

London Borough of Harrow

KEY DECISION SCHEDULE (DECEMBER 2013 - FEBRUARY 2014)

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 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 |
|--|---|----------------|------------------------------------|--|-------------------------|---|
| DECEMBER 2013 | | | | | | |
| Calculation of Council Tax Base for 2014-2015 | To approve the Council's Council Tax Base for 2014-15 | Cabinet | 12 December 2013 | Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harro w.gov.uk Tel: 020 8736 6818 | Open | Agenda Report and any related appendices |
| Calculation of Business Rates Tax Base for 2014-2015 | To approve the Council's NDR Tax Base for 2014-15 | Cabinet | 12 December 2013 | Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harro w.gov.uk Tel: 020 8736 6818 | Open | Agenda Report and any related appendices |
| Draft Revenue Budget and Medium Term Financial Strategy 2014-15 to 2017-18 | To approve the draft budget for 2014-15 and MTFS for consultation | Cabinet | 12 December 2013 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance | Open | Agenda Report and any related appendices: Budget proposals |

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|--|---|-----------------------|---|---|--------------------------------|---|
| | | | | steve.tingle@harro w.gov.uk Tel: 020 8868 8341 | | |
| Draft Capital Programme 2014-15 to 2017-18 | To approve the draft Capital Programme for consultation | Cabinet | 12 December 2013 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harro w.gov.uk Tel: 020 8868 8341 | Open | Agenda Report and any related appendices |
| Revenue and Capital Monitoring for Quarter 2 as at 30 September 2013 | To note the forecast position and approve recommended virements | Cabinet | 12 December 2013 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harro w.gov.uk Tel: 020 8868 8341 | Open | Agenda Report and any related appendices |
| Draft HRA Budget 2014-15, draft MTFS 2015-16 to 2017-18, | To approve the draft budget for consultation; to approve the | Cabinet | 12 December 2013 | Councillors Barry Macleod-Cullinane and Tony Ferrari | Open | Agenda Report and any related appendices: draft HRA budget, |

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| draft HRA Capital budget 2014-15 to 2017-18 | proposed rent increase for consultation; to approve the proposed increases in fees & charges for consultation; to approve the draft capital budget for consultation | | | Paul Najsarek, Corporate Director, Community Health and Wellbeing dave.roberts@harrow.gov.uk Tel: 020 8420 9678, Simon George, Director of Finance and Assurance | | proposed rent increase; schedule of proposed fees and charges; draft HRA Capital Programme |
| Collection Fund 2013-14 | Note the estimated surplus on Collection Fund and agree the amount to be transferred to the General Fund | Cabinet | 12 December 2013 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance hasina.shah@harrow.gov.uk Tel: 020 8424 1573 | Open | Agenda Report and any related appendices |
| Locally Listed Buildings | Adopt Locally Listed Buildings SPD | Cabinet | 12 December 2013 | Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services lucy.haile@harrow. | Open | Agenda Report and any related appendices: Locally Listed Buildings SPD; Schedule of the public consultation over |

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| | | | | gov.uk Tel: 020 8736 6101 | | the draft Locally Listed Buildings SPD |
| Stanmore and Edgware Conservation Areas SPD | To adopt the Stanmore and Edgware Conservation Areas SPD | Cabinet | 12 December 2013 | Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services lucy.haile@harrow.gov.uk Tel: 0208 736 6101 | Open | Agenda Report and any related appendices: Stanmore and Edgware Conservation Areas SPD; Schedule of the public consultation over the draft Stanmore and Edgware Conservation Areas SPD and Council responses to this |
| School Expansion Programme - Whitefriars Community School | Whether to publish statutory proposals to expand Whitefriars Community School and to extend the age | Cabinet | 12 December 2013 | Councillor Janet Mote Catherine Doran, Corporate Director, Children and Families johanna.morgan@ | Open | Agenda Report and any related appendices |

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|---|--|----------------|------------------------------------|---|--|--|
| | range to include secondary provision | | | harrow.gov.uk Tel: 020 8736 6841 | | |
| Procurement of Banking Services (Non-Key but part Exempt) | To agree to the award of a contract for the supply of banking services for the next 5/7 years. | Cabinet | 12 December 2013 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance ian.talbot@harrow.gov.uk Tel: 020 8424 1450 | 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 |
| JANUARY 2014 | | | | | | |
| Council Fees and Charges | Agree the Fees & Charges to be implemented from the dates indicated in the report | Cabinet | 15 January 2014 | Councillor Tony Ferrari Simon George, Director of Finance and Assurance | Open | Agenda Report and any related appendices |

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|--|--|-----------------------|---|--|--------------------------------|--|
| | | | | steve.tingle@harro w.gov.uk Tel: 020 8868 8341 | | |
| Harrow School SPD | That Cabinet be requested to approve the draft SPD for a minimum of four weeks public consultation in line with the Council's Statement of Community Involvement | Cabinet | 15 January 2014 | Councillor Stephen Greek Stephen Kelly, Divisional Director of Planning Services matthew.paterson @harrow.gov.uk Tel: 020 8736 6083 | Open | Agenda Report and any related appendices:draft Harrow School SPD |
| Review of Harrow Help & Emergency Relief Scheme (ERS) | To note the pilot outcomes and review and agree to continue with scheme beyond the 1 year pilot | Cabinet | 15 January 2014 | Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harro w.gov.uk Tel: 020 8736 6818 | Open | Agenda Report and any related appendices |
| Corporate Debt | To note work | Cabinet | 15 January 2014 | Councillor Tony | Open | Agenda Report |

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| Collection | done to date and agree the corporate debt recovery policy | | | Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harro w.gov.uk Tel: 020 8736 6818 | | and any related appendices |
| Buildings Insurance for Residential Leaseholders | Approval of the recommendation to enter into a three-year contract for the provision of buildings insurance for residential leaseholders | Cabinet | 15 January 2014 | Councillors Barry Macleod-Cullinane and Tony Ferrari Simon George, Director of Finance and Assurance karen.vickery@har row.gov.uk Tel: 0208 424 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 |
| Harrow Mutual Support Network Contract Award | Agreement to enter into contract | Cabinet | 15 January 2014 | Councillor Barry Macleod-Cullinane Paul Najsarek, | Part exempt | Agenda Report and any related appendices |

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| | | | | Corporate Director, Community Health and Wellbeing tim.miller@harrow.gov.uk Tel: 020 8736 6330 | Information relating to the financial or business affairs of any particular person (including the authority holding that information) | |
| Risk Based Verification (RBV) Policy for Housing Benefit & Council Tax Support Assessments | Implementation of RBV supports the savings requirement within the Resources Directorate. Adopting the policy will reduce the necessity for benefit claimants to produce original documents to support their claim and reduce claimant contact | Cabinet | 15 January 2014 | Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818 | Part exempt Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. | Agenda Report and any related appendices |

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| Entering into a Contract to deliver ECO funded improvements to homes in Harrow | Approval sought to enter into a contract with British Gas to deliver ECO funded energy efficiency measures to dwellings in the borough | Cabinet | 15 January 2014 | Councillors Susan Hall, Barry Macleod-Cullinane, Stephen Wright Caroline Bruce, Corporate Director of Environment and Enterprise paul.mullins@harrow.gov.uk Tel: 020 8424 1473, Paul Najsarek, Corporate Director, Community Health and Wellbeing | Open | Agenda Report and any related appendices |
| FEBRUARY 2014 | | | | | | |
| Corporate Plan - 2014/15 | Sets out the Policy direction and key priorities for the year ahead. | Cabinet Council | 13 February 2014 20 February 2014 | Councillor Susan Hall Tom Whiting, Corporate Director of Resources alex.dewsnap@ha | Open | Agenda Report and any related appendices |

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| | | | | rrow.gov.uk Tel: 020 8416 8250 | | |

HARROW COUNCIL CABINET 2013/14

CONTACT DETAILS OF PORTFOLIO HOLDERS

| Portfolio | Councillor | Address | Telephone no. | Email |
|--|-----------------------------|---|---|---|
| Leader, Community Safety & Environment | Susan Hall | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07860 742093 Group Office: (020) 8424 1852 | Email: susan.hall@harrow.gov.uk |
| Deputy Leader, Adults & Housing | Barry Macleod- Cullinane | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07976 712611 Group Office: (020) 8424 1852 | Email: barry.macleod-cullinane@harrow.gov.uk |
| Business & Enterprise | Kam Chana | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07779 133457 Group Office: (020) 8424 1852 | Email: kamaljit.chana@harrow.gov.uk |
| Children & Schools | Janet Mote | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07970 672958 Group Office: (020) 8424 1852 | Email: janet.mote@harrow.gov.uk |

| Portfolio | Councillor | Address | Telephone no. | Email |
|---|----------------|--|--|-------------------------------------|
| Communications, Performance and Resources | Paul Osborn | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Home: (020) 7692 7188 Group Office: (020) 8424 1852 | Email: paul.osborn@harrow.gov.uk |
| Community & Culture | Manji Kara | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07919 016535 Group Office: (020) 8424 1852 | Email: manji.kara@harrow.gov.uk |
| Finance | Tony Ferrari | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07914 961035 Group Office: (020) 8424 1852 | Email: tony.ferrari@harrow.gov.uk |
| Health & Wellbeing | Simon Williams | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07796 580010 Group Office: (020) 8424 1852 | Email: simon.williams@harrow.gov.uk |
| Planning, Development & Regeneration | Stephen Greek | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07779 639408 Group Office: (020) 8424 1852 | Email: stephen.greek@harrow.gov.uk |

| Portfolio | Councillor | Address | Telephone no. | Email |
|----------------------------|----------------|---|---|---|
| Property & Major Contracts | Stephen Wright | Conservative Group Office, Room 102 PO Box 2, Civic Centre Station Road HARROW HA1 2UH | Mobile: 07899 920133 Group Office: (020) 8424 1852 | Email: stephen.wright@harrow.gov.uk |

| Non Executive Members | | | | |
|--|------------------|---|---|---|
| Leader of the Independent Labour Group | Thaya Idaikkadar | Independent Labour Group Office Middlesex Suite North PO Box, 2, Civic Centre Station Road HARROW HA1 2UH | Home: (020) 8863 2372 Mobile: 07812 028741 Group Office: (020) 8424 1154 | Email: thaya.idaikkadar@harrow.gov.uk |
| Leader of the Labour Group | David Perry | Labour Group Office Room 109, PO Box 2 Civic Centre Station Road HARROW HA1 2UH | Mobile: 07505 430133 Group Office: (020) 8424 1897 | Email: david.perry@harrow.gov.uk |
| Labour Group Representative | Graham Henson | Labour Group Office Room 109, PO Box 2 Civic Centre Station Road HARROW HA1 2UH | Mobile: 07721 509915 Group Office: (020) 8424 1897 | Email: graham.henson@harrow.gov.uk |