

London Borough of Harrow

KEY DECISION SCHEDULE (JANUARY 2014 - MARCH 2014)

MONTH: January

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
JANUARY 2014						
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@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Corporate Debt Collection	To note work done to date and agree the corporate debt recovery policy	Cabinet	15 January 2014	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Council Insurance Renewals 2014	Approval of the recommendation to enter into a contract for the	Cabinet	15 January 2014	Councillor Tony Ferrari Simon George,	Part exempt	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
	provision of property and liability insurance for the Council			Director of Finance and Assurance karen.vickery@harrow.gov.uk Tel: 020 8424 1995	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
Project Minerva: Findings and Recommendations	To approve the recommendations of Project Minerva in relation to the forward plans for the Resources Directorate in order to achieve savings from 2015/16.	Cabinet	15 January 2014	Councillor Tony Ferrari and Paul Osborn Tom Whiting, Corporate Director of Resources rob.bonneywell@harrow.gov.uk Tel: 020 8416 8902	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
Trading Standards- Reaffirming Delegations	For Cabinet to agree the reaffirmation of the delegation to LB Brent to conduct the Trading Standards Functions and agree delegations to Corporate Director Environment and Enterprise to conclude the commercial arrangements in conjunction with Legal Services	Cabinet	15 January 2014	Councillor Susan Hall Caroline Bruce, Corporate Director of Environment and Enterprise venetia.reid- baptiste@ harrow.gov.uk Tel: 020 8424 1492	Open	Agenda Report and any related appendices
Senior Management Structure	To consider the outcome of the consultation on the proposal to delete the post of the Chief Executive	Cabinet	15 January 2014	Councillor Susan Hall Hugh Peart, Director of Legal and Governance Services hugh.peart@ harrow.gov.uk	Open	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
				Tel: 020 8424 1287		
Calculation of Business Rates Tax Base for 2014-2015	To approve the Council's NDR Tax Base for 2014-15	Cabinet	15 January 2014	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
FEBRUARY 2014						
Council Fees and Charges	Agree the Fees & Charges to be implemented from the dates indicated in the report	Cabinet	13 February 2014	Councillor Tony Ferrari Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020 8420 9384	Open	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
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	13 February 2014	Councillors Barry Macleod-Cullinane and Tony Ferrari Simon George, Director of Finance and Assurance karen.vickery@harrow.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
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	Cabinet	13 February 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

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
	documents to support their claim and reduce claimant contact					
Financial Hardship Fund	To agree and adopt the Financial Hardship Fund Policy, assessment criteria and award process	Cabinet	13 February 2014	Councillor Tony Ferrari Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8424 1881	Open	Agenda Report and any related appendices
Harrow Mutual Support Network Contract Award	Agreement to enter into contract	Cabinet	13 February 2014	Councillor Barry Macleod-Cullinane Paul Najsarek, Acting Head of Paid Service, Corporate Director, Community Health and Wellbeing tim.miller@harrow.gov.uk Tel: 020 8736 6330	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
Corporate Plan - 2014/15	Sets out the Policy direction and key priorities for the year ahead.	Cabinet Council	13 February 2014 27 February 2014	Councillor Susan Hall Tom Whiting, Corporate Director of Resources alex.dewsnap@ harrow.gov.uk Tel: 020 8416 8250	Open	Agenda Report and any related appendices
Joint West London Waste Plan: Submission Document	That Cabinet be requested to recommend that the Council approve the draft West London Waste Plan for publication for a minimum six-week public consultation period in March – April 2014 and, subject to representations, submission to the Secretary of	Cabinet	13 February 2014	Councillor Stephen Greek Caroline Bruce, Corporate Director of Environment and Enterprise matthew.paterson @harrow.gov.uk Tel: 020 8736 6082	Open	Agenda Report and any related appendices: Draft West London Waste Plan: Pre-Submission Consultation Document; WLWP: Issues and Options Consultation document (January 2009); WLWP: Proposed Sites and Policies Consultation Document

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
	<p>State for Examination in Public.</p> <p>Delegate authority to the Divisional Director of Planning, in consultation with the Portfolio Holder for Planning and Regeneration, to make minor modification to the draft plan as are necessary for factual correctness and in response to representations received.</p>					(February 2011)
Capital Programme 2014-15 to 2017-18	Recommend the Capital Programme to Council for approval	Cabinet Council	13 February 2014 27 February 2014	Councillor Tony Ferrari Simon George, Director of Finance	Open	Agenda Report and any related appendices: Summary Capital Programme

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 Assurance steve.tingle@harrow.gov.uk Tel: 02 8420 9384		
Revenue Budget and Medium Term Financial Strategy (MTFS) 2014-15 to 2016-17	To recommend to Council the revenue budget to enable the Council Tax to be set for 2014-15; To approve the MTFS	Cabinet Council	13 February 2014 27 February 2014	Councillor Tony Ferrari Simon George, Director of Finance and Assurance dawn.calvert@harrow.gov.uk Tel: 020 8424 1393	Open	Agenda Report and any related appendices: Budget and MTFS proposals and related appendices
Housing Revenue Account Budget 2014-15, Medium Term Financial Strategy 2015-16 to 2017-18, and HRA Capital Budget 2014-15 to 2017-18	1. To approve the HRA Budget and MTFS; 2. To approve the proposed rent increase; 3. To	Cabinet Council	13 February 2014 27 February 2014	Councillors Tony Ferrari and Barry Macleod-Cullinane Simon George, Director of Finance and Assurance Paul Najsarek, Acting Head of Paid Service, Corporate Director, Community Health	Open	Agenda Report and any related appendices: Housing Revenue Account Budget 2014-15, Medium Term Financial Strategy 2015-16 to 2017-18, and HRA Capital Budget 2014-15 to 2017-18

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
	<p>approve the proposed increases in Fees & Charges;</p> <p>4. To approve the HRA capital budget 2014-15 to 2017-18</p> <p>5. To recommend that Council approve:</p> <p>(a)The HRA budget 2014-15 and MTFS 2015-16 to 2017-18</p> <p>(b)The HRA capital budget 2014-15 to 2017-18</p>			<p>and Wellbeing dave.roberts@harrow.gov.uk Tel: 020 8420 9678,</p>		
<p>Recruitment Process Contract (Non-Key but part Exempt)</p>	<p>Approval sought to enter into a contract with Pertemps to</p>	<p>Cabinet</p>	<p>13 February 2014</p>	<p>Councillor Paul Osborn Tom Whiting,</p>	<p>Part exempt</p>	<p>Agenda Report and any related appendices</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
	deliver an online recruitment system integrating permanent recruitment processing with the Pertemps Agency Worker ordering System (PAWS)			Corporate Director of Resources jon.turner@harrow.gov.uk Tel: 020 8424 1225	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
Harrow Community Learning Strategy	Approval of the Harrow Community Learning Strategy 2013-15	Cabinet	13 February 2014	Councillor Manji Kara Marianne Locke, Divisional Director, Community & Culture geoff.trodd@harrow.gov.uk Tel: 020 8416 8805	Open	Agenda Report and any related appendices: Harrow Community Learning Strategy
MARCH 2013						
Entering into a Contract to	Approval sought to enter into a	Cabinet	13 March 2014	Councillors Susan Hall, Barry	Open	Agenda Report and any related

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
deliver ECO funded improvements to homes in Harrow	contract with British Gas to deliver ECO funded energy efficiency measures to dwellings in the borough			<p>Macleod-Cullinane, Stephen Wright</p> <p>Caroline Bruce, Corporate Director of Environment and Enterprise Paul Najsarek, Acting Head of Paid Service, Corporate Director, Community Health and Wellbeing paul.mullins@harrow.gov.uk Tel: 020 8424 1473</p>		appendices
Small Grant and Outcome Based Grant Recommendation 2014-15	Approval of Grant Funding Recommendations	Cabinet	13 March 2014	<p>Councillor Manji Kara</p> <p>Paul Najsarek, Acting Head of Paid Service, Corporate Director, Community Health and Wellbeing kashmir.takhar@harrow.gov.uk Tel: 020 8420</p>	Open	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
				9331		

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