

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( DECEMBER 2017 - FEBRUARY 2018 )**

**MONTH: December**

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>DECEMBER 2017</b>						
Draft Revenue Budget 2018/19 and Medium Term Financial Strategy 2018/19-2020/21	To approve the Draft of Revenue budget for 2018/19 and MTFS 2018/19-2020/21 for consultation	Cabinet	7 December 2017	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	Open	Agenda Report and any related appendices  Consultation: various bodies to be consulted after the draft budget has been approved.
Revenue and Capital Monitoring 2017/18 - Quarter 2 as at 30th September 2017	To note the Revenue and Capital forecast position as at Quarter 2 To approve virements and any amendment in the capital programme delegated to Cabinet	Cabinet	7 December 2017	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	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: None

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Draft Capital Programme 2018/19 to 2020/21	To approve the draft of 2018/19 to 2020/21 Capital Programme for consultation. To approve the draft of Capital Strategy	Cabinet	7 December 2017	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	Open	Agenda Report and any related appendices  Consultation: None
Calculation of Business Rates Tax Base for 2018-2019	To approve the Council's Business Rates Retention amount for 2018-19	Cabinet	7 December 2017	Councillor Adam Swersky  Tom Whiting, Corporate Director, Resources & Commercial fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices  Consultation: Not applicable
Calculation of Council Tax Base for 2018-2019	To approve the Council's Council Tax Base for 2018-19	Cabinet	7 December 2017	Councillor Adam Swersky  Tom Whiting, Corporate Director,	Open	Agenda report and any related appendices  Consultation: Not

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				Resources & Commercial fern.silverio @harrow.gov.uk Tel: 020 8736 6818		applicable
Estimated Surplus / (Deficit) on the Collection Fund 2017-18	To agree the Council's collection fund position and to allow the appropriate transfers to the general or collection fund to clear surplus or deficit	Cabinet	7 December 2017	Councillor Adam Swersky  Tom Whiting, Corporate Director, Resources & Commercial fern.silverio @harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices  Consultation: Not applicable
HRA Budget 2018-19 and MTFS 2019-20 to 2020-21	Approve the draft HRA budget for 2017-18 and MTFS for consultation	Cabinet	7 December 2017	Councillors Glen Hearnden and Adam Swersky  Dawn Calvert, Director of Finance Nick Powell, Divisional Director, Housing Services	Open	Agenda Report and any related appendices  Consultation: Council tenants, leaseholders, private residents and staff

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				milan.joshi @harrow.gov.uk Tel: 020 8416 8662		
Property Disposal Programme 2017-2018	<p>To:</p> <ol style="list-style-type: none"> <li>1) Declare surplus the properties detailed in this report</li> <li>2) Note the financial implications and estimated sale prices detailed in Appendix 1</li> <li>3) Authorise the Corporate Director Community in consultation with the Portfolio Holder for Business</li> </ol>	Cabinet	7 December 2017	<p>Councillor Ferry</p> <p>Paul Walker, Corporate Director, Community andrew.connell @harrow.gov.uk Tel: 020 8424 1259</p>	<p>Part exempt</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	<p>Agenda Report and any related appendices</p> <p>Consultation: To take place with relevant ward Councillors.</p>

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
	<p>Planning and Regeneration and the Portfolio Holder for Housing and Employment to take all appropriate action to dispose of the Council's interests in the land and properties detailed for the best consideration reasonably obtainable in the event that currently authorised disposals in the 2016 Cabinet report are unlikely to sell in the current</p>					

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
	financial year.					
Community Infrastructure Levy - Allocations Process	To establish a process of allocating Harrow Community Infrastructure Levy (CIL) receipts, including Borough CIL and Neighbourhood CIL	Cabinet	7 December 2017	Councillors Keith Ferry and Adam Swersky  Paul Nichols, Divisional Director, Regeneration and Planning david.hughes@harrow.gov.uk Tel: 020 8736 6082	Open	Agenda Report and any related appendices: Appendix: draft minutes of Major Developments Panel meeting held on 14 November 2017  Consultation: Major Developments Panel
Selective Licensing of South Harrow	Approve the implementation of a Selective Licensing Scheme in the Roxbourne and Roxeth Wards	Cabinet	7 December 2017	Councillor Graham Henson  Simon Baxter, Divisional Director, Environment & Culture richard.lebrun@harrow.gov.uk Tel: 020 8736 6267	Open	Agenda Report and any related appendices: Project Report on Selective Licensing, Proposal for Introduction of Selective Licensing Scheme Consultation



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
						<p>Reports, Designation of Selective, Draft Conditions, Fee Breakdown, EqIA</p> <p>Consultation: All necessary parties through on line consultation, landlord forum, meetings and links on Officer emails</p>
<p>Extension of 3rd Party Enforcement of Low Level Environmental Issues</p>	<p>To note the extension and agree to delegate to the Corporate Director, following consultation with the Portfolio, to award the contract for Environmental Enforcement Services subsequent to completion of the procurement</p>	<p>Cabinet</p>	<p>7 December 2017</p>	<p>Councillor Graham Henson</p> <p>Simon Baxter, Divisional Director, Environment &amp; Culture richard.lebrun@harrow.gov.uk Tel: 020 8736 6267</p>	<p>Open</p>	<p>Agenda Report and any related appendices: EqIA</p> <p>Consultation: None required</p>

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
	process					
Building a Better Harrow - December 2017 Report	Approval of budgets for the 2018/19 financial year, approval to commence procurement activity, delegations in respect of contracts, delegation in respect of lease acquisition. Agreement to produce infrastructure plan and lobbying strategy	Cabinet	7 December 2017	Councillors Keith Ferry and Adam Swersky  Paul Nichols, Divisional Director, Regeneration and Planning peter.wright@harrow.gov.uk Tel: 020 8424 1519	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: Progress Update, Programme Budget, Byron Quarter Business Case, Delegation report for Contract, Programme Risk Register, Services Delivery Report  Consultation: Local residents' groups and relevant Councillors /Officers
<b>JANUARY 2018</b>						
Library Management	To approve the extension of the	Cabinet	18 January 2018	Councillors Adam Swersky and Sue	Open	Agenda Report and any related

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Contract Extension	contract with Carillion Integrated Services Ltd for a further five years from 1 <sup>st</sup> September 2018			Anderson  Simon Baxter, Divisional Director, Environment & Culture tim.bryan@harrow.gov.uk Tel: 020 8416 8639		appendices: Equalities Impact Assessment, Contract Performance  Consultation: Consultation was undertaken with the public and library staff prior to the award of the contract to Carillion Integrated Services Ltd in September 2013
Fees and Charges 2018/19	Agree the Council's fees and charges to be implemented from April 2018	Cabinet	18 January 2018	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	Open	Agenda Report and any related appendices  Consultation: None

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Council Tax Exemption for Care Leavers living in Harrow	Approval of arrangements for the granting of Council Tax exemptions for young people leaving the Council's care and living in the Borough.	Cabinet	18 January 2018	Councillor Robson  Paul Hewitt, Divisional Director, Children and Young People Services paul.hewitt @harrow.gov.uk Tel: 020 8736 6978	Open	Agenda Report and any related appendices
Council Insurance Renewals 2018	Approval of the recommendation to enter into contracts for the provision of motor, commercial property, crime and business travel/personal accident insurance and engineering inspection services for the Council.	Cabinet	18 January 2018	Councillor Swersky  Dawn Calvert, Director of Finance karen.vickery @harrow.gov.uk Tel: 020 8424 1995	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

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
Provision of Accommodation for Young Unaccompanied Asylum Seekers	To seek approval for a direct award of a contract for five years until at least 2023 with the option to extend for a further two years until 2025, to the current provider. To ensure stability and sufficiency of accommodation for thirty Unaccompanied Asylum Seeking Children and young adults aged 16-24	Cabinet	18 January 2018	Councillor Christine Robson  Chris Spencer, Corporate Director, People claire.kentish@harrow.gov.uk Tel: 020 8424 1485	Open	Agenda Report and any related appendices: EqIA  Consultation: Relevant Councillors and Officers, Provider(s), and Service Clients
Extension of the lease on Cedars Youth and Community Centre	To extend the current lease for Cedars Youth and Community Centre to Watford Football Club Community Sport	Cabinet	18 January 2018	Councillors Keith Ferry and Christine Robson  Chris Spencer, Corporate Director, People	Open	Agenda Report and any related appendices  Consultation: Internal consultations with

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	and Education Trust			priya.ganatra@harrow.gov.uk belinda.pritchard@harrow.gov.uk Tel: 020 8420 9237/9330		relevant Councillors and officers
Grange Farm Estate Regeneration Update	To approve a revised business plan and procurement strategy for delivery of the Grange Farm estate regeneration	Cabinet	18 January 2018	Councillor Glen Hearnden and Adam Swersky  Nick Powell, Divisional Director, Housing Services alison.pegg@harrow.gov.uk Tel: Tel: 020 8424 1933	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: Procurement Options, Business Plan  Consultation: The residents of the Grange Farm estate are regularly involved and consulted in respect of the estate regeneration plans. A Resident Steering Group has been established supported by an Independent

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						Tenant Advisor. Neighbouring residents and businesses are also consulted
<b>FEBRUARY 2018</b>						
Corporate Plan	To recommend the approval of the Corporate Plan to Council	Cabinet Council	15 February 2018 22 February 2018	Councillors Sachin Shah and Kiran Ramchandani  Tom Whiting, Corporate Director, Resources & Commercial rachel.gapp@harrow.gov.uk Tel: 020 8416 8774	Open	Agenda Report and any related appendices: Corporate Plan 2018/19 update, EqIA  Consultation: N/A
Final Revenue Budget 2018/19 and Medium Term Financial Strategy 2018/19-2020/21	To recommend to Council: • the proposed revenue budget 2018/19 and	Cabinet Council	15 February 2018 22 February 2018	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@	Open	Agenda Report and any related appendices  Consultation: None, except

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	<p>the Medium Term Financial Strategy 2018/19 to 2020/21 to enable the Council Tax to be set</p> <ul style="list-style-type: none"> <li>• the members allowance scheme 2018/19</li> <li>• the 2018/19 pay policy statement</li> <li>• the 2018/19 schools' budget</li> </ul>			<p>harrow.gov.uk Tel: 0208 424 7544</p>		<p>consideration of consultations undertaken with various bodies following the approval of the draft budget</p>
<p>Capital Programme 2018/19 to 2020/21</p>	<p>To recommend the Capital Programme 2018/19-2020/21 to Council for approval.</p>	<p>Cabinet Council</p>	<p>15 February 2018 22 February 2018</p>	<p>Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544</p>	<p>Open</p>	<p>Agenda Report and any related appendices  Consultation: None</p>



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Revenue and Capital Monitoring 2017/18 - Quarter 3 as at 30 December	<ol style="list-style-type: none"> <li>1. To note the Revenue and Capital position reported as at Q3 for 2017-18</li> <li>2. To approve virements.</li> <li>3. To approve any amendment in the capital programme delegated to Cabinet</li> </ol>	Cabinet	15 February 2018	<p>Councillor Adam Swersky</p> <p>Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544</p>	<p>Part exempt</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	<p>Agenda Report and any related appendices</p> <p>Consultation: None</p>
Treasury Management Strategy Statement including Prudential Indicators, Minimum Revenue Provision Policy Statement and	Cabinet to be asked to recommend to Council that they approve the Treasury Management Strategy Statement for 2018/19 including:	<p>Cabinet</p> <p>Council</p>	<p>15 February 2018</p> <p>22 February 2018</p>	<p>Councillor Adam Swersky</p> <p>Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544</p>	Open	<p>Agenda Report and any related appendices</p> <p>Consultation: None</p>

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Annual Investment Strategy for 2018/19	<ul style="list-style-type: none"> <li>• Prudential Indicators for 2018/19</li> <li>• Minimum Revenue Provision Policy Statement for 2018/19</li> <li>• Annual Investment Strategy for 2018/19</li> </ul>					

## HARROW COUNCIL CABINET 2016/17

### CONTACT DETAILS OF PORTFOLIO HOLDERS

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Partnerships & Devolution	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
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	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
Children, Young People & Schools	Christine Robson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07712 278832 Group Office: (020) 8424 1897	Email: christine.robson@harrow.gov.uk

<b>Portfolio</b>	<b>Councillor</b>	<b>Address</b>	<b>Telephone no.</b>	<b>Email</b>
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	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
Finance & Commercialisation	Adam Swersky	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07904 466987 Group Office: (020) 8424 1897	Email: adam.swersky@harrow.gov.uk
Public Health, Equality & 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
Housing & Employment	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

Portfolio	Councillor	Address	Telephone no.	Email
Performance, Corporate Resources & Customer Service	Kiran Ramchandani	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07957 549741 Group Office: (020) 8424 1897	Email: kiran.ramchandani@harrow.gov.uk