing.
 - A broad choice of suppliers including large national suppliers and local Small and Medium-sized Businesses (SMEs)
43. The following criteria and weightings shall apply to the evaluation of tenders received through the Further Competition Procedure:
- Quality (Including 10 % allocated to Social value and 5% for Climate Emergency): 70%
 - Price: 30%

44. Quality is regarded as the key criteria for these services and has been allocated 70% of the overall score. This is due to the necessity of having a secure, resilient, and reliable supplier base for these services.
45. Tenderers will not be permitted to exceed their current framework pricing and consequently price has been allocated 30% of the overall score.
46. The Council is under a duty pursuant to the Public Services (Social Value) Act 2012 (“the Social Value Act”) to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement. It is therefore proposed that Social Value comprise one of the qualitative criteria evaluated to determine the tender(s) that is the most economically advantageous to the Council.
47. Officers are currently of the opinion that the Transfer of Undertaking (Protection of Employment) Regulations 2006, as amended, (“TUPE”) may apply to a contract awarded for the services in scope.
48. In the event there is a service provision change resulting in the incumbent provider not being successful, the Authority will support the process of any TUPE transfer, however, the legal transfer would remain between the incumbent and the successful provider.
49. An indicative timetable for the procurement is shown in Table 1 – Indicative Procurement Timetable below.

Table 1 – Indicative Procurement Timetable

Timing	Activity
14 September 2023	Cabinet Report to authorise procurement
27 September 2023	Issue Invitation to Tender
27 October 2023	Receive Tenders
30 October to 20 November 2023	Evaluate and moderate Tenders
12 December 2023	Contract Award Decision
12 December 2023	Issue notice of award and commence standstill period
8 January 2024 to 31 March 2024	Contract Mobilisation, Transition and Take-On Period
1 April 2024	Contract Start Date

Legal Implications

50. Under Section 3 of the Local Government Act 1999, Local Authorities are under a general Duty to secure Best Value services. The duty is to “make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of

economy, efficiency and effectiveness.” The recommendations in this report will assist with the achievement of Best Value.

51. The Services to be procured are subject to the Public Contracts Regulations 2015 and the Council’s Contract Procedure Rules.
52. HB Public Law (HBPL) shall review the NHS Shared Business Service Framework “Interpretation and Translation Services (ITS), Lot 6 “One Stop Shop” and advise on the terms of the Framework Agreement and confirm whether it meets the service’s needs. The Council’s Contract Procedure Rules state that Framework Agreements that are lawfully accessible to the Council should be used in accordance with the terms and conditions of the relevant Framework Agreement.

Financial Implications

53. The budget of £300,000 per annum is available and built into the base budget to support the duration of this contract from 2024-29.

Equalities implications / Public Sector Equality Duty

54. Children’s Services are currently the principal user of translation and interpreting services within the Council. On 31st March 2022, 75% of Harrow’s Children in Need population were from BME groups and this reflects the population of the borough. Like many other local authorities, Harrow is on rota to receive Unaccompanied Asylum-Seeking Children most arriving from Syria, Afghanistan and North Africa, many speak no or very little English.
55. At 20-21, 23 children and young people with a hearing impairment required an allocated social worker, a further 50 had communication difficulties.
56. The current service has provided interpreters to meet the language and communication needs of these children, young people and their families.
57. The top ten languages booked interpretation in 2022/23 were:

Language usage
Romanian
Pashtu
Gujarati
Arabic
Tamil
Urdu
Bengali

French
Kurdish / Kurdish Sorani
Somali
BSL (British Sign Language)

58. An Equalities Impact Assessment was undertaken as part of the initial procurement process in September 2022. The findings in this assessment showed the implications are either positive or neutral, with no adverse effect. The service will reduce inequalities by improving access to information in the spoken language of the resident including for those residents with hearing impairment.

59. The assessment has not identified any potential for unlawful conduct or disproportionate impact and conclude that all opportunities to advance equality are being addressed.

Council Priorities

60. **Putting residents first.** The provision of an Interpretation and Translation service is a demonstrable component of the Council's commitment to equality of opportunity, enabling access to information and services. Commissioning this service for children and young people and their families that are residents of Harrow, fully meets the Council's priority of putting resident's needs first.

Section 3 - Statutory Officer Clearance

Statutory Officer: Jo Frost

Signed on behalf of the Chief Financial Officer

Date: 05.07.23

Statutory Officer: Mariam Khan

Signed on behalf of the Monitoring Officer

Date: 20.07.2023

Chief Officer: Senel Arkut

Signed off by the Corporate Director

Date: 26.07.23

Head of Procurement: Martin Trim

Signed on behalf of the Head of Procurement

Date: 12.07.23

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 17.07.23

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: YES

EqIA cleared by: Zayn Darr

Section 4 - Contact Details and Background Papers

Contact: Priya Ganatra, Strategic Commissioning Manager

Priya.ganatra@harrow.gov.uk

Phone: 07976957586

Background Papers:

[ATC-UK-Survey-and-Report.pdf](#))

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

Report for: Cabinet

Date of Meeting:	14 September 2023
Subject:	Procurement of Revenues, Benefits and Parking Specialist Print Contractor
Key Decision:	Yes
Responsible Officer:	Sharon Daniels – Interim Director of Finance, Resources Directorate
Portfolio Holder:	Councillor David Ashton – Portfolio Holder for Finance and Human Resources
Exempt:	No, except for Appendix 1 which is exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains information relating to the financial and business affairs of the Council.
Decision subject to Call-in:	Yes
Wards affected:	All Wards
Enclosures:	Exempt Appendix 1 – Draft tender documents

Section 1 – Summary and Recommendations

This report requests authorisation to procure Printing and Mailing Services for Bulk Document printing of Council Tax, Business Improvement Districts (BIDS), Business Rates, Benefits, Parking Enforcement and Sundry Debt documents.

Recommendations:

Cabinet is requested to:

1. Authorise the procurement of a service contract for Printing and Mailing Services for Bulk Document printing of Council Tax, Business Rates, Benefits, Business Improvement Districts ("BIDS"), Parking Enforcement and Sundry Debt documents with a maximum value of £0.8m over 4 years (£200,000 annually) or £1.2m over 6 years if the option to extend the contract for a further 2 years is exercised.
2. Approve the draft tender documents.
3. Delegate authority to the Interim Director/Director of Finance and Assurance, following consultation with the Portfolio Holder for Finance and Human Resources, to make any necessary changes to the tender documents following approval.
4. Delegate authority to the Interim Director/Director of Finance and Assurance, in consultation with the Portfolio Holder for Finance and Human Resources, to award the new contract to the successful bidder.

Reason (for recommendations): Not procuring an external partner, would potentially leave the authority with limited ability to collect approximately £260m 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. It would also mean that London Borough of Harrow would be unable to fulfil its statutory duty to issue bills. Cabinet authorisation of the procurement is required to comply with the Council's Contract Procedure Rules.

Section 2 – Report

Introductory paragraph

- 2.1 The current service is split across two Service contracts facilitated by a single service area. A new joint service will allow for synergies between the service areas concerned, thus allowing the potential for internal and external efficiencies.
- 2.2 This report proposes issuing an Invitation to Tender (ITT) to all interested organisations using the Open procedure (Regulation 27 of The Public

Contracts Regulations 2015) as the best approach for tendering a new Printing and Mailing Services contract for Bulk Document printing.

Options considered

3. Option 1: To not replace the existing contracts and continue with the current supplier of the Printing and Mailing Services detailed in this report.

This means the Council would purchase these services on a spot/ad hoc basis, leaving the Council open to potential legal challenge by not meeting its statutory obligations pursuant to The Public Contracts Regulations 2015 regarding the selection of suppliers and the award of contracts.

4. Option 2: Use of a “Print Services” Framework to facilitate a further competition to procure a Printing and Mailing Service.

This means the Council would facilitate a further competition with pre-appointed providers, awarded onto a Framework. No framework has been identified which can cover all the required areas of the new service. Established Frameworks such as Crown Commercial Service (CCS) (RM6170) and East Shires Purchasing Organisation (ESPO) (RM6174_21) would only cover parts of the new service.

5. Option 3: To procure replacement Printing and Mailing Services following the “Open Procedure” to facilitate a full tender exercise.

The council would issue an ITT and Selection Questionnaire (SQ) on the London Tenders Portal and Contracts Finder.

The SQ and Tender responses would then be submitted and assessed in a single stage.

6. Option 4: To procure replacement Printing and Mailing Services following the “Restricted Procedure” to facilitate a full tender exercise.

This is a two-stage procurement.

Stage 1: Suppliers are alerted to express an interest to the contract opportunity by obtaining and submitting an SQ. This is used to establish their capability, experience and suitability. This may involve a shortlisting process of those suppliers that meet the specified criteria.

Stage 2: Suppliers meeting the selection criteria are then invited to tender.

The tender responses would then be assessed and an award recommendation would be made to the most economically advantageous tender.

This option would unnecessarily elongate the procurement process.

Option 3 is the preferred option because it will obtain Best Value services and economic, social and environmental value from the purchasing

arrangement. A limited number of organisations can provide this type of printing service which supports the use of the open procedure. It will also allow the most efficient allocation of staff resources to successfully facilitate the procurement.

7. Background

The Revenues and Benefits Department carries out its annual billing and year-end processing arrangements each year between January and early April. That process involves the printing, collating and posting of circa 106,000 annual bills and accompanying documents. In addition, the Department also issues around 150,000 ad hoc bills, reminders, finals and Summonses throughout the year, as well as around 100,000 Housing Benefit notification letters. Due to the large volumes of printing and posting required, at a similar time as for other Local Authorities and for which statutory timescale constraints apply to the date of the bill and the first instalment payable by a customer, the activity is a high risk one which has been complicated in more recent years, by late changes being made by the Government to statute.

The late changes have resulted in the Printing Supplier having to operate a significantly more flexible approach to our requirements, than had previously been the case.

Printing contracts for Local Authority billing and recovery notices, may typically require up to a six-month lead in time from contract award due to the large number of document templates in use and the extensive data formatting and testing required for each one.

8. Current situation

Currently, one supplier namely Financial Data Management Limited deliver these services via two contracts:

- Contract 1: Bulk Document Printing and Mailing Services:

receiving data, printing and enveloping Parking documents and arranging their delivery to the Royal Mail as per the standards specified within the contract / performance targets set out and agreed.

- Contract 2: Printing and mailing for Council Tax, Non-Domestic Rates (NDR) and Benefits documents Service:

for the processing, production, collation, printing, enveloping, despatch and delivery of both personalised and non-personalised documents relating to Council Tax, Business Rates, BID's (Business improvement districts) and Housing Benefits.

Both contracts access the Council's current Royal Mail Postal Goods and Services contract for the postage elements of their services. This

arrangement delivers savings on postage costs with a preferred provider.

Print contract values:

- £20,000 pa Bulk Document Printing and Mailing Services
- £40,000 pa Printing and mailing for Council Tax, NDR and Benefits documents

Extra headroom is required for Revenues & Benefits and Parking which is likely to be £120,000 pa. Additionally, the Council will need an extra £10,000-£20,000 pa buffer to cover comms/environment leaflets and mailshots work which is also likely to be needed on an as and when basis.

The current service contracts both expire on 30/09/2024.

9. Why a change is needed

The aligning of these services will allow for potential cost volume savings and joined up contract management reducing officer time allocation.

Resources, costs

The cost of resourcing the project will be managed within existing service budgets.

Staffing/workforce

There are no anticipated implications upon Harrow staffing or its workforce arising from the recommendations within this report. A project team to be comprised of subject matter experts has been established.

Officers do not believe that there will be TUPE (The Transfer of Undertakings (Protection of Employment) Regulations 2006) implications, but if TUPE is deemed to apply, it will apply as a matter of law.

Performance Issues

This report seeks authority to procure Printing and Mailing Services to support the Council with its Revenue collection and Benefits administration functions. Procurement of the service concerned, may influence cash collection rates achieved for Business Rates, Council Tax and PCN's. These are key indicators monitored locally and published nationally each year.

Not procuring a supplier to deliver the services concerned, would adversely impact upon Harrow's in-year cash collection rates achieved, cash flow management arrangements and potentially, its reputation with stakeholders as well as restricting / preventing its compliance with statutory obligations for issuing of bills and benefit determination notices.

Environmental Implications

There are no significant environmental impacts currently anticipated from the recommendations contained within this report. However, subject to approval of the recommendations in this report, tenderers will be requested to submit

proposals that have a positive impact for the local environment and that shall be evaluated for the purposes of determining the most economically advantageous tender(s).

Tenderers will be asked to supply / use products that are compliant with the minimum Government Buying Standards, this includes for example, paper and paper products. <https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products>

Data Protection Implications

The contract for the services in scope, will require tenderers to comply with the data protection legislation.

It is also proposed that Data and IT Security be one of the qualitative criteria evaluated for the purposes of determining the most economically advantageous tender (“MEAT”).

Risk Management Implications

Risks included on corporate or directorate risk register? **No**
 Separate risk register in place? **Yes**

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

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

Risk Description	Mitigations	RAG Status
If the recommendation(s) are not agreed the Council may be unable to discharge its statutory duties to issue bills and/or to maintain its cash-flow and budgetary position in a timely way further to the MTFS (Medium Term Financial Strategy) and also damage its business reputation	If the report’s proposed recommendations are agreed, then this risk can be mitigated	GREEN
If the recommendation(s) are not agreed the Council may also fail to fully exploit synergies and savings opportunities across the existing contracts	If the report’s proposed recommendations are agreed, then this risk can be mitigated	GREEN
Not having a contract in place and fully mobilized to replace the existing services or unsuccessful or	The Project team will routinely review timelines and any variance will be addressed in	GREEN

Risk Description	Mitigations	RAG Status
delayed procurement process causing a gap in service delivery	<p>compliance with agreed project governance arrangements</p> <p>Contract expiry dates were aligned mid-way through the year, as it will enable the annual billing work to have been completed and the initial high volume enforcement work that follows it in the early part of the year, to be commenced</p> <p>Due to the reasons outlined above a new service is to commence 1 October 2024</p>	
Receiving no compliant tenders	The Project team could revert to Reg 32 (2) (a) of The Public Contracts Regulations 2015 (PCR), the negotiated procedure without prior publication, to direct award to the incumbent supplier.	GREEN
Tenders are received that are well above the existing annual budget for the services	Funding would be found from growth or efficiencies in other service areas	AMBER
The quality of the billing and billing information and of the printing and mailing service to residents and businesses deteriorates as a result of the new arrangements	Quality is regarded as the key criteria for these services and has been allocated 45% of the overall score in the tender evaluation criteria	GREEN

Procurement Implications

The value of the proposed Service contract is higher than the current financial threshold for Services and so the procurement and award of the contract is subject to the full application of the Public Contracts Regulations. The award of the contract is also subject to the Council's own Standing Orders in respect of high value contracts and Financial Regulations. As a result, Cabinet approval will be required to delegate authority for the award of the contract and a mandatory ten calendar day standstill period will be applicable to the contract award.

On 21st July 2023, a prior information notice (PIN) was issued on the Find a Tender service to notify the market of the upcoming procurement (prior

information only). The intention of the PIN is to warn the market and ensure a good tender response.

It is proposed to re-procure Printing and Mailing Services following the “Open Procedure” to facilitate a full tender exercise. This option (3) has been recommended due to the associated requirement organisations will need to comply with to be eligible to bid for these types of print services. Organisations will be evaluated according to their capability and capacity at the Selection Questionnaire stage however, the Council will not restrict the number of organisations invited to tender. The contract will be awarded for a 4 year term from 1st October 2024 to 30th September 2028 with the option to extend for a further 2 years up to 30th September 2030.

The proposed procurement will also incorporate an Option to allow the supply of other documents which are not required at this time but may be required in the future. This Option will include but will not be limited to Sundry Debtor documents. The Option’s potential value has been accounted for in the tender contract value and will be included in the tender notices.

The top-level evaluation criteria will be:

Price 45%

There is healthy competition within the Printing Services market however due to increasing cost associated with Printing Services a 45% weighting for price is seen as sufficient for achieving value for money.

Quality 45%

Quality is also regarded as the key criteria for these services and has been allocated 45% of the overall score. This is due to the necessity of having a secure, resilient, and reliable supplier base for the Council’s Print supply.

Social Value 10%

As required by council policy 10% of the weighting has been allocated to Social Value.

Appendix 1 of this report contains the proposed draft tender documents.

Legal Implications

The value of this procurement exceeds the current financial threshold for services under The Public Contracts Regulations 2015 (PCR), therefore the Council must run a fully compliant procurement under the PCR.

The Council must also comply with its Constitution, including the Contract Procedure Rules (CPR). As the estimated value of the procurement exceeds £500,000, approval to procure must be obtained by way of a Cabinet Report and a Cabinet decision must be obtained prior to any tender activity commencing (Table 1 Authorisation and Acceptance Thresholds, CPR). Under Section 14 of the CPR, the Portfolio Holder with responsibility for Finance and Human Resources must be consulted at the pre-procurement planning stage and the Directorate Portfolio Holder must be consulted throughout the commissioning, planning and procurement phase of the project. Specifically,

paragraph 14.2 requires the development of the documents, prior to Cabinet approval, in close engagement and consultation with the portfolio holder for the service and any other portfolio holder that is considered to have an interest in the outcome of the tendering exercise.

As required by paragraph 14.1 CPR, this Cabinet report seeking approval to commence the procurement, is accompanied by the draft tender documents (exempt) and this report contains a recommendation seeking approval of the draft tender documents.

In line with paragraph 6.1 CPR, HB Public Law (HBPL) has supported with the legal aspects of this procurement, including the drafting of the terms and conditions. Once the contract is awarded and finalised, HBPL will process the contract through sealing.

Regulation 108 PCR requires the Council to publish contract award information on Contracts Finder within a reasonable time of the award of contract.

Financial Implications

Taking into account that this contract has not been procured for a few years, there is a danger that tender annual costs may well be received which are above budgets held which is £200k pa.. Going out to procurement will ensure the Council receives the best possible competitive price in the high inflation economic environment.

The contract will contain options to allow additional headroom to cover ad hoc printing and inserting requirements including Sundry Debtor services, housing and environmental services should they be required.

The £200k budget is as follows:

- £20,000 pa Bulk Document Printing and Mailing Services
- £40,000 pa Printing and mailing for Council Tax, NDR and Benefits documents
- £120,000 pa for Revenues & Benefits and Parking
- Up to £20,000 pa buffer to cover comms/environment leaflets and mailshots work which is also likely to be needed on an as and when basis.

Equalities implications / Public Sector Equality Duty

There are no Equalities implications arising from the recommendations within this report; the local authority is simply asking to replace a key service Contract.

Council Priorities

Agreeing the procurement ensures good governance and supports our residents by ensuring value for money and dovetailing with one of our key priorities, namely; - “ **A council that puts residents first**”.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed off by the Chief Financial Officer

Date: 03 August 2023

Statutory Officer: Melissa Trichard

Signed off on behalf of the Monitoring Officer

Date: 04 August 2023

Chief Officer: Alex Dewsnap

Signed off by the Managing Director and Head of Paid Service

Date: 04 August 2023

Head of Procurement: Martin Trim

Signed off on behalf of Head of Procurement

Date: 03 August 2023

Head of Internal Audit: Tracy Barnett

Signed off by the Head of Internal Audit

Date: 03 August 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: NO

If 'NO' state why an EqIA is not required for Cabinet to take a decision N/A

EqIA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact:

Fern Silverio (Head of Service – Collections & Housing Benefits),

Tel: 020-8736-6818 / email: fern.silverio@harrow.gov.uk

Background Papers:

None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

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Report for: Cabinet

Date of Meeting:	14 September 2023
Subject:	Revenue and Capital Budget Monitoring Report 2023-24 Q1
Key Decision:	Yes
Responsible Officer:	Sharon Daniels - Interim Director of Finance and Assurance
Portfolio Holder:	Councillor David Ashton - Portfolio Holder for Finance and Human Resources
Exempt:	No except for Appendix 5 and Appendix 6 which are exempt on the grounds that it contains "exempt information" under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information).
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Summary of Grants 2023-24 Appendix 2 – MTFS Savings Tracker 2023-24 Appendix 3 – Capital Programme 2023-24 Appendix 4 – Trading Company Update 2023-24 Appendix 5 – EXEMPT – Concillium Assets LLP Business Plan Appendix 6 – EXEMPT – Sancroft Community Care Limited Business Plan

Section 1 – Summary and Recommendations

This report sets out the Council's projected revenue and capital outturn position for 2023-24, based on all information known at the end of Q1 30 June 2023.

Recommendations:

1. That Cabinet notes the revenue and capital outturn positions set out in paragraphs 1.2 to 1.4.
2. That Cabinet approve the proposed additions and amendments to the Capital Programme as set out in paragraphs 3.28 to 3.32
3. That Cabinet note the Council's Trading Update as detailed in Appendix 4.
4. That Cabinet approves Concillium Assets LLP Business Plan as detailed at confidential Appendix 5.
5. That Cabinet approves the Sancroft Community Care Limited's Business Plan as detailed at confidential Appendix 6.

Reason: (For recommendations)

To report the 2023-24 financial forecast position at Q1 and to update Cabinet on trading company performance.

Section 2 – Report

1.0 INTRODUCTION

- 1.1 This is the first budget monitoring report for 2023-24.
- 1.2 The revenue budget in 2023-24 at Q1 is £196.354m which is net of external grants. A list of external grants is shown at Appendix 1. The net forecast position on the revenue budget for 2023-24, after the planned use of reserves, is a net overspend of £2.350m. This sum will need to be drawn down from the budget planning reserve if it is not mitigated by year end.
- 1.3 The general fund capital programme budget in 2023-24 is £102.634m. The net forecast position on the capital budget at Q1 is £76.155m which represents 74% of the total capital programme budget. The variance of £26.478m is made up of proposed slippage of £26.415m and an underspend of £63k.
- 1.4 The Housing Revenue Account (HRA) capital programme budget is £55.757m. The net forecast position on the HRA capital budget at Q1 is £51.661m which

represents 93% of the total HRA capital programme budget. The variance of £4.096m is made up of proposed slippage of £3.891m and a net underspend of £205k.

2.0 REVENUE MONITORING

2.1 As at Q1 the forecast revenue budget outturn, after the planned use of reserves, is a net overspend of £2.350m.

Table 1: Summary of Revenue Budget Monitoring – Forecast at Q1 2023-24

Service Area	Revised Budget	Outturn	Variance	Contribution/ Drawdown From reserves	Corporate Funding	Revised Outturn	Variance to budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Managing Director	19,014	18,929	-85	-255	0	18,674	-340
Resources	19,861	20,422	561	-381	0	20,041	180
Place	33,960	39,773	5,813	-2,879	-130	36,764	2,804
People's Services	104,234	113,430	9,196	-4,716	0	108,714	4,480
Total Directorate Budgets	177,069	192,554	15,485	-8,231	-130	184,193	7,124
Corporate	4,322	2,922	-1,400	-1,000	130	2,052	-2,270
Contingency for Unforeseen	1,248	0	-1,248	0	0	0	-1,248
Technical	14,007	13,951	-56	-2,000	0	11,951	-2,056
Investment Properties	-2,876	-2,801	75	-75	0	-2,876	0
Pay Inflation	4,000	6,928	2,928	0	0	6,928	2,928
Non-Pay Inflation	2,625	498	-2,127	0	0	498	-2,127
Total Corporate Budgets	23,326	21,498	-1,829	-3,075	130	18,553	-4,773
Uncontrollable Budgets	-4,041	-4,041	0	0	0	-4,041	0
Grand Total	196,354	210,010	13,656	-11,306	0	198,705	2,350

2.1 Table 1 shows a projected net draw down from reserves of £11.306m (which does not include the draw down of £2.350m for the projected overspend). Out of the £11.306m, £1m relates to planned draw down to support the 2023-24 budget. The remainder of the draw downs from reserves generally relate to planned use, for example

- £2m MTFs Implementation to support delivery of savings
- £1.7m ringfenced grants to support planned spend
- £2m Adults budget in relation to a one off payment to be made to care providers in 2023-24 in relation to inflation pressures
- £1.4m of budget carried forward from the 2022-23 budget to complete projects or ensure grant is fully spent.
- £1m Children's Social Care to support overall pressures
- £2.2m Other draw downs including planned PFI contributions, use of the public health reserve and other projects.

MANAGING DIRECTOR

Table 2: Managing Director Forecast Outturn Q1 2023-24

Division	Budget	Forecast	To/ (From) Reserves	Revised Forecast	Variance to budget
	£000	£000	£000	£000	£000
Internal Audit & CAFT	658	658	0	658	0
Finance & Insurance	3,448	3,702	-255	3,447	0
Revenues, Parking & Benefits	9,583	9,583	0	9,583	0
Procurement	680	680	0	680	0
Legal & Governance	4,381	4,041	0	4,041	-340
Managing Director	265	265	0	265	0
Totals	19,014	18,929	-255	18,674	-340

2.2 As at Q1 the directorate is reporting a net underspend of £340k after drawdown from reserves.

2.3 The reserve movements are shown in Table 3

Table 3: Managing Director Reserve Movements 2023-24

Description	Movement £'000
Insurance Reserve	-255
Managing Director net draw down	-255

2.4 The net underspend of £340k is made up as follows:

- **Legal & Governance** - £340k net underspend due to additional Land Charges and Registrars income and delayed recruitment

RESOURCES

Table 4: Resources Forecast Outturn Q1 2023-24

Division	Budget	Forecast	To/ (From) Reserves	Revised Forecast	Variance to budget
	£000	£000	£000	£000	£000
Business Support	4,042	4,042	0	4,042	0
Customer Services/Access Harrow	3,698	3,873	0	3,873	175
ICT	7,562	7,564	0	7,564	2
Director of Resources	67	-133	0	-133	-200
HRD	2,222	2,832	-381	2,451	229
Strategy	2,270	2,244	0	2,244	-26
Totals	19,861	20,422	-381	20,041	180

2.5 As at Q1 the directorate is reporting a net overspend of £180k after drawdown from reserves.

2.6 The reserve movements are shown in Table 5

Table 5: Resources Reserve Movements 2023-24

Description	Movement £'000
Corporate MTFS Implementation Reserve	-381
Resources net draw down	-381

2.7 The net overspend of £180k is made up as follows:

- **Access Harrow** - £175k overspend due to the decision to not implement a prior year MTFS saving to close the telephone lines for Revenues and Collections.
- **HR** - £229k overspend due to loss of income from schools for payroll services
- **Management** - £200k underspend due to vacancies
- **Strategy** - £26k underspend due to vacancies.

PLACE

Table 6: Place Forecast Outturn Q1 2023-24

Division	Budget	Forecast	To/ (From) Reserves	Corporate Funding	Revised Forecast	Variance to budget
	£000	£000	£000	£000	£000	£000
Directorate Management	292	498	-81	0	417	125
Environment	19,281	21,889	-513	0	21,376	2,095
Inclusive Economy, Leisure & Culture	4,156	4,137	-80	0	4,057	-99
Regeneration & Development	6,754	8,066	-612	0	7,454	700
Housing General Fund	3,477	5,183	-1,593	-130	3,460	-17
Total Budget	33,960	39,773	-2,879	-130	36,764	2,804

2.8 As at Q1 the directorate is reporting a net overspend of £2.804m after contributions to and draw down from reserves and cross-divisional adjustments.

2.9 The reserve movements are shown in Table 7

Table 7: Place Reserve Movements 2023-24

Description	Movement £'000
Capacity Building Reserve	-105
Business Risk Reserve	-81
Place MTFS Implementation Reserve	-445
Revenue Grant Reserve	-1,593
3G Pitch Strategy Reserve	25
Decommissioning Accommodation Reserve	-500
Budget Planning Reserve	-180
Place net contribution	-2,879

2.10 **Directorate Management** – £125k net overspend due to the result of a delay in finalising and implementing the new directorate-wide restructure, meaning the £125k MTFS savings target profiled for 2023-24 is unlikely to be met. This pressure will be offset via savings made from vacant posts held elsewhere in the directorate.

2.11 **Environment** - £2.095m net overspend. This is made up as follows:

- **Parking Services** - £2.312m net overspend due to underachievement of income generated from penalty charge notices (PCNs) of £1.952m and a reduction in car parking income of £360k from the 1 hour free parking initiative . Mitigating actions are being put in place to increase enforcement activities and therefore revenue, with a view to a reduction in the forecast loss of income from PCNs.
- **Traffic, Highways & Asset Management** - £200k net overspend on highway reactive maintenance works due in part to a contract indexation uplift and an increase in the level of demand for works.
- **Clean & Green** - £260k net underspend due to a historical one-off income for cemeteries owed from Brent and Hillingdon councils relating to the service level agreements (SLAs) in place for Carpenders Park Cemetery and Breakspear Crematorium respectively. This is offset by a £40k overspend arising from a shortfall in income on garden waste subscriptions. Subscription numbers and income will continue to be monitored on a weekly basis.
- **Strategy, Development & Performance** - £132k net underspend on staffing costs owing to vacant posts across the service. These posts have been held vacant pending the review of a directorate wide reorganisation. This saving is being used to mitigate against the MTFS target of £125k for the directorate restructure
- **Head of Transport & Environmental Operations** - £25k net underspend on employer pension contributions.

2.12 **Inclusive Economy, Leisure, and Culture** - £99k net underspend due to a vacant post and reduced working hours arrangements.

2.13 **Regeneration and Sustainable Development** - £700k net overspend

- **Planning** - £261k net overspend due to forecast underachievement of planning income, driven by lower-than-expected number of applications
- **Building Control** - £116k net overspend due to forecast underachievement of income from building control works

- **Facilities Management** - £42k net underspend. The building repair & maintenance budget is forecast to overspend by £400k based on historical trend on spend. In addition, a further overspend of £70k is forecast following the deployment of additional security staff across various council buildings. This has been offset by a forecast underspend on other staffing costs of £202k as a result of vacant posts and a net credit of £310k relating to the annual NNDR bill for the Civic Centre.
- **Head of Facilities & Estates** - £55k net overspend on staffing due to interim arrangements.
- **Catering Services** - £310k net overspend due to reduced sales from the canteen at HCH which has resulted in £168k loss of income. In addition, following the cessation of Meals on Wheels service, there are one-off residual costs and redundancy costs in 2023-24 totalling £143k.

Housing General Fund

2.14 As at Q1 there is a projected draw down from the Homelessness Prevention Grant (HPG) reserve of £1.593m, which is in addition to the full use of the 2023-24 HPG of £2.312m and the HPG Ukraine of £627k. In addition, there is corporate funding of £130k. This will leave a balance on the HPG reserve of £2.678m.

2.15 The £1.593m increase in the use of HPG in 2023-24 is towards the prevention of homelessness; keeping the vulnerable households in their current accommodation. However, the spiralling cost of living may result in vulnerable households prioritising food over rent which will increase the demand for support. The number of evictions from the unpredictable private rented sector has increased significantly placing a burden on the HPG.

Housing Revenue Account (HRA)

2.16 The HRA budget was set with an in-year surplus for £423k in 2023-24. The forecast at Q1 is an increased surplus of £500k. The favourable variance of £77k is made up as follows:

- **Reduction in income** - £338k net pressure due to higher void levels £150k, reduced service and facility charges £303k, reduced forecast of non-dwelling income £36k and reduced income £44k for hall hire and court cost income recovery. These have partially offset by increased income £195k on investments of HRA balances held.
- **Supervision & Management** - £295k reduced expenditure due to lower forecast of utilities spend £145k following management action and lower energy prices, and staff vacancies £150k.

- **Repairs & Maintenance** - £60k pressure due to loss of temporary accommodation income
- **Capital Charges** - £180k reduction as a result of the review and rephasing of the BCHFL Capital programme based on current information

PEOPLE SERVICES

Table 8: People Services Forecast Outturn Q1 2023-24

Division	Service Area	Revised Budget £'000	Outturn £'000	To/ (From) Reserves £'000	Revised Forecast £'000	Variance to budget £'000
Adults	Strategic Management	716	716		716	0
	Staffing	9,177	10,355	-1,178	9,177	0
	Equipment	967	1,367		1,367	400
	Contracts	711	711		711	0
	Mental Health	6,482	6,634		6,634	152
	Better Care Fund	-13,116	-13,356		-13,356	-240
	Purchasing	50,204	56,640	-2,000	54,640	4,436
	Transport	979	898		898	-81
	Complaints	179	166		166	-13
	In House Services	4,551	4,376		4,376	-175
	Adults Total		60,850	68,508	-3,178	65,330
Public Health Total		-163	214	-377	-163	0
Children's Services	Children & Young People	31,761	31,443	0	31,443	-318
	Education Services	10,200	11,427	-1,012	10,415	215
	People Services Mgt	1,587	1,837	-148	1,689	103
Children's Services Total		43,547	44,707	-1,160	43,547	-0
People Services Total		104,234	113,428	-4,715	108,713	4,480

2.17 As at Q1 the directorate is reporting a net overspend of £4.480m after drawing down £4.715m from reserves

2.18 The reserve movements are shown in Table 9

Table 9: People Services Reserve Movements 2023-24

Description	Movement £'000
Adults – People Services MTFS Implementation Reserve	-1,179
Adults – Budget Planning Reserve	-2,000
Public Health Reserve	-377
Children's – Children's Social Care Reserve	-408
Children's – Schools PFI Reserve	-655
Children's – Revenue Grant Reserve	-97
People Services net draw down	-4,715

2.19 The variations are explained in more detail at the following paragraphs.

Adult Services

2.20 As at Q1 the service is reporting a net overspend of £4.480m after drawdown from reserves of £3.178m.

2.21 **Staffing** – a balanced position after the draw down of £1.178m from the implementation reserves, reflecting costs associated with delivery of the MTFs savings. The MTFs savings are expected to be achieved in full, albeit a shortfall of approximately £130k will be mitigated through vacancies.

2.22 **Equipment** - £400k overspend based on forecast split of costs for all equipment which will be 45% for Harrow Council and 55% Integrated Care Board (ICB) which is based on the actual April invoice and last year's monthly average costs.

2.23 **Mental Health** - £152k overspend. This is the latest forecast position provided by Central North West London (CNWL) which assumes new care packages of £132k. The service has been managed by CNWL but will be managed directly by the Council from 1 July from CNWL.

2.24 **Better Care Fund** - £240k additional income reflecting the agree annual uplift of the funding of social care services at 5.66% rather than the 2% assumed when setting the budget. As a result, the increased income will partially offset the purchasing overspends reported below.

2.25 **Purchasing (Adults)** – a net £2.128m overspend. The full year impact of the 2022-23 overspend resulted in an immediate pressure of £5.440m (including the inflationary uplift to care providers). This is reduced by unbudgeted income of £2.787m and an agreed contribution from the budget planning reserve of £525k.

2.26 The latest forecast assumes the cost of new packages will be offset by packages ending (as was experienced in 2022-23) however early indications suggest that this may not be the position in the longer term. This reflects a lower level of deaths being reported, together with the costs of new bedded care packages being materially higher than the weekly cost of those packages which end. The average weekly cost of bedded care (residential and nursing) at the end of July is £1,049 per week compared with £1,009 per week at the end of March 2023, and the number of beds commissioned has increased by 30 from 419 to 449.

2.27 The forecast includes capacity of £1.4m for growth of in year packages of care together with a further £900k for support for respite, carers and reablement between Q1 and year end.

2.28 The cost of care provider inflation is expected to cost £4.3m. This is funded in the main by the Market Sustainability grant, with the balance of £525k funded on a one-off basis from reserves as noted in table 9 above.

2.29 In addition, the home care MTFs saving of £500k is expected to be delivered.

2.30 Unbudgeted income of £2.787m is reflected in this forecast and represents the agreed ICB discharge funding allocation of £1.312m together with the recently announced Market Sustainability Improvement Fund (Workforce Fund) of £1.475m.

2.31 The outstanding level of debt associated with unpaid client contribution continues to increase and age. At the end of June, the outstanding debt totalled £7.1m of which £3.5m had been outstanding for more than a year. As a result, a provision for bad debt of £4.1m needs to be set aside, requiring an increase in the bad debt provision, forecast at the budgeted £500k.

2.32 **Purchasing (LD, CYAD & Shared Lives)** - £2.308m overspend. This is made up as follows:

- **LD - £1.697m overspend.** At the beginning of the financial year, the full year impact of the 2022-23 overspend of £732k resulted in an immediate pressure of £1.241m (there was no MTFs growth in 23-24 for LD). This variation has increased by £456k to £1.697m and comprises the following:
 - £265k shortfall on the MTFs savings of £400k, now assuming that £135k will be achieved
 - £191k largely reflecting in year short term costs not forecast at 1st April 2023
- **CYAD - £2.128m overspend.** At the beginning of the financial year, the full year impact of the 2022-23 overspend of £824k resulted in an immediate pressure of £1.667m (there was no MTFs growth in 2023-24 for CYAD) which together with a forecast of £372k for new packages and other minor variations of £89k leads to an overall forecast overspend position.
- **Shared Lives - £42k underspend** as a result of 6 placement vacancies.
- **Contribution from reserves - £1.475m** – this represents an agreed contribution from reserves (as noted in table 9 above) following the application of the MSIF grant for a large part of the care provider inflation.

2.33 **Transport** - £81k underspend largely related to staffing vacancies and offsets the non-delivery of the day care savings reported within the LD overspend reported in para 2.28 above.

2.34 **Complaints** - £13k underspend which reflects a lower level of external support required for the complaints process

2.35 **Inhouse Services** - £175k underspend which reflects in the main a lower level of staffing costs arising from vacancies, reduced by the non-achievement of Bedford House deregistration (MTFS £100k). This underspend offsets the non-delivery of

the MTFS day care savings (approved at £400k with a shortfall on delivery of £265k) reported within the LD overspend reported in para 2.31 above.

Public Health

2.36 As at Q1 Public Health is reporting a balanced position after a planned draw down of £377k from the Public Health reserve to fund the continuation of improvement projects and increased funding for wider determinants of health.

2.37 The impact of the NHS uplift in relation to the Agenda for Change, unfunded by the Government, is expected to be contained within the grant uplift.

Children's Services

2.38 As at Q1 the service is reporting a balanced position after drawdown from reserves of £1.160m.

2.39 The main variances are summarised in the following paragraphs.

2.40 **Children and Young People Services** – £318k net underspend

- **Children's Placements & Accommodation** - £689k net underspend. Permanent growth was added to the placements budget through the 2023-24 MTFS of £3.450m which was based on the estimated number of children and young people requiring accommodation in 2023-24 however this is currently lower than originally projected.
- **Frontline Staffing** – £371k net overspend. The majority of this pressure assumes that the CYPS staffing restructure will not deliver the full savings this financial year. However, the revised structure as set out in the consultation will deliver the full savings, if implemented as proposed, and within the projected timescales. This will not be formally known until the consultation has ended later this year.

2.41 **Education Services – SEN Transport** - £215k net overspend due to projected in growth in the number of children and number of routes from the 2023-24 academic year as well as the full year impact of growth in the number of children and routes from the 2022-23 academic year. In addition to this, there are contract inflation pressures linked to the rise in London Living Wage.

2.42 **Commissioning & People Services Management** – £103k net overspend. This relates staffing pressures in relation to the Mosaic Team and the Safeguarding Team

Dedicated Schools Grant

2.43 The Dedicated Schools Grant (DSG) is a ring-fenced grant of which the majority is used to fund individual school budgets in maintained schools, academies, and

free schools in Harrow. It also funds Early Years nursery free entitlement places for 2-, 3- and 4-year-olds in maintained council nursery classes and private, voluntary, and independent (PVI) nurseries as well as provision for pupils with High Needs.

2.44 There is a projected overspend on the High Needs Block of £2.003m in 2023-24 which added to the cumulative deficit of £2.623m brought forward from previous years will take the total projected deficit at the end of March 2024 to £4.626m.

2.45 Any deficits an authority may have on its DSG account is expected to be carried forward and does not allow or require a local authority to cover this from its general reserves. This is a fixed term arrangement ending in March 2026.

2.46 The DfE requires local authorities to explain their plans for bringing the DSG account back into balance. An updated recovery plan is being drafted with the latest projections and will align with the updated SEND Strategy being presented to Cabinet later this year. Despite the significant proposals and measures planned over the next ten years, it is unlikely that the plan will fully mitigate the deficit. This is due to the following contributory factors:

- historical underfunding
- current budgets being based on historical budgets rather than historical spend
- extension of age range to include 0-5 and post 19
- current and projected formulaic funding which does not keep pace with demand
- significant historical and projected growth in number of EHCPs
- continued growth in complexity of pupils' needs
- limitations about creating cost effective provision in borough due to capacity and site limitations

CORPORATE AND TECHNICAL

2.47 As at Q1 the forecast for Corporate & Technical budgets is a net underspend of £4.773 as detailed below.

Corporate Items

2.48 As at Q1 the forecast is a net underspend of £2.270m on the Corporate items. This includes a draw down from the Children's Social Care Reserve of £1m. This funding was originally planned to be drawn down in 2022-23 to offset Children's Services pressures however was not required and is therefore uncommitted and available to support overall council pressures. In addition, there is £2.4m rebate from the West London Waste Authority from the sale of electricity of which £1.4m will be used to manage overall council pressures and the remaining £1m added to the Place MTFS Implementation reserve to support the Place directorate with delivery of savings in the MTFS.

Contingency for Unforeseen Items

2.49 As at Q1 the forecast is a net underspend of £1.248m as this budget is uncommitted and will be used to manage overall council pressures.

Technical Budgets

2.50 As at Q1 the forecast is an underspend of £2.056m of which the majority relates to additional treasury management income and reduced interest charges.

Pay & Non-Pay Inflation Budgets

2.51 As at Q1 the pay and non-pay inflation budgets are held corporately. There is a net underspend on the non-pay inflation budget of £2.127m as forecast energy prices are lower than originally anticipated.

2.52 The pay inflation budget of £4m was based on 4% pay award. However, the cost of the pay award in 2022-23 was £6.928m but the pay award for 2023-24 is likely to be higher than the 2022-23 award. There is a further one-off budget of £1.4m which is being held to fund any increases above £6.928m.

Investment Properties

As at Q1 the forecast for investment properties is a balanced position. This is after allowing for a drawdown of £80k from the Investment Properties Reserve to fund a loss in rental income as a result of vacant space.

RESERVES

Table 10: Summary of Reserves 2023-24

Description	Balance Carry Forward 31/03/2023	Directorate Reserve Movements	Corporate Reserves Movements	Other Reserves movement	Balance Carry Forward 31/03/2024
CIL Harrow	-11,053,401			1,000,000	-10,053,401
Revenue Grant Reserve	-5,161,951	1,689,666			-3,472,285
Compensatory Added Year Reserve	-162,782			80,000	-82,782
PFI Schools Sinking Fund	-2,071,676	655,164			-1,416,512
Public Health Reserve	-2,848,296	377,000		400,000	-2,071,296
PFI NRC Sinking Fund	-1,823,836				-1,823,836
Legal Services Contingency	-500,000				-500,000
Carryforward Reserve	-1,396,857		999,793	397,064	0
Collection Fund Reserve	-2,246,846				-2,246,846
Borough Election	-159,847				-159,847
Harvist Reserve Harrow Share	-88,613				-88,613
Proceeds Of Crime Reserve	-63,000				-63,000
Proceeds Of Crime Reserve Planning	-430,172				-430,172
Public Mortuary Expansion Reserve	-500,000				-500,000
3G Pitch	-50,000	-25,000			-75,000
CIL Mayor	-192,259				-192,259
Vehicle Fund	-1,250,478				-1,250,478
PAP Sinking Fund	-712,500				-712,500
HRA Hardship Fund	-2,330				-2,330
HRA Regeneration Reserve	-199,531				-199,531
HRA Repair Reserve	-277,428				-277,428
Business Risk Reserve	-155,000	81,000			-74,000
Capacity Build/ Transformation Reserve	-527,927	105,000		300,000	-122,927
Equalities Diversity & Inclusion Reserve	-26,000				-26,000
Total Earmarked (Specific) Reserves	-31,900,730	2,882,830	999,793	2,177,064	-25,841,043
Decommissioning Accommodation	-561,000	500,000			-61,000
Adults Social Care Reserve	-1,800,475				-1,800,475
People Services MTFS Implementation	-2,099,000	1,179,000			-920,000
Children's Social Care Reserve	-2,620,771	407,770	1,000,000		-1,213,001
Insurance Reserve	-1,304,124	255,000			-1,049,124
Place MTFS Implementation Reserve	-1,595,000	445,000	1,000,000	-1,000,000	-1,150,000
Investment Property Reserve	-1,122,960		75,000		-1,047,960
Corporate MTFS Implementation Reserve	-3,000,000	381,000			-2,619,000
Total Earmarked (Non Specific) Reserves	-14,103,330	3,167,770	2,075,000	-1,000,000	-9,860,560
Budget Planning Reserve MTFs gap	-18,342,606	2,180,000			-16,162,606
Total Non Earmarked Reserves	-18,342,606	2,180,000	0	0	-16,162,606
General Fund Reserves	-10,008,000				-10,008,000
Total General Fund Reserves	-10,008,000	0	0	0	-10,008,000
DSG Deficit Recovery	-1,384,105				-1,384,105
DSG Overspend	4,006,867				4,006,867
Total Net DSG Deficit Reserve	2,622,762	0	0	0	2,622,762
Grand Total All Reserves	-71,731,904	8,230,600	3,074,793	1,177,064	-59,249,447

Table 10 shows the balance brought forward on the Council reserves and the projected reserve balances at the end of the financial year. The drawdowns from reserves of £8.230m and £3.074m in table 10 are already incorporated in the overall forecast for 2023-24 as reflected in Table 1 (which shows the total use of reserves of £11.306m). The "other reserves movement" in Table 10, are further use or reserves not reflected in the current revenue forecast. For example, £1m planned use of BCIL will support the Capital programme. The forecast year end balance on the budget planning reserve is £16.162m after allowing for a £2.180m draw down already included in the forecast. If the Q1 forecast overspend is not

mitigated by the end of the year, then the budget planning reserve would be reduced by a further £2.35m.

GRANTS

2.53 Attached at Appendix 1 is a schedule of all the revenue grants the Council expects to receive in 2023-24. The majority of these grants are received and paid out and don't impact on the bottom line. For example, the Dedicated Schools Grant is £155m and is paid out to education providers.

SAVINGS TRACKER

2.54 Attached at Appendix 2 is the MTFs Savings Tracker.

Rag Rating	Resources £000	Managing Director £000	Total People £000	Total Place £000	Council Wide £000	Total £000	%
Red	0	0	-290	-2,616	0	-2,906	31%
Amber	-506	-310	-1,314	-1,040	0	-3,170	33%
Green	-365	-56	-1,494	-859	-650	-3,424	36%
Total	-871	-366	-3,098	-4,515	-650	-9,500	100%

2.55 31% of the savings are rated Red which means they will not be achieved either fully or only partially achieved in 2023-24. These assumptions are already included within the directorate forecasts as follows:

Directorate	Savings Proposal	2023-24 £'000	Comments
Adults	Inhouse Residential	-100	Work in progress but P3 forecast assumes saving will not be delivered in 2023-24
Adults	Review of Occupational Therapy	-60	Work in progress and P3 forecast assumes saving will not be delivered in 2023-24
Children's	SEN Transport	-130	Will not be achieved in 2023-24 due to delay in recruitment and mitigated through other underspends. To be achieved in full 2024-25
Place	Parking Review	-2,500	Partially achieved in 2023-24 and is part of directorate overspend. Unlikely to be achieved in full in future.
Place	Building Control Fees & Charges	-68	Not achieved in 2023-24 and is part of directorate overspend. Unlikely to be achieved in full in future.
Place	Development Management Fees & Charges	-48	Not achieved in 2023-24 and is part of directorate overspend. Unlikely to be achieved in full in future.
Total		-2,906	

3.0 CAPITAL PROGRAMME

3.1 The revised capital budget for 2023-24 is £158.391m as set out at Table 11 and in more detail at Appendix 3:

Table 11: Capital Programme Budget 2023-24 Q1

Directorate	Grant Funding/CiL/ S106 (A)	Harrow Borrowing (B)	Revised Budget (A+B)	Forecast Outturn	Forecast Variance	Slippage to 24/25	Over/ Underspend after Slippage
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
RESOURCES TOTAL	0	10,838	10,838	9,786	-1,052	-1,049	-3
PEOPLE:							
Adults	0	358	358	100	-258	-258	0
Public Health	1	0	1	1	0	0	0
Children	18,077	129	18,206	10,782	-7,424	-7,424	0
PEOPLE TOTAL	18,078	486	18,565	10,883	-7,681	-7,681	0
PLACE:							
Environment	12,581	23,298	35,880	32,378	-3,502	-3,502	0
Inclusive Economy, Leisure & Regeneration & Development	2,343	3,764	6,108	6,108	0	0	0
Housing General Fund	2,216	17,139	19,355	5,171	-14,183	-14,183	0
	3,377	8,513	11,890	11,829	-60	0	-60
PLACE TOTAL	20,517	52,714	73,231	55,486	-17,745	-17,685	-60
TOTAL GENERAL FUND	38,595	64,038	102,634	76,155	-26,478	-26,415	-63
TOTAL HRA	15,217	40,540	55,757	51,661	-4,096	-3,891	-205
TOTAL GENERAL FUND & HRA	53,813	104,579	158,391	127,817	-30,573	-30,305	-268

3.2 The general fund capital programme budget in 2023-24 is £102.634m. The net forecast position on the capital budget at Q1 is £76.155m which represents 74% of the total capital programme budget. The variance of £26.478m is made up of proposed slippage of £26.415m and an underspend of £63k.

3.3 The Housing Revenue Account (HRA) capital programme budget is £55.757m. The net forecast position on the HRA capital budget at Q1 is £51.661m which represents 93% of the total HRA capital programme budget. The variance of £4.096m is made up of proposed slippage of £3.891m and a net underspend of £205k.

RESOURCES

- 3.4 As at Q1 the projected spend is £9.786m which represents 90% of the capital budget. The variance of £1.052m is made up of slippage of £1.049m and a small underspend of £3k. The slippage relates to the council wide capital budget which is used to fund various schemes across the council which have not received a capital allocation during the normal budgeting cycle. This is currently uncommitted and therefore will be slipped to 2024-25.

PLACE

- 3.5 As at Q1 the projected spend is £55.488m which represents 76% of the capital budget. Of the variance to budget of £32.925m, a total of £17.685m of funding will be slipped to 2024-25 and there is an underspend of £60k.

Environment

- 3.6 The services forecast to spend £32.378m against a budget of £35.880m. £3.50m is forecast to be slipped to 2024-25.

- **Vehicle Procurement** - £2.637m slippage. The budget of £2.867m was originally set up based on the data in the vehicle replacement programme. Of this, £500k is forecast to be spend this year on the replacement of grounds maintenance vehicles and machines. A number of minibuses for delivering Brent's special needs transport service are almost 7 years old and are due to be replaced. However, options are to be explored with Brent, considering their service requirements and the potential move to greener vehicles as part of the re-procurement process. Given the replacement value of the vehicles, this will be subject to a separate Cabinet decision in future. £2.367m is therefore forecast to be slipped to 2024-25.
- **Future High Street Fund (FHSF) Harrow Town Centre** – £1.135m slippage. All 3 projects in the revised FHSF programme are underway following the approval of the project and adjustment request by DLUHC that all grant is spent by 31 March 2024. The budget of £8.319m is made up of FHSF of £7.184m and BCIL of £1.135m. As the grant condition requires the FHSF to be committed no later than 31 March 2024, the FHSF is forecast to be spent this year and the BCIL fund is slipped to 2024-25 to meet the remaining costs of the projects.

- 3.7 Unless stated otherwise, the slippage has no implications on the revenue budget.

Inclusive Economy, Leisure, and Culture

- 3.8 As at Q1 the forecast is £3.562m which represents 100% of the capital budget.

Regeneration and Development

3.9 As at Q1 the service forecasts to spend £5.172m against a budget of £19.355m. The remaining £14.183m is forecast to be slipped to 2024-25.

- **Investment in Harrow New Civic and 3 core sites** - £14.183m slippage. Following the Cabinet report in November 2022 on the review and progress of the Harrow Strategic Development Partnership (HSDP), it was agreed that £10.735m of the budget was earmarked for Grange Farm Phase 2 (private homes) and Grange Farm Phase 3 design and planning (private homes) respectively. This is profiled to be spent in 2024. Of the remaining budget of £3.448m, £500k is earmarked to fund the Milton Road scheme (commercial unit) and £2.948m will remain in the capital programme for future schemes.

3.17 Unless stated otherwise, the slippage has no implications on the revenue budget.

Housing General Fund

3.18 As at Q1, the services forecast to spend £11.830m against a budget of £11.890m. The remaining £60k is forecast as an underspend. This relates to Empty Properties Grant where demand has reduced due to landlords in London exiting the rental market. The rent levels offered by Harrow are no longer competitive even with the guaranteed rent and bond schemes.

Housing Revenue Account (HRA)

3.19 The HRA capital programme budget is £55.009m. As at Q1 the net forecast spend position is £50.912m. The variance of £4.096m is made up of slippage of £3.891m and a net underspend of £205k.

3.20 The slippage of £3.891m relates to the following schemes

- **Retrofit for Energy** - £1.761m slippage. The HRA budget report set aside £1.0m placeholder budget as match funding to support bids to the government for energy efficiency/decarbonisation related works. The budget has been reprofiled following a successful bid to the Social Housing Decarbonisation Fund (SHDF) Wave 2, at £2.147m contributing to a contract circa £5.1m of which £2.93m will be co-funding by Harrow to delivery energy efficiency works across over 226 homes over 2 years.
- **Grange Farm Phase 2** - £942k slippage and **Grange Farm Phase 3** - £109k slippage. The budget has been reprofiled to reflect the later than anticipated handover of Phase 1 and pause in design and planning application for Phase 2 and 3 related to the HSDP review.

- **Homes for Harrow Phase 2** - £1.079m slippage. The budget has been reprofiled to reflect the HSDP review and reprofiling of GLA grant agreed with the GLA to match with start on sites being reprofiled to 2024-25.

3.21 The underspend of £205k relates to the Planned Investment Programme due to changes to specifications and reductions in the property numbers on some schemes.

PEOPLE SERVICES

3.22 As at Q1 the projected spend is £10.883m which is 59% of the total budget.

Adult Services

3.23 As at Q1 the forecast spend is £100k which is 28% of the total budget. The remaining £258k is reported as slippage.

3.24 The slippage relates to funding for inhouse provision which largely represents a placeholder in the event of any unforeseen requirements. It is not anticipated that the full budget will be required this financial year. There are no revenue implications as a result of this slippage.

Public Health

3.25 As at Q1 the projected spend is £1k which represents 100% of the budget.

Children's Services

3.26 As at Q1 the projected spend is £10.782m which is 59% of the total budget. The remaining £7.424m will be slipped to future years.

3.27 The majority of the slippage relates to grant funding for Special Educational Needs capital projects which are planned for 2024-25.

ADDITIONS AND AMENDMENTS TO THE CAPITAL PROGRAMME

3.28 Yeading Brook Unbound Project £204,975 – addition

The Yeading Brook Unbound Project seeks to deliver biodiversity, amenity, and ecosystem service benefits, targeting sites along the western section of the brook between Headstone Manor Park and Roxbourne Park. To date, external funding has been secured from the Mayor of London's Rewild London Fund (£146,121), and Thames Water and the Crane Valley Partnership's Crane Valley Project Fund (£83,354). These grants will be used to deliver both capital works and revenue activities, with the capital element totalling £204,975. It is

therefore proposed that an additional budget of £204,975 is included in the 2023-24 capital programme.

3.29 Electric Vehicle Charging Points £520,840 - addition

The Council has successfully secured funding of £520,840 from Office for Zero Emission Vehicles (OZEV) as part of Tranche 2 and Tranche 3 funding rounds for on street residential charging points. The majority of the funding is expected to be retained by the Council to fund civil works and signage. A match fund will be provided by a third party supplier who will also be responsible for installing and maintaining EV charging points. It is therefore proposed that an additional budget of £520,840 is included in the 2023-24 capital programme.

3.30 Investment in 3 Core Sites (HNC) £14,183,222 - virement

In the approved capital programme, there is a total budget (including carry forward from 2022-23) of £14.183m for Investment in 3 Core Sites and Investment in HNC. Following the Cabinet report in November 2022 on the review and progress of the Harrow Strategic Development Partnership (HSDP), it was agreed that £9.905m was committed to private home units for Grange Farm Phase 2 and £830k was committed to the design and planning costs of private home units for Grange Farm Phase 3.

Approval is therefore sought to complete the budget reprofile within the capital programme as follows:

Scheme	2022-23	2023-24	Total
Unallocated – Investment in 3 core sites	10,198,222	1,915,000	12,113,222
Investment in HNC	2,070,000		2,070,000
Total	12,268,222	1,915,000	14,183,222
Budget Re-profile:			
Grange Farm Phase 2 – private homes			9,905,000
Grange Farm Phase 3 – design & planning private homes			830,000
Unallocated – Investment in 3 core sites			3,448,222
Total			14,183,222

3.31 Local Authority Housing Fund Round 2 (LAHF R2) £2,400,000 - addition

The Council has received £2.4m from the LAHF R2 from DLUCH to be used to provide at a minimum 10 homes to accommodate Afghans currently in or exiting bridging accommodation, and the rest used to ease existing homelessness pressures. The grant equates to 40% of the total capital cost plus £20,000 per property to account for other costs including refurbishment (£240,000). The 60% is to be match funded via the Council. The grant is to provide a minimum of 3 homes for the resettlement element ie permanent homes (via HRA) and a minimum of 7 homes for the TA element (via General Fund). The grant is to be spent in 2023-24.

The grant is to be allocated as follows:

- HRA Capital Programme £730,000 addition.
- General Fund Capital Programme £1,670,000 Property Acquisition Programme.

S106 match funding is required to support the delivery of the LAHF Round 2 funding and therefore an addition of £1,017,500 is required to the HRA Capital Programme from S106 funding.

3.32 Depot Redevelopment £798k - virement

The carried forward budget in the capital programme for the redevelopment of the depot is £2.322m. Of this, £798k is not committed to any expenditure. However, it has been identified that £600k is required to fund the cost overrun on Pinnora Mews (Waxwell Lane), leaving £198k for transfer to Other Schemes (Council Wide) held in Resources Directorate. Approval is therefore sought to complete these budget virements within the capital programme.

4.0 COUNCIL TRADING STRUCTURE UPDATE 2023-24

4.1 The Council's Trading Structure update is attached at Appendix 4 and summarises the financial position and provides a general update on the activities of all the Council's trading entities.

5.0 REPORTING FOR THE 2023-24 FINANCIAL YEAR

5.1 This is the first revenue and capital budget monitoring report for 2023-24

5.2 Cabinet will receive quarterly monitoring reports during the year as follows:

- Q2 Revenue & Capital Monitoring – December 2023
- Q3 Revenue & Capital Monitoring – February 2024
- Q4/Final Revenue & Capital Monitoring – July 2024

6.0 Implications of the Recommendation

Implications of recommendation are set out in the body of this report.

7.0 Performance Issues

Good financial monitoring is essential to ensuring that there are adequate and appropriately directed resources to support delivery and achievement of Council priorities and targets as set out in the Corporate Plan. In addition, adherence to the Prudential Framework ensures capital expenditure plans remain affordable in the longer term and that capital resources are maximized.

As at Q1 the forecast on the revenue budget is a net overspend of £2.350m.

The projected spend on the Capital Programme is £127.817m which represents 81% of the total budget.

8.0 Environmental Implications

There is no direct environmental impact.

9.0 Risk Management Implications

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

Separate risk register in place? **No**

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

The following key risks should be taken onto account when noting the report:

Risk Description	Mitigations	RAG Status
Failure to deliver the budget on target	<ul style="list-style-type: none"> ▪ At Q1 there is a projected net revenue overspend of £2.350m. ▪ This includes an assumption that 31% of the MTFS savings are rated Red and are either not achieved or not achieved in full this financial year <ul style="list-style-type: none"> ▪ It is anticipated that by the end of the year this overspend can be contained within budget through continued robust budget monitoring and challenge 	Amber
Pay inflation impact on budget	The pay inflation budget of £4m was based on 4% pay award. However, the cost of the pay award in 2022-23 was £6.928m and it's likely the 2023-24 pay award will cost more than the 2022-23 award. There is a further one-off budget of £1.4m which is being held to fund any increases above £6.928m.	Amber
Trading companies' failure to deliver required contribution to the MTFS	<ul style="list-style-type: none"> ▪ Income target reprofiled over four years rather than three ▪ Impact of reprofiling on 2023-24 budget is already assumed in the overall outturn <ul style="list-style-type: none"> ▪ Quarterly stakeholder groups ▪ Review of financial and non-financial performance information 	Green
Projects within the Capital Programme exceed their budget, potentially resulting in additional capital financing costs	<ul style="list-style-type: none"> ▪ If projects exceed their costs, Directorates would be asked to find compensatory savings elsewhere in the programme to cover the overspend. In the worst-case scenario, a council wide capital budget is held and a virement would be carried out to offset the overspend. 	Green

	▪	
Additions to the capital programme occur that may incur additional borrowing costs to the council	Funded by additional grants and contributions thus no additional capital financing costs will be incurred	Green

10.0 Procurement Implications

Any procurement arising from this report will be supported by the Procurement Team and will be undertaken compliant with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules.

11.0 Legal Implications

Section 151 of the Local Government Act 1972 states that without prejudice to section 111, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs". Section 28 of the Local government Act 2003 imposes a statutory duty on a billing or major precepting authority to monitor, during the financial year, its income and expenditure against budget calculations.

Under the Financial Regulations B48 Additions in-year to the Capital Programme

Up to £5m – additional capital spending can be approved by Cabinet on specific projects where

- i. The expenditure is wholly covered by additional external sources; and
- ii. The expenditure is in accordance with at least one of the priorities listed in the capital programmed; and
- iii. There are no full year revenue budget effects

The additional capital spending agreed by Cabinet in one financial year cannot exceed £20 million.

12.0 Financial Implications

Financial matters are integral to this report.

13.0 Equalities implications / Public Sector Equality Duty

13.1 Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the budget proposals as they are developed. Consideration of the duties should precede the decision. It is important that Cabinet has regard to the statutory grounds in the light of all available material such as consultation responses. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

13.2 A public authority must, in the exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

13.2 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - Tackle prejudice, and
 - Promote understanding.

13.3 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race,
- Religion or belief
- Sex
- Sexual orientation
- Marriage and Civil partnership

13.4 Equality assessments were undertaken for the budget proposals agreed by Council listed as part of the MTFS process and an overall equality assessment was undertaken on the MTFS.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Interim Chief Financial Officer

Date: 18/8/23

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 16/8/23

Chief Officer: Alex Dewsnap

Signed off by the Managing Director

Date: 29/8/23

Head of Procurement: Nimesh Mehta

Signed on behalf of Head of Procurement

Date: 23/08/23

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 21/08/23

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO as it impacts on all Wards

EqIA carried out: NO

Section 4 - Contact Details and Background Papers

Contact: Sharon Daniels, Interim Director of Finance & Assurance
(S151 Officer), Telephone 020 8424 1332,

Sharon.Daniels@harrow.gov.uk

Background Papers:

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

Call-in waived by the Chair of Overview and Scrutiny Committee - NO

Directorate	Division	Awarding Body	Grant Name	Ringfenced Y/N	2023/24 Value	Purpose of grant
Corporate	Corporate	DLUHC	S31 Business Rates Relief	Y	£ 2,500,000	Compensation from government to billing authorities for the cost of reliefs
Corporate	Corporate	DLUHC	NNDR Multiplier inflation	Y	£ 7,011,000	A Section 31 grant to compensate local authorities for under-indexation of the business rates multiplier
Corporate	Corporate	DLUHC	New Services Grant	Y	£ 1,541,000	One off grant to support local government costs including for the increase in employer NI contributions
Corporate	Corporate	DLUHC	Revenue Support Grant	Y	£ 2,081,000	government grant given to LAs to support revenue expenditure
Corporate	Corporate	DLUHC	Business Rates Top Up Grant	Y	£ 23,195,000	a local authority will receive a top-up if its baseline funding level is greater than its individual authority business rate baseline.
Corporate	Corporate	DLUHC	Business Rates Retention	Y	£ 15,141,000	The amount that an authority is entitled to receive to reflect their own Business Rates.
Corporate	Corporate		New Homes Bonus		£ 2,245,000	a grant paid by central government to local councils to reflect and incentivise housing growth in their areas.
People	Adults	DHSC	Market Sustainability and Fair Cost of Care Fund	Y	£ 2,271,015	the primary purpose of the fund is to support local authorities to move towards paying providers a fair cost of care and to prepare their markets for adult social care reform
People	Adults	DHSC	Local Reform and community voices	Y	£ 166,514	• Funding for Deprivation of Liberty Safeguards (DOLS) in Hospitals; • Local Healthwatch funding, and; • Funding for Independent NHS Complaints Advocacy Services (ICAS).
People	Adults	DLUHC	PFI	Y	£ 965,648	To help fund costs of historic PFI projects for NRC's
People	Adults	DLUHC	Improved Better Care Fund	Y	£ 6,663,537	Meeting adult social care needs, supporting people to be discharged from hospital when they are ready, ensuring the social care provider marker is supported
People	Adults	DLUHC	Social Care Grant	Y	£ 12,807,955	The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them
People	Adults	DHSC	Adult Social Care Discharge Fund	Y	£ 934,217	prioritise those approaches that are most effective in freeing up the maximum number of hospital beds and reducing bed days lost within the funding available, enable more people to be discharged to an appropriate setting, boost workforce capacity to help reduce delayed discharges
People	Adults	DFT	Bus Service Operators (BSOG)	Y	£ 23,160	Payment made to LA for community transport.
People	Children	Home Office	Unaccompanied Asylum Seeking Children	Y	Variable TBC	To support UASC and 18+ Asylum seekers. Grant as is claimed in arrears based on agreed support days. £1,491,632 grant banked from Home Office during 2021/22.
People	Children	YJB	Youth Justice Grant	Y	TBC	Delivery of youth justice services
People	Children	DFE	Holiday Activities & Food Programme	Y	£ 678,050	Local co-ordination of free activities and healthy food for disadvantaged children.
People	Children	ESFA	Children Looked After Pupil Premium Grant	Y	£ 339,810	Grant per child for looked after children by LA for at least 1 day. LAC premium is managed by Virtual School Head for the benefit of the child. Grants to be paid to schools and also can be held centrally to be paid for staffing, tutors training etc. Grant needs to be fully spent. Unspent grant is recovered by ESFA.
People	Children	DLUHC	Supporting Families (was Troubled Families)	Y	£ 789,533	Provision of intensive family support services and increasing the maturity of the Early Help system. Also bringing services together around families to deliver whole family working. £534k Advance payment and up to £255k Payments by Results
People	Children	DWP	Reducing Parental Conflict	Y	£ 30,000	To develop staff skills and capability to identify parents experiencing parental conflict, deliver specialist interventions and provide other support to reduce parental conflict
People	Children	DFE	Social Workers in Schools	Y	£ 128,867	A team of social workers based in schools (SWIS) with the aim they work more effectively with education colleagues and with children and families. Grant can be claimed for salary costs only. Funding is for April to August 2023
People	Children	DFE	Extended Rights for Home to School Travel	Y	£ 6,500	To promote sustainable travel for children and young people of compulsory school age who travel to receive education or training
People	Children	DFE	Schools PFI	Y	£ 1,543,316	Credit to contribute to the Schools PFI contract
People	Children	DFE	Sec 31 Extension of the Role of Virtual School Heads	Y	£ 30,000	The purpose of this grant is to provide support to local authorities in England, to help them meet their duty to appoint a Virtual School Head for previously looked-after children and make information and advice available to the following parties for the purposes of promoting the education of eligible previously looked-after children
People	Children	DFE	Sec 31 Extension of the Role of Virtual School Heads to children with a social worker Implementation Grant	Y	£ 100,000	Extend the role of the Virtual School Head to promote the educational outcomes of the cohort of children with a social worker in early years setting, schools and colleges. To help all children with social worker to make educational progress.
People	Children	HMPPS	Remand	Y	TBC	Under 18s in remand/secure accommodation placements
People	Children	DFE	Staying Put	Y	£ 71,259	Statutory Staying Put duty (18+ remain with foster carers)
People	Children	DFE	Personal Advisor	Y	£ 55,550	Statutory duty to offer Personal Adviser support to all care leavers up to age 25
People	Children	DFE	Adoption Support Fund	Y	Variable TBC	Therapeutic services for adoptive and Special Guardianship Order (SGO) families. Extended to Residence Order and Child Arrangement Order families for 2022/23. Approved claims.
People	Children	ESFA	KS2 Moderation and KS1 Phonics	N	TBC	To support the teaching of phonics at key stage 2
People	Children	MOPAC	Your Choice	Y	Up to £69,778	To deliver High Intensity Therapeutic Interventions for children and young people who get involved in violence.
People	Children	MOJ	Turnaround Programme	Y	£ 64,961	To intervene earlier and improve outcomes for children on the cusp of entering the Youth Justice System. This additional funding will enable YOTs to consistently support a cohort of children not currently on their statutory caseload.
People	Children	DFT	Bus Service Operators (BSOG)	Y	TBC	Payment made to LA for community transport.

Directorate	Division	Awarding Body	Grant Name	Ringfenced Y/N	2023/24 Value	Purpose of grant
People	Children	MOPAC	Engage Project	Y	Up to £200,000 TBC	Providing Brief Solution Focused Early Intervention to Young People who have been arrested and are within Custody suites aimed at reducing violent and other forms of crime.
People	Children	DFE	S31 Implementation of Supported Accommodation Reforms	Y	£ 43,550	Funding to contribute towards costs associated with Supported Accommodation reforms for CLA and LC 16-17 year olds.
People	Children/Adults	MOPAC	Appropriate Adult	Y	Up to £3,422	46% refund for Appropriate Adult costs incurred for young people and adults in Harrow and Barnet custody suites. Value is estimated based on max amount available. Funding is for April to September 2023
People	Public Health	DOH	Public Health Grant	Y	£ 12,006,594	Improving the health of the local population and reducing health inequalities
People	Public Health	DOH	Supplemental Substance Misuse treatment & Recovery Grant	Y	£ 233,765	Additional Funding to support improvement in the quality and capacity of D&A treatment
People	Public Health	DOH	Inpatient Detoxification Grant	Y	£ 18,428	Inpatient detox and rehab-Paid directly to provider
People	Schools	ESFA	Dedicated Schools Grant	Y	£ 155,363,028	75% passported to schools and early years providers determined by funding formulae. 25% retained by LA for commissioning of High Needs provision for pupils with Special Educational Needs & Disabilities
People	Schools	ESFA	Pupil Premium Grant	Y	£ 4,026,653	All passported to schools
People	Schools	ESFA	Universal Infant Free School Meals	Y	£ 2,353,606	All passported to schools
People	Schools	ESFA	16-19 Sixth Form provision	Y	£ 1,860,369	All passported to schools
People	Schools	ESFA	PE & Sports	Y	£ 242,296	All passported to schools (2021-22 allocation, 2022-23 tbc)
Place	Environment	Mayor of London - Rewild London Fund	Making the Difference - Bentley Priory: Bigger; Better; Wetter and all Joined Up "Yeading Brook Unbound" project	Y	£ 146,121	To help restore wildlife habitats including rivers, help species such as water vole thrive, create meadows for pollinators and new wetlands for birds, as well as enable the monitoring of iconic species such as hedgehogs to inform projects to reverse their decline.
Place	Environment	TfL	TfL - Local Implementation Plan 2023/24	Y	£ 295,000	Total funding allocation is £1.591m. Various Revenue TfL projects.
Place	Housing	DLUHC	Homelessness Prevention Grant	Y	£ 2,312,235	to give local authorities control and flexibility in managing homelessness pressures and supporting those who are at risk of homelessness
Place	Housing	DLUHC	HPG - Homes for Ukraine Funding Top-Up	Y	£ 627,162	to support Ukrainian guests as they move into their second year and to reduce the risk of homelessness - administered via a top up to the Homelessness Prevention Grant (HPG)
Place	Housing	DLUHC	Rough Sleeping Initiative	Y	£ 265,269	support for rough sleepers. £221,944 is the allocation for this year which we expect to be reduced by the amount of £32,571 which was carried forward from 21-22
Place	Housing	DLUHC	AFEO - Accommodation Ex Offenders (DLUHC)	Y	£ 88,000	to support homeless prison leavers to access the private rented sector, reducing the chances of this cohort rough sleeping and reoffending.
Place	Housing	DLUHC	Mayor's Rough Sleeping Accommodation Programme	Y	£ 124,280	To support Rough sleepers into longer term accommodation to enable them to transition to independent living.
Place	Inclusive Economy Leisure & Culture	Sport England	National Leisure Recovery Fund	Y	£ 44,284	Funding for the development of a new Indoor and Outdoor Sports Facility Strategy as agreed by CSB. Funding carried forward from 21/22
Place	Inclusive Economy Leisure & Culture	London Youth Games	LYG Give Back	Y	£ 3,778	London Youth Games only ran a summer festival last year and not the full campaign due to Covid-19 and lockdowns
Place	Inclusive Economy Leisure & Culture	Arts Council	Music Education Grant	Y	£ 338,179	To support the delivery of activities from Music Hub
Place	Inclusive Economy Leisure & Culture	John Lyon's Charity	John Lyon Music Bursary Funding	Y	£ 4,950	Year 5 (final year) of the funding towards supporting pupil bursaries
Place	Inclusive Economy Leisure & Culture	DLUHC	Near Neighbours - Windrush Day	Y	£ 10,265	This project aims to curate a programme dedicated to educating young people and intergenerational families to come together to commemorate the 75th anniversary of Windrush in Harrow within the context of the wider historical story.
Place	Inclusive Economy Leisure & Culture	Sporting Heritage	Sporting Heritage Microform Grant	Y	£ 500	To support activities to celebrate National Sporting Heritage Day on 30 September 2023
Place	Inclusive Economy Leisure & Culture	WLA	European Social Fund (ESF) GLA	Y	£ 50,274	Supporting Harrow residents into work
Place	Inclusive Economy Leisure & Culture	GLA	UK Shared Prosperity Fund (UKSPF)	Y	£ 184,641	The GLA has allocated a total of £1.4m funding to Harrow Council to deliver projects under the UKSPF themes of (i) Communities and Place and (ii) Supporting Local Businesses.
Place	Regeneration & Development	DEFRA	Biodiversity Net Gain	Y	£ 26,807	The grant relates to supporting the Council to meet its statutory obligations relating to Biodiversity Net Gain under the Environment Act 2021. The grant has just been awarded and the Government is insisting that it is invoiced for / paid by the end of financial year, so it is not practical to spend the grant within the financial year, so it therefore needs to be carried forward (from
Resources	Benefits	DLUHC	MHCLG Local Council Tax Support Schemes Grant		£ 340,000	this is c/f fro Council Tax hardship support Grant received to support CTS claimants in 2023/24.
Resources	Benefits	DWP	Rent Rebate Subsidy	Y	£ 20,000,000	as received in 20/21 – DWP subsidy paid to local authority to cover the cost of Housing Benefit paid to local authority tenants who are paid Housing Benefit by the LA via means testing

Directorate	Division	Awarding Body	Grant Name	Ringfenced Y/N	2023/24 Value	Purpose of grant
Resources	Benefits	DWP	Rent Allowance Subsidy	Y	£ 90,000,000	as received in 20/21– DWP subsidy paid to local authority to cover the cost of Housing Benefit paid to privately renting tenants who are paid Housing Benefit by the LA via means testing
Resources	Strategy	Home Office	Resettlement VPRS grant	Y	£ 105,000	to fund resettlement cost (admin, support officer) for refugee families
Resources	Strategy	Home Office	Afghan Resettlement	Y	£ 700,000	To fund resettlement costs (including staffing costs) for qualifying Afghan refugee families (over the three year funding period (for 10 families currently resettled in Harrow)
Resources	Strategy	DLUHC	Domestic Abuse Grant	Y	£ 167,050	Funds Complex Needs project which supplements the DA contract and funds requirements to ensure compliance with new DA Bill duties
Resources	Strategy	MOPAC	VRU/LCPF	Y	TBC	To fund Community safety and crime prevention activity including DV and serious violence co-ordinator
Resources	Strategy	DWP	Household Support Fund		£ 1,520,000	To support households in the most need particularly those including children and pensioners who would otherwise struggle with energy bills, food and water bills.
Resources	Strategy	DLUHC	Homes for Ukraine	Y	£ 426,000	To support Ukrainian families fleeing the war
Resources	Strategy	MOPAC	VRU	Y	TBC	To fund Community safety and crime prevention activity including DV and VAWG Coordinator
Total					£ 375,311,975	

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MTFS Savings- 2023/24 to 2024/25													
Item No	Area	Cabinet	ref	Specific Service Area	Headline Description re: saving / reduction INTERNAL	2022/23 Service Budget	2023/24	2023/24 RAG Rating	2024/25	2024/25 RAG Rating	2025/26	2025/26 RAG Rating	Total
9	MD Savings	December	CEO6	Revs & Bens - Cashiers Cashlite	Savings in Cashiers - as a direct result of the implementation of the Cashlite strategy, post is vacant	450	(30)	G	0		0		(30)
10	MD Savings	December	CEO 1	Procurement	Saving on procurement salary budget - this is a back office saving which is not expected to have an impact on residents. The post is vacant.	653	(20)	G	-		-		(20)
11	MD Savings	December	CEO 7	Legal	Legal Services efficiencies - this is a back office saving which is not expected to have an impact on residents. HR procedures will be followed as required including any consultaion and Equality Impact assesments (EQIA)	1,689	(310)	A					(310)
12	MD Savings	December	CEO 10	Registrati on Services	Land Charges - this savings relates to transfer to Land Registry of local land charges register that records obligations affecting properties within their administrative area	-292	-		(100)	G			(100)
14	MD Savings	February	CEO 2	Revs & Bens	Rationalise the Discretionary Freedom Pass provision - Currently Discretionary Freedom passes are issued to approximately 200 residents. The scheme will continue for existing users but will not be offered to new applicants from 1.04.2023.	5,900	(6)	G	(6)	G	(6)	G	(18)
15	MD Savings	February	CEO 8	Governan	Efficiencies in legal and Governance	81	-		(20)	G			(20)
16	MD Savings	February	CEO 9	Registrati on Services	Registry Office - saving relates to review of service operating model and staffing levels. Subject to EQIA and consultation with staff and residents if required.	(292)	-		(63)	A			(63)

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Project Title	Revised Budget (A+B)	Forecast Outturn	Forecast Variance	Outturn variance split by				Over/ Underspend after	
				Grant Funding/CiL/ S106	Harrow Borrowing	Slippage to 24/25	Over/ Underspend after Slippage	Grant Funding/CiL/ S106	Harrow Borrowing
	£	£	£	£	£	£	£	£	£
Resources:									
Devolved IT Applications	2,768,648	2,768,649	0		0	0	0		
Digital Improvements Programme	1,633,882	1,633,882	0		0	0	0		
Enterprise Resource Planning System	2,682	0	-2,682		-2,682	0	-2,682		-2,682
Enterprise Resources Planning TT	483,674	483,674	0		0	0	0		
LAA Performance Reward Grant	407	0	-407	-407		0	-407	-407	
Ongoing ICT Refresh and Enhancements	3,200,055	3,200,055	0		0	0	0		
Other Schemes (Council wide)	2,748,678	1,700,000	-1,048,678		-1,048,678	-1,048,678	0		
Total Resources Directorate	10,838,027	9,786,260	-1,051,767	-407	-1,051,360	-1,048,678	-3,089	-407	-2,682
People's Directorate:									
Adults:									
Assistive Technology	270,000	12,500	-257,500		-257,500	-257,500	0		
In-House Residential	87,500	87,500	0			0	0		
Total Adults	357,500	100,000	-257,500	0	-257,500	-257,500	0	0	0
Public Health:									
Healthy Pupil Capital Fund	513	513	0			0	0		
Total Public Health	513	513	0	0	0	0	0	0	0
Schools:									
Additional Basic Need Funding	0	0	0			0	0		
Bulge Classes	552,266	0	-552,266		-552,266	-552,266	0		
Childrens IT Development	128,784	0	-128,784	-128,784		-128,784	0		
Childrens Services Buildings Programme Works	0	0	0		0	0	0		
Devolved Formula Non VA Schools	53,243	0	-53,243		-53,243	-53,243	0		
School Amalgamation	41,178	41,178	0		0	0	0		
Schools Capital Maintenance	6,765,922	5,972,986	-792,937		-792,937	-792,937	0		
Schools Expansion Programme - Phase 2	0	0	0		0	0	0		
SEN Expansion	10,664,492	4,768,191	-5,896,301		-5,896,301	-5,896,301	0		
Total Schools	18,205,886	10,782,355	-7,423,531	-128,784	-7,294,747	-7,423,531	0	0	0
Total People's Directorate	18,563,899	10,882,868	-7,681,031	-128,784	-7,552,247	-7,681,031	0	0	0

Project Title	Revised Budget (A+B)	Forecast Outturn	Forecast Variance	Outturn variance split by		Slippage to 24/25	Over/ Underspend after Slippage	Over/ Underspend after	
				Grant Funding/CiL/ S106	Harrow Borrowing			Grant Funding/CiL/ S106	Harrow Borrowing
	£	£	£	£	£	£	£	£	£
Place Directorate:									
Environment:									
CA Site Infrastructure	227,506	227,506	0			0	0		
Carbon Offset Fund	39,781	39,781	0			0	0		
CCTV cameras and equipment at the depot	0	0	0			0	0		
CCTV Infrastructure	381,683	381,683	0			0	0		
Climate Emergency - Energy emissions reduction measures	750,000	750,000	0			0	0		
Depot Redevelopment	2,322,458	2,322,458	0			0	0		
Flood Defence & Highways Drainage	644,043	644,043	0			0	0		
Highway Improvement Programme	11,951,592	11,951,592	0			0	0		
Litter Bin Project	0	0	0			0	0		
Parking Management Programme	427,067	427,067	0			0	0		
Parks Infrastructure	1,163,755	1,163,755	0			0	0		
Parks Playground Improvement	45,672	45,672	0			0	0		
Public Sector Decarbonisation Scheme	525,303	525,303	0			0	0		
Street Lighting Improvement Programme	3,964,027	3,964,027	0			0	0		
TfL Transport Capital (LIP)	1,391,000	1,391,000	0			0	0		
Vehicle Procurement	2,867,000	500,000	-2,367,000		-2,367,000	-2,367,000	0		
Waste and Recycling	0	0	0			0	0		
Waste Services bins (Trade)	0	0	0			0	0		
Wealdstone Future High Street Fund (FHSF)	8,944,846	7,809,846	-1,135,000		-1,135,000	-1,135,000	0		
Wealdstone Major Transport Infrastructure	233,962	233,962	0			0	0		
WLWA Food Waste Project	0	0	0			0	0		
Total Environment	35,879,693	32,377,693	-3,502,000	0	-3,502,000	-3,502,000	0	0	0

Project Title	Revised Budget (A+B)	Forecast Outturn	Forecast Variance	Outturn variance split by				Over/ Underspend after	
				Grant Funding/CiL/ S106	Harrow Borrowing	Slippage to 24/25	Over/ Underspend after Slippage	Grant Funding/CiL/ S106	Harrow Borrowing
	£	£	£	£	£	£	£	£	£
Inclusive Economy, Leisure & Culture:									
Harrow Arts Centre	636,911	636,911	0			0	0		
Harrow Arts Centre Capital Infrastructure	63,320	63,320	0			0	0		
Harrow High Street Fund	1,164,593	1,164,593	0			0	0		
Libraries and Leisure Capital Infrastructure	264,094	264,094	0			0	0		
Libraries Self-Service Kiosks Refresh	0	0	0			0	0		
Leisure Centre Infrastructure	2,955,000	2,955,000	0			0	0		
Lyon Rd Pop Restaurant & Square	0	0	0			0	0		
Sec 106 Banister Sport Pitch	10,297	10,297	0			0	0		
Tennis Infrastructure	551,125	551,125	0			0	0		
UK Shared Prosperity Fund	462,191	462,191	0			0	0		
Total Inclusive Economy, Leisure & Culture	6,107,531	6,107,531	0	0	0	0	0	0	0
Regeneration & Development:									
Accomodation Strategy	529,365	529,365	0			0	0		
Bannisters Former Civil Defence Building	256,819	256,819	0			0	0		
Biodiversity Net Gains in Harrow	300,000	300,000	0			0	0		
Demolition of Social club	0	0	0			0	0		
Harrow Green Grid	150,000	150,000	0			0	0		
Harrow Weald Toilet Block	0	0	0			0	0		
High Priority Plan Maintenance Corporate Property	1,962,242	1,962,242	0			0	0		
Investment in 3 core sites	12,113,222	0	-12,113,222		-12,113,222	-12,113,222	0		
Investment in HNC	2,070,000	0	-2,070,000		-2,070,000	-2,070,000	0		
Borough CiL Schemes	800,000	800,000	0			0	0		
Neighbourhood CiL Schemes	965,666	965,666	0			0	0		
New Planning IT system	0	0	0			0	0		
Other Regeneration	0	0	0			0	0		
Haslam House Redevelopment	0	0	0			0	0		
Waxwell Lane Development	207,377	207,377	0			0	0		
Total Regeneration & Development	19,354,690	5,171,468	-14,183,222	0	-14,183,222	-14,183,222	0	0	0
Housing General Fund:									
Disabled Facilities Grants	3,376,601	3,376,601	0			0	0		
Empty Property Grant	120,000	60,000	-60,000		-60,000	0	-60,000		-60,000
Property Acquisition Programme	8,392,902	8,392,902	0			0	0		
Total Housing General Fund	11,889,504	11,829,504	-60,000	0	-60,000	0	-60,000	0	-60,000
Total Community Directorate	73,231,418	55,486,196	-17,745,222	0	-17,745,222	-17,685,222	-60,000	0	-60,000
Total General Fund	102,633,344	76,155,324	-26,478,020	-129,191	-26,348,829	-26,414,931	-63,089	-407	-62,682

Project Title	Revised Budget (A+B)	Forecast Outturn	Forecast Variance	Outturn variance split by		Slippage to 24/25	Over/ Underspend after Slippage	Over/ Underspend after	
				Grant Funding/CiL/ S106	Harrow Borrowing			Grant Funding/CiL/ S106	Harrow Borrowing
	£	£	£	£	£	£	£	£	£
Housing Revenue Account:									
Building Council Homes For Londoners (includes infill)	21,018,534	21,018,534	0			0	0		
Grange Farm phase 1	2,450,945	2,450,945	0			0	0		
Grange Farm phase 2	3,766,899	2,825,174	-941,725		-941,725	-941,725	0		
Grange Farm phase 3	437,222	328,222	-109,000		-109,000	-109,000	0		
Grange Farm Infrastructure and Costs	7,493,000	7,493,000	0			0	0		
Homes for Harrow - Phase 2	1,079,389	0	-1,079,389	-308,022	-771,367	-1,079,389	0		
Housing IT Scheme	928,599	928,599	0			0	0		
Mayor's Rough Sleeping Accommodation Programme	0	0	0			0	0		
Planned Investment Programme	18,582,553	16,616,607	-1,965,946	-998,071	-967,875	-1,760,712	-205,234	-205,234	
Total HRA	55,757,141	51,661,081	-4,096,060	-1,306,093	-2,789,967	-3,890,826	-205,234	-205,234	0
Total General Fund + HRA	158,390,485	127,816,405	-30,574,080	-1,435,284	-29,138,796	-30,305,757	-268,323	-205,641	-62,682

Appendix 4 – Council Trading Company Update 2023/24, Quarter 1

Introduction

1. As at Quarter 1 2023/24, the Council’s trading structure consists of five separate legal entities set out in table 1 below and presented as a flow chart at the end of this report along with detailed financial results.

Table 1: Harrow Council Trading Structure

Name	Legal Structure	Date Started Trading
Concilium Group Limited (Holding Company)	UK Limited Company	November 2015
Sancroft Community Care Limited	UK Limited Company	January 2018
Concilium Assets LLP	Limited Liability Partnership	January 2019
Harrow Strategic Development Partnership LLP	Limited Liability Partnership	March 2021

2. These entities have been set up to provide a financial or other benefit to the Council whilst enabling it to undertake specific commercial activities.
3. The Council’s interests in these entities are not material for the purposes of the financial statements. The Council’s financial statements do not therefore include group accounts.

Background

4. Concilium Group Ltd. is a wholly owned commercial subsidiary of the Council, set up with the dual purpose of consolidating the financials of its subsidiaries and to act as the minority partner in a Council controlled Limited Liability Partnership (Concilium Assets LLP). For reporting purposes, Concilium Group Limited is classified as a dormant entity.
5. Sancroft Community Care Ltd is a wholly owned subsidiary of Concilium Group Ltd. The company took over the operation of the residential care home for the elderly situated on Sancroft Road, Harrow on 8th February 2018. Of the care home’s 62 beds, 45 are block contracted with the London Borough of Harrow for five years.
6. Concilium Assets LLP is a Limited Liability Partnership owned 95% by Harrow and 5% by Concilium Group Ltd, set up to enable direct private rental sector (PRS) property investment activities. 53 PRS units on Gayton Road were transferred to the LLP in July 2019 on a 10 year lease for rent to the private market.
7. Harrow Strategic Development Partnership LLP (HSDP LLP) is a Limited Liability Partnership owned 50% by Harrow and 50% by Wates Construction Limited, set up to facilitate the development of Council assets at Poets Corner, Peel Road and Byron Quarter phase 1 as per the Council’s Regeneration Programme. The

Council's investment in the LLP will primarily be the transfer of the land once individual schemes are ready to commence.

Financial Implications

8. The accounting year end for all of these entities is 31st March in line with the Council's year end. This report references detail for financial years ended 2023 along with a summary for financial years ended 2024.
9. The detailed annual position to 31st March 2023 for the council's trading structure has been summarised in Table 4. These figures have not yet been subject to audit.
10. The detailed annual forecast position to 31st March 2024 for the council's trading structure has been summarised in Table 5.
11. The annual forecast position for the council's trading structure has been summarised in Table 6. The table covers financial years 2020/21 to 2023/24 in line with the respective business plans.

Sancroft Community Care Ltd

12. The audited financial information for Sancroft Community Care Ltd for the year ending 31st March 2023 is summarised in Table 4 at the end of this report. A financial summary of Sancroft's performance against its business plan (budget) for 2023/24 is presented in Table 2 below.

Table 2: Sancroft Unaudited Annual Position as at 31st March 2024

<i>Negative/(Positive)</i>	Full year Actual	Annual Budget	Forecast Budget Variance
Total Income	(2,874,000)	(2,861,000)	(13,000)
Total Expenditure	2,778,000	2,782,000	(4,000)
(Net Profit)/Loss	(96,000)	(79,000)	(17,000)

13. Costs have been controlled despite pressures relating to increase in the price of essential supplies and recruiting/retaining staff.

Concilium Assets LLP

14. The audited financial information for Concilium Assets LLP for the year ending 31st March 2023 is summarised in Table 4 at the end of this report. A financial summary of the LLP's performance against its business plan (budget) for 2023/24 is presented in Table 3 below.

Table 3: LLP Unaudited Annual Position as at 31st March 2024

<i>Negative/(Positive)</i>	Full year Actual	Annual Budget (B-Plan)	Forecast Budget Variance
Total Income	(1,189,922)	(1,189,922)	0
Total Expenditure*	1,153,980	1,153,980	0
(Net Profit)/Loss	(35,942)	(35,942)	0

* See paragraphs 18 - 20 below

15. The Council charges the LLP 33% of its turnover (the lease rent) which is accounted for as an expense in the accounts of the LLP. The lease rent is a direct benefit to the Council and is included in the MTFS.

16. Any remaining profit is distributed back to the council as a dividend. The position for the LLP including these distributions is published in the business plan and included in the council's MTFS. The amount to be paid to the Council in respect of lease rent and dividend for 2023/24 will be £602k (it was £580k in 2022/23).

HARROW COUNCIL UPDATED COMMERCIAL STRUCTURE

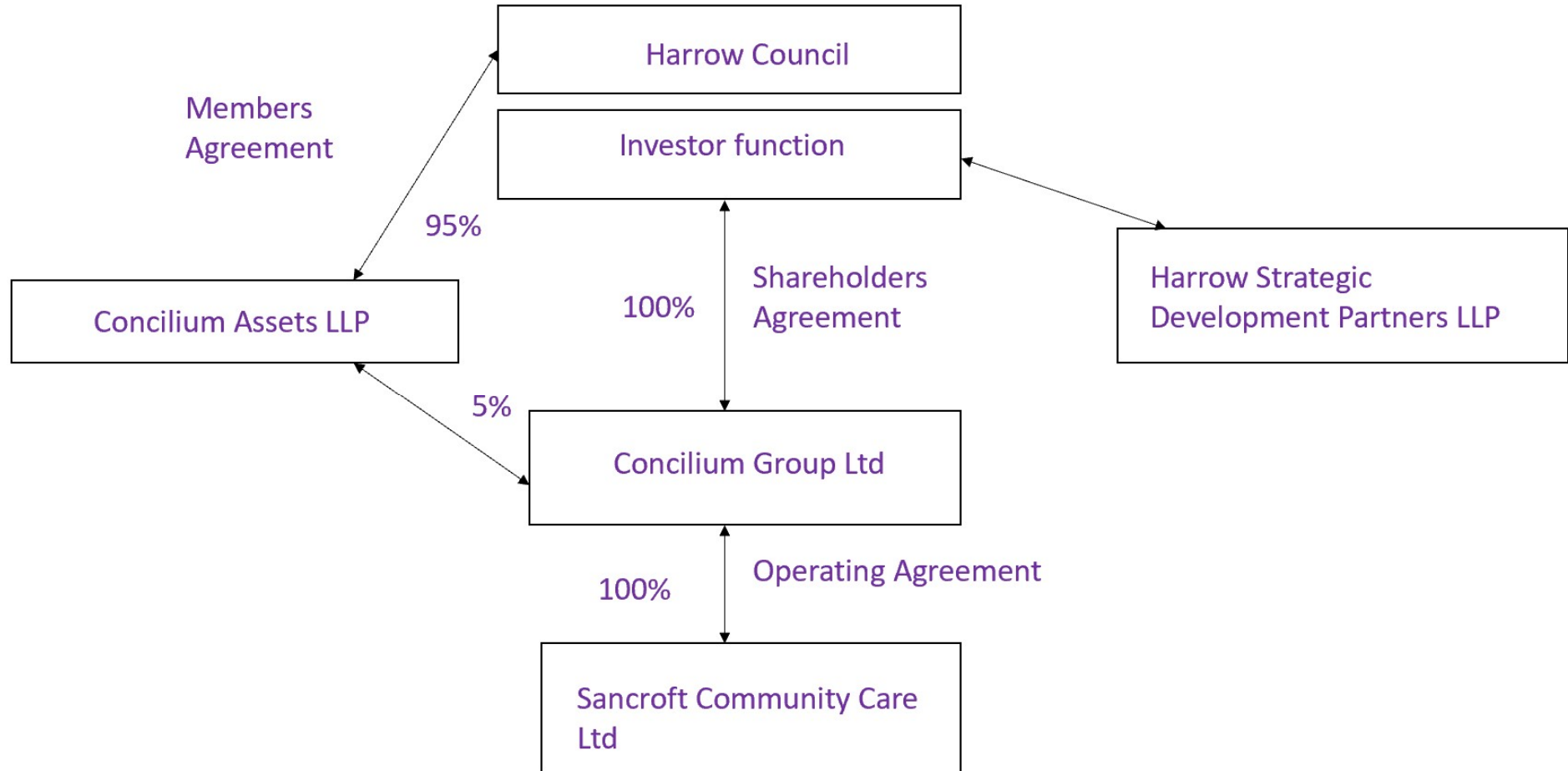


Table 4: Trading Structure Full Year Position to 31st March 2023 – Unaudited

£ Negative/(£ Positive)	Concilium Business Services Ltd	Concilium Group Ltd	Sancroft Community Care Ltd	Concilium Assets LLP	Aggregate Position
Income	(31,400)	(10,261)	(2,725,000)	(1,152,139)	(4,030,800)
Direct and Administrative Expenditure	18,885	(18,680)	2,636,000	1,126,649	3,777,872
(Net Profit)/Loss	(12,515)	(28,941)	(201,000)	(25,490)	(252,927)
Reserve transfer on closedown (previously taxed profits)	24,680	(24,680)	N/A	N/A	N/A
Retained Earnings c/f	(0)	(24,616)	(473,634)	(153,430)	(651,680)

Table 5: Trading Structure Full Year Forecast to 31st March 2024 – unaudited

£ Negative/(£ Positive)	Concilium Group Ltd	Sancroft Community Care Ltd	Concilium Assets LLP	Aggregate Position
Income	0	(2,874,000)	(1,189,922)	(4,030,800)
Direct and Administrative Expenditure	4,000	2,778,000	1,153,980	3,935,980
(Net Profit)/Loss	4,000	(96,000)	(35,942)	(127,942)
Less reserve-funded capex	0	0	20,781	20,781
Retained Earnings c/f	(20,616)	(569,634)	(168,590)	(758,840)

Table 6: Trading Structure Full Year Forecast for MTFS

£ Negative/(£ Positive)	Concilium Group Ltd	Sancroft Community Care Ltd	Concilium Assets LLP	Aggregate Position
Retained Earnings b/f	7,824	(56,000)	55,700	7,524
(Net Profit)/Loss - 2021/22	6,163	(216,634)	(183,639)	(394,110)
(Net Profit)/Loss - 2022/23	(38,603)	(201,000)	(25,490)	(265,093)
(Net Profit)/Loss and reserve adjustment- 2023/24	4,000	(96,000)	(15,161)	(107,161)
Retained Earnings c/f	(20,616)	(569,634)	(168,590)	(758,840)

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Report for: Cabinet

Date of Meeting:	14 September 2023
Subject:	Appointment of Portfolio Holder Assistants
Key Decision:	No
Responsible Officer:	Jessica Farmer - Interim Director of Legal and Governance Services
Portfolio Holder:	Councillor Paul Osborn - Leader of the Council and Portfolio Holder for Strategy
Exempt:	No
Decision subject to Call-in:	No
Wards affected:	All
Enclosures:	Appendix 1 – Job Description of Portfolio Holder Assistant

Section 1 – Summary and Recommendations

This report sets out the proposals by the Leader of the Council for named Portfolio Holder Assistants and their area of responsibility under the identified Cabinet Member.

Recommendations:

Cabinet is requested to approve:

- (1) the appointment of the identified Portfolio Holder Assistants and responsibilities and note that these supersede previous appointments;
- (2) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistants from 14 September 2023.

Reason: (for recommendations) To enable the support to Cabinet Members in terms of information provision and management, to contribute to and ensure an effective decision-making framework as part of the democratic process.

Section 2 – Report

2.1 The Local Government Act 2000 as amended by the Local Government Public Involvement in Health Act 2007 requires the elected Leader of the Council to notify the information set out below:

- name of Deputy Leader of the Council;
- names of Cabinet Members and their delegated authorities (ie Portfolios).

2.2 The Cabinet may also appoint Portfolio Holder Assistants without any decision-making powers, to assist Cabinet Members in undertaking the full extent or part of their roles effectively. Details of appointments are set out below for approval. A relevant generic job description is attached at Appendix 1 to fully outline the extent of their duties. It is recommended that the level of SRA payment of £2,267 per annum will be effective from the date of the Cabinet meeting.

2.3 The Leader of the Council has indicated that he wishes to amend the current Portfolio Holder Assistant appointments.

Portfolio Holder Assistants

The following Councillors are proposed as Portfolio Holder Assistants, without any formal decision-making powers.

Portfolio Holder Assistant	Identified Remit	Responsible Cabinet Member
Cllr Chris Baxter	Strategy	Cllr Paul Osborn
Cllr Philip Benjamin	Planning and Regeneration	Cllr Marilyn Ashton
Cllr Janet Mote	Customer Experience and Civic Pride	Cllr Stephen Greek
Cllr Matthew Goodwin-Freeman	People (Children and Adult Services)	Cllr Hitesh Karia/Cllr Pritesh Patel
Cllr Nitesh Hirani	Business and Employment	Cllr Norman Stevenson
Cllr Kuha Kumaran	IT	Cllr Stephen Greek
Cllr Nicola Blackman	Infrastructure and Highways	Cllr Anjana Patel
Cllr Vipin Mithani	Community Safety	Cllr Anjana Patel
Cllr Zak Wagman	Finance	Cllr David Ashton

Options considered

Cabinet are asked to determine whether or not they wish to make changes to the Portfolio Assistant appointments made in May 2023.

Ward Councillors' comments n/a

Risk Management Implications

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

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
n/a

Procurement Implications

There are no procurement implications.

Legal Implications

The Council's Constitution provides for the appointment of Portfolio Holder Assistants. The role has no decision-making powers in relation to the Portfolio, whether or not the relevant Portfolio Holder is absent. Portfolio Holder Assistants shall not participate in or vote on the scrutiny of matters within their identified remit as approved by Cabinet.

Financial Implications

The Portfolio Holder Assistant role attracts an SRA (Special Responsibility Allowance) of £2,267 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance. The cost of the SRAs will be contained within the budget for Members' allowances.

There are no additional costs as a result of this proposal as the cost of the SRAs is already funded within the existing budget for Members' allowances.

Equalities implications / Public Sector Equality Duty

There are no direct equalities implications.

Council Priorities

Portfolio Assistants support Cabinet Members in delivering the Council's Priorities which are as follows:

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

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 16 August 2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 6 September 2023

Chief Officer: Alex Dewsnap

Signed off by the Managing Director

Date: 6 September 2023

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 15 August 2023

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 16 August 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: NO

Section 4 - Contact Details and Background Papers

Contact: Alison Atherton, Senior Professional Democratic Services email: alison.atherton@harrow.gov.uk

Background Papers: [Council's Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

APPENDIX 1

Job Description - Portfolio Holder Assistant

A Portfolio Holder Assistant (PHA) may be appointed to support a Portfolio Holder or Portfolio Holders in carrying out their duties in a variety of ways. For example:

- (a) A PHA may be appointed to assist a Portfolio Holder in all his/her duties or to assist in a particular specific area.
- (b) A PHA may be appointed to assist several Portfolio Holders in a particular specified area which is covered by more than one Portfolio Holder.
- (c) A PHA may be appointed to assist two or more Portfolio Holders in different specified areas.

On appointment, the specific duties of the PHA must be specified and will also be subject to the following general considerations. PHAs have no decision-making powers.

Within their specified duties, PHAs will:

1. Keep abreast of best national practice and new initiatives and brief the Portfolio Holder accordingly.
2. Assist the Portfolio Holder in establishing and maintaining professional, effective and efficient working relationships with opposition groups, Chairs of Committees and with other Councillors.
3. Undertake such responsibilities as may arise, or be required, from time to time other than decision-making.
4. Deputise, as required, for the Portfolio Holder within the limits or conditions set by the Portfolio Holder where this does not require direct Executive decision taking.
5. Assist the Portfolio Holder to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed with them.
6. Develop direct, effective working contacts with Corporate Directors, Directors, Heads of Service and their staff and external partners, and assist the Portfolio Holder with maintaining effective policy and management links with them.
7. Act as a point of contact for the Portfolio Holder within the relevant political group.
8. Advise and support the Portfolio Holder on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues.
9. Help to promote specific media opportunities relating to key projects, with regular feedback to the Portfolio Holder.

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