

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( FEBRUARY 2015 - APRIL 2015 )**

**MONTH: February**

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The list may change over the next few weeks. A further notice, by way of the Cabinet agenda, will be published no less than 5 clear days before the date of the Cabinet meeting, showing the final list of Key Decisions to be considered at that meeting.

**A Key Decision is a decision by the Executive which is likely to:**

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards or electoral divisions of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

## **Decisions which the Cabinet intends to make in private**

The Cabinet hereby gives notice that it may meet in private after its public meeting to consider reports which contain confidential information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below with the reasons for the decision being made in private where appropriate. The Schedule also contains non-Key Decisions which involve Cabinet having to meet in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations please contact Democratic & Electoral Services. You will then be sent a response in reply to your representations. Both your representations and the Cabinet's/Leader's response will be published on the Council's website <http://www.harrow.gov.uk/www2/mgListPlans.aspx> at least 5 clear days before the Cabinet meeting.

The Cabinet/Leader will be considering a report prepared by the relevant Directorate. The report together with any other documents (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by Cabinet/Leader from Daksha Ghelani, Senior Democratic Services Officer, on 020 8424 1881 or by contacting [daksha.ghelani@harrow.gov.uk](mailto:daksha.ghelani@harrow.gov.uk) or by writing to Democratic & Electoral Services, Harrow Council, Civic Centre PO Box 2, Station Road, Harrow, HA1 2UH or on the Council's website. Copies may be requested but a fee will be payable. Reports to be considered at the Cabinet's public meeting will be available on the Council's website 5 clear days before the meeting.

The KDS looks 3 meetings ahead and will be published 28 clear days before the Decision Date / Period of Decision.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
<b>FEBRUARY 2015</b>						
Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision (Mrp) Policy And Strategy 2015/16	To recommend to Council the approval of: (1) the Treasury Management Strategy and Prudential Indicators, (2) the Minimum Revenue Provision Policy and Strategy, (3) the Counterparty Policy; and (4) Investment Strategy	Cabinet Council	19 February 2015 26 February 2015	Councillor Sachin Shah  Simon George, Director of Finance and Assurance ian.talbot@harrow.gov.uk Tel: 020 8424 1450	Open	Agenda Report and any related appendices  Consultation: None required
Capital Programme 2015-16 to 2018-19	To recommend to Council the capital programme for 2015-16 to 2018-19	Cabinet Council	19 February 2015 26 February 2015	Councillor Sachin Shah  Simon George, Director of Finance and Assurance	Open	Agenda Report and any related appendices: Schedule of Proposed Schemes

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				dawn.calvert@harrow.gov.uk Tel: 020 8424 1393		Consultation: None required
Final Revenue Budget and Medium Term Financial Strategy 2015-16 to 2018-19	To recommend the budget for 2015-16 and MTFs and Council Tax	Cabinet Council	19 February 2015 26 February 2015	Councillor Sachin Shah  Simon George, Director of Finance and Assurance dawn.calvert@harrow.gov.uk Tel: 020 8424 1393	Open	Agenda Report and any related appendices: Budget Proposals  Consultation: <a href="http://www.harrow.gov.uk/draftbudget">www.harrow.gov.uk/draftbudget</a>
Children and Families Children Centres	Our aim is to ensure the sustainability of Children's Centres' services for the communities of Harrow whilst also addressing the Council's	Cabinet	19 February 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families projectwork@harrow.gov.uk	Open	Agenda Report and any related appendices: Consultation document and Objective report  Consultation: There is a statutory duty to

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	budget pressures			Tel: 020 8416 8243 (Hilary O'Byrne)		consult on any closures of Children Centres and the following people/groups have been consulted: Parents/carers, Children's Centre staff, Children's Services staff, Partners, Key Partners including Schools, Clinical Commissioning Group (CCG), Private and Voluntary Sector (PVI) and Health
Environment and Enterprise Medium Term Financial Strategy	To present the implementation plans for key savings proposals to be read in conjunction with the February	Cabinet	19 February 2015	Councillors Varsha Parmar and Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise	Open	Agenda Report and any related appendices  Consultation: Questionnaires can be accessed via the Council's

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	2015 Budget Report			andrew.smith@harrow.gov.uk Tel: 020 8424 7698		website and have been sent directly to a range of community groups
Revenue and Capital Monitoring for Quarter 3 as at 31 December 2014	To note the position on Revenue and capital monitoring and approve any necessary virements	Cabinet	19 February 2015	Councillor Sachin Shah  Simon George, Director of Finance and Assurance dawn.calvert@harrow.gov.uk Tel: 020 8424 1393	Open	Agenda Report and any related appendices  Consultation: None required
Housing Revenue Account Budget and Medium Term Financial Strategy 2015-16 to 2018-19	Recommend the budget for 2015-16 and MTFS	Cabinet Council	19 February 2015 26 February 2015	Councillors Glen Hearndern and Sachin Shah  Paul Najsarek, Interim Head of Paid Service, Corporate Director, Community Health and Wellbeing	Open	Agenda Report and any related appendices: Budget Proposals  Consultation: TLRCF consulted on rent options prior to December Cabinet

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				Simon George, Director of Finance and Assurance dave.roberts@ harrow.gov.uk Tel: 020 8420 9678		
Fixed Penalty Notices for Environmental Crime Enforcement - Policy, Operational Guidance and Procedural Matters	The approval of the policy and operational guidance relating to fixed penalty notices for environmental crime enforcement and procedural matters	Cabinet	19 February 2015	Councillor Varsha Parmar  Caroline Bruce, Corporate Director of Environment and Enterprise hanif.islam@ harrow.gov.uk Tel: 020 8424 1548	Open	Agenda Report and any related appendices: Environmental Compliance Enforcement Policy; Fixed Penalty Notice Operational Guidance; Crime and Policing Act 2014 Briefing Note; DEFRA Guidance – Litter and Refuse; DEFRA Guidance on the use of FPNs; Equality Impact Assessment

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						<p>Consultation: Consultation took place on the use of FPNs between 15 August and 5 September 2014. This was via an on-line survey supported by self-completion questionnaires. A total of 327 surveys were completed. The report will also seek agreement on a proposal to consult on designating the borough in terms of land associated with unauthorised leaflet distribution.</p>



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Proposal to amalgamate Whitchurch First School and Nursery and Whitchurch Junior School	Determination of statutory proposals	Cabinet	19 February 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families johanna.morgan@ harrow.gov.uk Tel: 020 8736 6841	Open	Agenda Report and any related appendices  Consultation: Statutory consultation of the school communities about the amalgamation proposal was held from Monday 3 November 2014 until Friday 12 December 2014. Statutory proposals were published on 5 January 2015 with a statutory representation period of 4 weeks until 2 February 2015

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Proposals to amalgamate and expand Welldon Park Infant and Nursery School and Welldon Park Junior School	Determination of statutory proposals	Cabinet	19 February 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families johanna.morgan@ harrow.gov.uk Tel: 020 8736 6841	Open	Agenda Report and any related appendices  Consultation: Consultation with the school communities and local residents about the proposed amalgamation and expansion was held from Monday 29 September to Friday 14 November 2014. Statutory proposals to expand to amalgamate and expand the schools were published on 5 January 2015 for a four week representation period which

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						closed on 2 February 2015.
Corporate Plan	Agree the Council's Policy Framework and key programmes of work for 2015 - 2018 including the Corporate Equality Objectives for 2015 – 2019	Cabinet Council	19 February 2015 26 February 2015	Councillors David Perry and Graham Henson  Tom Whiting, Corporate Director of Resources rachel.gapp@harrow.gov.uk Tel: 020 8416 8774	Open	Agenda Report and any related appendices: Equality Impact Assessment  Consultation: During the course reviewing the corporate equality objectives a questionnaire was sent to all staff, members and key organisations that represent the protected characteristics. There has been engagement with the staff Making a Difference Group,

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						Corporate Equalities Group and scrutiny
<b>MARCH 2015</b>						
New Homes Bonus LEP Top slice - Funding Agreement Approval	Cabinet approval for Council to enter into a Funding Agreement with the GLA/LEP in respect of this successful funding bid worth £1.06m	Cabinet	19 March 2015	Councillor Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise malcolm.john@harrow.gov.uk Tel: 0208 736 6846	Open	Agenda Report and any related appendices: New Homes Bonus LEP top slice bid proposals  Consultation: The proposals were developed in discussion with the Youth Development Team, Communications, and Planning. Community and Culture and Housing Services were consulted on the development of

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						<p>the proposals. Finance was fully informed through E&amp; E's Business Finance Partner. The relevant Portfolio Holder was briefed and provided a letter of support to our NHB applications.</p> <p>Extensive negotiations were undertaken with the GLA to ensure that our proposals did not duplicate existing provision or planned European funded programmes (through ESIF).</p> <p>Proposals were also discussed with Harrow's Business Improvement</p>

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						District, Further Education Colleges, JobcentrePlus and local business support agencies
Procurement of ICT Service	Approval of the selection of the supplier of ICT Services for the next 5 years with a service commencement date of 1 November 2015, with an option to extend for a further three years	Cabinet	19 March 2015	Councillors Graham Henson and Sachin Shah  Tom Whiting, Corporate Director of Resources carol.cutler@ harrow.gov.uk Tel: 020 8736 6701	Part exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Agenda Report and any related appendices  Consultation: The decision taken to re-let the ICT Services contract was taken at the January 2014 Cabinet Meeting.  In order to determine the scope and to update on progress the project has consulted and communicated to CSB, Internal

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						Ops Board, the IT User Group, the IT Board, the IT Working Group, appropriate Members including the relevant Portfolio Holders and unions
Determination of Community School Admission Arrangements - Academic Year 2016/17	There is a statutory requirement under the School Standards and Framework Act 1998 for admission authorities to determine admission arrangements by 15 April in the determination year (i.e. by 15 April 2015)	Cabinet	19 March 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families raj.parmar@harrow.gov.uk Tel: 020 8416 8286	Open	Agenda Report and any related appendices: Outcome of Consultation  Consultation: Consultation has been held from 15 December to 6 February 2015 about proposed changes to the Fair Access Protocol

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West London Mental Health and Employment Trailblazer Grant and Service Level Agreements	Cabinet to approve Harrow Council entering into a Grant Agreement with the Department of Communities and Local Government (DCLG) to accept the Transformation Challenge Award grant and to enter into a Service Level Agreement with the West London Alliance (WLA)	Cabinet	19 March 2015	Councillor Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise malcolm.john@harrow.gov.uk Tel: 020 8736 6846	Open	Agenda Report and any related appendices: Transformation Challenge Award bid  Consultation: Three co-design workshops were held to develop the application for Transformation Challenge Award funds. They included representatives of all the WLA boroughs, Cabinet Office, Department of Health, Department for Work and Pensions, Public Service Transformation Network, Central North West



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						<p>London Mental Health Trust, Centre for Mental Health, West London Mental Health Trust, Mind, Public Health Services IAPTS, UCL Partners, Jobcentre Plus and Work Programme providers.</p> <p>Separate discussions were held with Legal, Procurement and E&amp;E's Finance Business Partner on the content of the Service Level Agreement.</p> <p>We will need to continue to consult public, private and voluntary sector</p>

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						organisations about how best to meet the needs of the client groups
Harrow Tree Strategy	To seek approval for the Harrow Tree Strategy	Cabinet	19 March 2015	Councillor Varsha Parmar  Caroline Bruce, Corporate Director of Environment and Enterprise hanif.islam@ harrow.gov.uk Tel: 020 8424 1548	Open	Agenda Report and any related appendices: Tree Strategy, EqIA  Extensive consultation has taken place both internally and externally. The feedback received has been incorporated in the Strategy as appropriate. The following were consulted: Project manager estates management; Bio-diversity officer; Service

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						<p>Manager – Public Realm; Head of Economic Development; Team Leader – Traffic and Highways Arboricultural Officer</p> <p>Harrow Nature Conservation Forum; The Hatch End Association; Community Champions</p>
Library Strategy 2015-2018	To approve the strategy for the future of library services in Harrow	Cabinet	19 March 2015	<p>Councillor Sue Anderson</p> <p>Paul Najsarek, Interim Head of Paid Service, Corporate Director, Community Health and Wellbeing marianne.locke@harrow.gov.uk</p>	Open	<p>Agenda Report and any related appendices: Future of Cultural Services in Harrow January 2012; Libraries &amp; Leisure Commissioning: Award of contracts June</p>

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				Tel: 020 8736 6503		2013  Consultation: Library users, non-users and key stakeholders consulted December 2014 and January 2015
Voluntary and Community Sector: Outcome of consultation on Funding	To inform Members of the outcome of the VCS consultation 2015 with recommendations for delivery of funding decisions 2015-16	Cabinet	19 March 2015	Councillors Sue Anderson and Margaret Davine  Paul Najsarek, Interim Head of Paid Service, Corporate Director, Community Health and Wellbeing marianne.locke@harrow.gov.uk Tel: 020 8736 6530	Open	Agenda Report and any related appendices: Cabinet Report February 2015; Final Revenue Budget and Medium Term Financial Strategy 2015-16 to 2018-19  Consultation: Voluntary and Community Sector and Service Users consultations

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						January-February 2015
<b>APRIL 2015</b>						
West London Waste Plan (WLWP)	Recommend that Council adopt the document to form part of Harrow's Local Plan	Cabinet	23 April 2015	Councillor Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise philip.crowther@ harrow.gov.uk Tel: 020 8736 6188	Open	Agenda Report and any related appendices: West London Waste Plan  Consultation: Three public consultations (January 2009; February 2011; March 2014) plus an independent examination in public

## HARROW COUNCIL CABINET 2014/15

### CONTACT DETAILS OF PORTFOLIO HOLDERS

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Partnerships & Corporate Leadership	David Perry	Labour Group Office Room 102, PO Box, 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07505 430133 Group Office: (020) 8424 1897	Email: david.perry@harrow.gov.uk
Deputy Leader, Business, Planning & Regeneration	Keith Ferry	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07922 227147 Group Office: (020) 8424 1897	Email: keith.ferry@harrow.gov.uk
Adults & Older People	Margaret Davine	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Home: (020) 8863 3675 Group Office: (020) 8424 1897	Email: margaret.davine@harrow.gov.uk
Children, Schools & Young People	Simon Brown	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: simon.brown@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Community, Culture & Resident Engagement	Sue Anderson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07875 094900 Group Office: (020) 8424 1897	Email: sue.anderson@harrow.gov.uk
Environment, Crime & Community Safety	Varsha Parmar	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07535 064495 Group Office: (020) 8424 1897	Email: varsha.parmar@harrow.gov.uk
Finance & Major Contracts	Sachin Shah	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07949 949745 Group Office: (020) 8424 1897	Email: sachin.shah@harrow.gov.uk
Housing	Glen Hearnden	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: glen.hearnden@harrow.gov.uk
Performance, Corporate Resources & Policy Development	Graham Henson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07721 509916 Group Office: (020) 8424 1897	Email: graham.henson@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Public Health, Equality & Wellbeing	Anne Whitehead	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: <a href="mailto:anne.whitehead@harrow.gov.uk">anne.whitehead@harrow.gov.uk</a>