

CABINET MINUTES

13 FEBRUARY 2014

Chairman: * Councillor Susan Hall

Councillors:

* Kam Chana	* Janet Mote
* Tony Ferrari	* Paul Osborn
* Stephen Greek	* Simon Williams
* Manji Kara	* Stephen Wright
* Barry Macleod-Cullinane	

**Non Executive
Non Voting
Councillors:**

* Graham Henson	* David Perry
* Thaya Idaikkadar	

**In attendance:
(Councillors)**

James Bond	Minute 776
Krishna James	Minute 776
Jerry Miles	Minute 788
Asad Omar	Minute 776

* Denotes Member present

782. Key Decision: Final Revenue Budget 2014/15 and Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17

The Portfolio Holder for Finance introduced the report, which set out the final Revenue Budget for 2014/15 and the Medium Term Financial Strategy (MTFS) for 2014/15 to 2016/17. He identified the report as the delivery mechanism for the Council's Corporate Plan 2014/15.

The report showed that the Budget for 2014/15 was balanced and the MTFS identified budget gaps for future years. A substantive change to the draft budget presented to Cabinet in December 2013 was the financing of the 20 minutes free parking.

The Leader of the Council referred to the invitation extended to the largest opposition Group to present its 'alternative' budget initially to Cabinet for scrutiny but noted that this offer had been declined. The residents of Harrow would not be given an opportunity to scrutinise the 'alternative' budget.

The Leader of the largest opposition Group replied that it was important for his Group to present a robust 'alternative' budget in due course. As the main opposition, it was essential that his Group had had an opportunity to scrutinise the administration's proposed budget. He was critical of the proposal to spend £400,000 on bins over four years and he considered that the money would be better spent on those affected by domestic violence. He also asked about the duration of the proposed 20 minutes free parking which he said had been announced with haste. He was of the view that the administration's proposed budget would increase the deficit for future years with rate payers having to pay in later years.

The Leader of the Council, the Deputy Leader and the Portfolio Holder for Finance responded as follows:

- it was important to differentiate between capital and revenue budgets as these budgets could not be switched around. The provision of bins by the administration would be met the capital budget and the proposal put forward by the largest Opposition Group, on domestic violence had revenue implications. It was suggested that the largest opposition Group did not understand this important difference;
- a U-turn on the Cleaner, Safer and Fairer agenda was implausible and the administration's achievements in a short period of time since it came to power ought be applauded;
- the 20 minute free parking proposal had been included in the 2014/15 budget. The next administration would need to make a decision in this regard on the basis of the overall savings that it would need to achieve;
- the largest opposition Group had not taken opportunities to provide effective scrutiny of the administration's budget and had failed to present its own 'alternative' budget for scrutiny.

During a further discussion on the proposed budget, the same non-voting non-Executive Cabinet Members stated that the budget, which included potential overspends, was electioneering as every policy area had had its finances increased. They considered this to be reckless, as it would put pressures on future administrations. They were critical of the proposed reduction in the welfare contingency budget and the message this sent to residents. They referred to the £60m savings achieved during their administration, and were of the view that the Council needed to take a lead role in the West London Alliance and look at shared services in order to protect staff and their futures.

In response, the Leader of the Council stated that it was important to recognise that the largest opposition Group had already made extra commitments, for example an additional Under One Sky event, which were not about helping the vulnerable. The Portfolio Holder for Communications, Performance and Resources stated that the administration was looking at alternatives such as the shared services and would only reflect such items in the budget provided they were deliverable. It was irresponsible for the largest Opposition Group to have earmarked savings, such as those in the Democratic Services budget and thereafter not meeting its obligations by scaling back on the number of meetings.

The Portfolio Holder for Finance stated that the administration had inherited a budget that was not their own and had frozen Council Tax, improved the amount of money allocated for the needy, employed additional social workers, increased the budget for the elderly, and transport which a responsible administration would do.

Resolved to RECOMMEND: (to Council)

That

- (1) the budget be approved to enable the Council Tax for 2014/15 to be set;
- (2) the Medium Term Financial Strategy at Appendices 1 and 2 of the report be endorsed;
- (3) the policy on the use of the contingency at Appendix 5 of the report be approved;
- (4) in relation to schools, the schools' budget at Appendix 6 of the report be approved;
- (5) the Members' Allowance Scheme at Appendix 13 of the report be adopted for 2014/15.

Reason for Recommendation: To ensure that the Council sets a balanced budget for 2014/15.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

MEDIUM TERM FINANCIAL STRATEGY 2013-14 to 2016-17

(APPENDIX 1 to the report)

	2013-14	2014-15	2015/16	2016-17
	£000	£000	£000	£000
Budget Requirement Brought Forward		181,063	174,426	161,964
Capital Financing Costs		462	310	841
Grant Changes		-1,683	2,007	-145
Other Technical Changes		-2,738	3,279	3,289
Inflation		2,560	3,460	3,460
Transformation		-244	-187	-31
Community Health and Wellbeing		-3,058	2,782	2,500
Children and Families		-572	413	413
Environment and Enterprise		-149	333	764
Resources		-1,214	-110	505
Total		-6,636	12,287	11,596
FUNDING GAP		0	-24,750	-20,765
Total Change in Budget Requirement		-6,636	-12,463	-9,169
Revised Budget Requirement	181,063	174,426	161,964	152,795
Collection Fund Deficit/-surplus	-1,045	-1,676	0	0
Revenue Support Grant	-52,100	-42,628	-30,650	-20,650
Top Up	-20,154	-20,546	-21,113	-21,694
Retained Non Domestic Rates	-14,725	-14,509	-15,034	-15,184
Amount to be raised from Council Tax	93,039	95,067	95,167	95,267
Council Tax at Band D	£ 1,210.28	£ 1,210.28	£ 1,210.28	£1,210.28
Increase in Council Tax (%)	2.00	0.00%	0.00%	0.00%
Tax Base	76,874	78,550	78,632	78,715
Collection rate	97.50%	97.50%	97.50%	97.50%
Gross Tax Base	78,845	80,565	80,649	80,733

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	TECHNICAL BUDGET CHANGES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15 £000	2015-16 £000	2016-17 £000		General	Specific	Initial	Full
	Capital and Investment								
Tech 001	Capital financing costs and investment income. Increased Minimum Revenue Provision costs of the capital programme and interest on balances changes	462	310	841	N/A - technical budget adjustment	N/A	N/A	N/A	N/A
	Total Capital and Investment Changes	462	310	841					
	Grant Changes								
Tech 002	New homes bonus - Top slice of New Homes Bonus to fund LEP announced in Comprehensive Spending Review (CSR) 2013	-201	1,200	-345	N/A - technical budget adjustment	N/A	N/A	N/A	N/A
Tech 003	SSCF Grant received from GLA - reduction. Grant no longer unringfenced	62	0	0	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
Tech 007	Education Support Grant. New grant in relation to Local Education Authority (LEA) functions, previously included in formula Grant	-251	1,500	200	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
Tech 001	Council Tax Freeze Grant. Payable for setting 0% Council Tax increases in 2014-15 and 2015-16	-1,068	-1,068		N/A - technical budget adjustment	Yes	N/A	N/A	N/A
	S 31 Grant to replace Business Rates lost as a result of temporary reliefs to ratepayers	-225	375						
	Total Grant Changes	-1,683	2,007	-145					
	Other Technical Changes								
Tech 012	Freedom Pass Levy increase. Cost of Freedom passes charged to Harrow by TfL	206	360	370	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
	Capitalisation strategy/recharges strategy								
Tech 014	Reduce reliance on capitalisation. Final instalment in programme of switching previously capitalised expenditure to revenue	14	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Miscellaneous								
Tech 017	Balance on SSC annual review - net charge to non general fund. Cost to general fund of reduction in support service charges to HRA.	150	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
Tech 018	Budget planning contingency.		3,000	3,000	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
Tech 019	Contingency for Welfare Reform and other pressures	-2,000	0	0	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
Tech 020	Saving from formula change on freedom passes - agreed at London councils TEC in December 2012 Reallocation of costs between London boroughs giving Harrow a reduction in costs	-108	-81	-81	Agreed February 2013	Yes	N/A	N/A	N/A
Tech 022	Redundancy provision. Removal of £1m budget for redundancy costs in 2013-14.	-1,000	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Total Other Technical Changes	-2,738	3,279	3,289					
	Pay and Inflation								
Tech 023	Pay Award @ 1% 2013-14 and 2014-15, then 2% pa	950	1,850	1,850	Agreed February 2013	Yes	N/A	N/A	N/A
Tech 024	Employer's Pension Contributions @ 0.5% p.a.	400	400	400	Agreed February 2013	Yes	N/A	N/A	N/A
Tech 025	Inflation on goods and services @ 1.3% p.a.	1,210	1,210	1,210	N/A - technical budget adjustment	Yes	N/A	N/A	N/A
	Total Pay and Price Inflation	2,560	3,460	3,460					
	CROSS CUTTING TRANSFORMATION PROGRAMME								
Tech 028	Mobile and Flexible working - implementation and running costs	24	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
Tech 029	Terms and conditions. Savings arising from renegotiated terms and conditions with staff.	-268	-187	-31	N/A - technical budget adjustment	Yes	N/A	N/A	N/A

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	TECHNICAL BUDGET CHANGES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
	Total Transformation	-244	-187	-31					
	Total Corporate	-1643	8869	7414					

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	CHILDREN'S SERVICES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
	Investment in Services								
CF 001	Increase in Children Looked After (CLA) placement budgets reflecting growth in child population and changing demographic	178	178	178	Agreed February 2013	Yes	N/A	Yes	N/A
CF 002	Increase in Children with Disabilities (CWD) client costs reflecting growth in child population	82	82	82	Agreed February 2013	Yes	N/A	Yes	N/A
CF 003	Increase in staffing costs reflecting growth in child population and changing demographic	153	153	153	Agreed February 2013	Yes	N/A	Yes	N/A
CF 004	Loss of Youth Justice Board funding	10	0	0	Agreed February 2013	Yes	N/A	N/A	Yes
CF 008	Creation of Advanced Practitioner Social Worker posts	70	0	0	Agreed February 2013	Yes	N/A	N/A	Yes
CF 012	Project Management Costs including Special Needs Transport, Children's Centre remodelling and developing new transformation projects	-97	0	0	Agreed February 2013	Yes	N/A	Yes	N/A
CF 001 14/15	Additional 12 Social Worker posts. Growth of £500k already approved by Leader for 2014/15.	500	0	0	New growth	Yes	N/A	N/A	N/A
CF 002 14/15	Special Needs Transport increase in demand	300	0	0	New growth	Yes	N/A	N/A	N/A
	Total Investment in Services	1,196	413	413					
	Savings								
CF 017	Consolidation of staffing structure including proposed deletion of 1 Divisional Director post 2015/16	-148	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 018	Deletion of Head of Education Strategy & School Organisation	-50	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 019	Reconfiguration of Early Intervention Service to support the Families First Programme	-150	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 020	Children's Centres remodelling to reconfigure the local offer	-200	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CF 021	Special Needs Transport II - demand management including Independent Travel Training	-45	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CF 022	Special Needs Transport III - full market engagement including outsourcing of some routes	-500	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CF 023	Introduction of Charging for non Statutory Educational Psychology to schools	-90	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 024	Review of semi supported provision including potential closure of Honeypot Lane	-410	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CF 025	Procurement Savings including placements	230	0	0	Unachievable saving	Yes	Yes	Yes	N/A
CF 026	Savings from commissioning budgets including connexions, parenting support, drugs & alcohol and clinic in a box	-255	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 027	Recommissioning of Respite Care for CWD	-100	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CF 028	Consolidation of Early Years training functions - including reductions in contracts & staffing	-50	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
	Total Children and Families Savings	-1,768	0	0					
	Net Children & Families	-572	413	413					

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	ENVIRONMENT & ENTERPRISE	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
	Investment in Services								
E&E001	Public Realm Services (PRS) - Vehicle early termination payments	-295	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
E&E002	Transformation growth	-163	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
E&E003	Parking review - Deletion of previously approved growth in 2013-14 and additional growth proposed in 2014-15 for original 20 minute free parking proposal	-261	0	0	Agreed growth no longer required	Yes	N/A	N/A	N/A
E&E011 14/15	Parking review - New proposal for 20 minute free parking	200	100	0	Policy change	Yes	N/A	N/A	N/A
E&E005	CCTV camera income decline	0	70	56	Agreed growth no longer required	Yes	N/A	N/A	N/A
E&E006	CRC (Carbon Reduction Commitment)/EA (Environment Agency) increase in cost of CRC scheme	-88	0	0	Agreed growth no longer required	Yes	N/A	N/A	N/A
E&E008	West London Waste Authority (WLWA) Levy / Dry Recyclables Income	689	677	708	Agreed February 2013	Yes	N/A	N/A	N/A
E&E 001 14/15	Recycling Support Team - Positive, friendly people dressed in a fully Council branded uniform, working with refuse crews to support recycling, composting and street scene through active interactions with the public. A team of three plus materials budget for publicity etc.- £125,000. May be self financing if they can divert 1,000 tonnes of residual waste into recycling stream. The provision of the funding will allow increased penetration of recycling issues and benefits. A sustained publicity campaign to boost our recycling performance. A targeted campaign can move the Borough towards a 50% recycling rate, this may be self financing in the long run if waste is diverted from landfill.	125	0	0	New growth	Yes	N/A	N/A	N/A
E&E 002 14/15	Secondary Shopping Centres Beat Sweeping - Reintroduction of high visibility weekend street cleansing in secondary shopping centres which are subject to excessive littering and complaint (including Rayners Lane, Edgware, South Harrow etc) and borough wide rapid response team at weekend. The provision of the funding will support our high streets economic vitality, improve our performance indicator score for litter (NI 195) which has dipped over the last year and improve public satisfaction due to reduction in excessive weekend littering. Weekend operation will also ease pressure on Monday mornings as the catch up will not be so great.	150	0	0	New growth	Yes	N/A	N/A	N/A
E&E 003 14/15	Street cleansing Blitz Team - The team will be utilised in responding to complaints, Neighbourhood Champion referrals, removal of signal crime, detail cleansing of hot spots and supporting volunteer initiatives. The provision of the funding will allow the improvement of the street cleansing indicator, improvement in reduction of fear of crime, improved customer satisfaction and support of volunteer work	125	0	0	New growth	Yes	N/A	N/A	N/A

MTFS 2014/15 to 2016/17 – Proposed investments / savings

ENVIRONMENT & ENTERPRISE		Proposed MTFS			Category	Consultation		EQIA	
Item No		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
E&E 004 14/15	Neighbourhood Champions (NC) - Restock publicity and NC apparel, re-engage current Neighbourhood Champions. Initiate promotional recruitment of new champions and undertake training. The provision of the funding will allow provision of support staff and reintegration of Neighbourhood Champions, increase in volunteering, improvement in reduction of fear of crime, improved customer satisfaction and support of volunteer work	100	0	0	New growth	Yes	N/A	N/A	N/A
E&E 005 14/15	Parks/Grounds Blitz Team - The team will be utilised in responding to complaints, Neighbourhood Champion and User Group referrals, removal of signal crime, detail maintenance of hot spots and supporting volunteer initiatives. The provision of the funding will allow the improvement of the street cleansing indicator, improvement in reduction of fear of crime, improved customer satisfaction and support of volunteer work.	125	0	0	New growth	Yes	N/A	N/A	N/A
E&E 006 14/15	Enhanced planning enforcement - Engage in Cross Council weeks of action initiative, especially in relation to beds in sheds and unauthorised conversions; and to deliver a step change in enforcement action and pro-active re-enforcement of the statutory planning regime including through engagement on proceeds of crime and to accelerate the delivery of justice through statutory notices and prosecution in response to residents' complaints.	100	0	0	New growth	Yes	N/A	N/A	N/A
E&E 007 14/15	Additional transitional management roles to support administration improvement priorities - Following the recent change in administration, it is necessary to retain some management roles to the end of August 2014 to ensure the administration priorities are fully met.	130	0	0	New growth	Yes	N/A	N/A	N/A
Total Investment in Services		937	847	764					
Savings									
E&E011	Public Realm Integrated Service Model (PRISM) efficiencies. Towards Excellence Programme efficiencies	25	-375	0	Re-profiled saving	Yes	Yes	Yes	Yes
E&E012	Further management reductions in Environment	-145	0	0	Unachievable saving	Yes	Yes	Yes	Yes
E&E013	Public Realm Post reductions. Efficiency in management and support to Borough's allotments	-24	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
E&E016	Climate Change - Flexible retirement and consumables budget	-58	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
E&E019	Establishing the Harrow Home Improvement Agency as a stand alone organisation. Transformation Project	75	0	0	Unachievable saving	Yes	Yes	Yes	Yes
E&E020	Introduction of Civic Centre staff car parking charges and other free car parks	135	0	0	Policy change	Yes	Yes	Yes	Yes
E&E023	Consolidation of Civic Centre accommodation to secure utility cost savings. Transformation Project	-122	-58	0	Agreed February 2013	N/A	N/A	Yes	N/A
E&E025	Undertake maintenance and cleaning of corporate premises only to the minimum standard necessary for statutory compliance.	100	0	0	Unachievable saving	N/A	N/A	N/A	N/A
E&E031	Review of loss making car parks	150	0	0	Unachievable saving	Yes	Yes	Yes	Yes
E&E033	Trading Standards and Proceeds of Crime Act savings (linked to review of SLA with Brent trading Standards)	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
E&E039	Revenue maximisation - Fleet sponsorship: Explore advertisement opportunities for PRS fleet	-25	0	0	Agreed February 2013	Yes	N/A	N/A	N/A

MTFS 2014/15 to 2016/17 – Proposed investments / savings

ENVIRONMENT & ENTERPRISE		Proposed MTFS			Category	Consultation		EQIA	
Item No		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
E&E040	Returning Parks to Open Space	275	0	0	Policy change	Yes	Yes	Yes	Yes
E&E041	Grass Verge Maintenance reduction	-165	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
E&E043	Grounds maintenance: Annualised hours	0	-81	0	Re-profiled saving	Yes	Yes	Yes	Yes
E&E046	Review fine turf service standards	-29	0	0	Agreed February 2013	Yes	Yes	N/A	N/A
E&E050 / 051	Review parks and cemeteries opening and locking and specialist dog waste collection	105	0	0	Policy change	Yes	Yes	Yes	Yes
E&E058	Procurement Savings - others	-273	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Budget Realignments for Parking Services (Income re-alignment, no staff impact) Based on the review of historical performance, enforcement of parking and traffic offences for traffic management reasons in 2012/13 recovered more than the budgeted figure. The same rate of recovery has been maintained through 2013/14 so far. To properly reflect expectations an increase in the budgeted figure for 2014/15 is recommended. Key risks: 1. Enforcement results in changes to behaviour and therefore reductions in income are expected over time. 2. The performance can be adversely impacted by inclement weather, technical and legal issues. 3. Policy changes								
E&E 008 14/15		-700	0	0	Substitute saving	Yes	N/A	N/A	N/A
E&E 009 14/15	Textiles Recycling Additional income generated from textiles recycling contract.	-10	0	0	Substitute saving	Yes	N/A	N/A	N/A
E&E 010 14/15	Increase in income relating to leisure centre car parks Increase in leisure centre parking income	-300	0	0	Substitute saving	Yes	Yes	N/A	N/A
	Total Environment & Enterprise Savings	-1,086	-514	0					
	Net Environment & Enterprise Directorate	-149	333	764					

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	COMMUNITY, HEALTH AND WELLBEING	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
	Investment in Services								
	Adults								
CHW001	Demographic Growth. Costs associated with increased demand for eligible users	3,200	2,800	2,500	Growth agreed February 2013 / New growth	Yes	N/A	N/A	N/A
	Housing Services Housing General Fund (HGF)								
CHW004	Homelessness [100 families & anticipated B&B HB changes). Savings from 2012-13 MTFS assumed to arise from increased subsidy for B&B placements which did not actually materialise.	-100	0	0	Unachievable saving	Yes	N/A	N/A	N/A
CHW005	Homelessness. Growth to meet the challenges of welfare reform, in terms of additional staffing and additional expenditure now being incurred to deliver appropriate solutions to meet housing need	-500	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
CHW006	Invest to Save in Private Sector Leasing (PSL) Incentive payments to landlords for entering medium term lease arrangements. This will result in reduced expenditure on B&B shown as savings below.	-289	0	0	Agreed February 2013	Yes	N/A	Yes	N/A
	Community & Culture						N/A		
CHW010	Support for specialist welfare advice services	-90	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
CHW003 14/15	Hatch End Library - contract assumed a self service model. Ongoing discussions with contractor to finalise staffing structure for April 2014.	117	0	0	New growth	Yes	N/A	N/A	N/A
	Public Health								
CHW011	Public Health Transition costs	-100	0	0	Agreed February 2013	Yes	N/A	N/A	Yes
	Total Investment in Services	2,238	2,800	2,500					
	Savings								
	Adults Services								
CHW013	Contract Management - efficiencies	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
CHW015	West London Alliance (WLA) Joint Procurement: Approved Provider Credition (APC) Residential Care	-100	0	0	Unachievable savings	Yes	N/A	N/A	N/A
CHW017	Voluntary Sector Funding. Reversal of 2012/13 growth	-100	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
CHW018	Voluntary Sector Funding	-200	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
CHW019	Residential Care Strategic Review. Only the most complex service users to be supported in residential establishments.	-3,000	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CHW020	Investment in Community Based Services. Cost of providing services as a result of not placing service users in residential care.	1,500	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
CHW021	Day Care Strategic Review	-300	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CHW022	Purchasing Budget [community based efficiencies]. Market development providing greater choice in services leading to reductions in cost.	-1,000	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
CHW023	Commissioning Staff. Review of staffing structures.	-300	0	0	Agreed February 2013	Yes	Yes	Yes	Yes

MTFS 2014/15 to 2016/17 – Proposed investments / savings

COMMUNITY, HEALTH AND WELLBEING		Proposed MTFS			Category	Consultation		EQIA	
Item No		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
CHW024	Share Complaints team with another local authority and/ or aggregate within Council. Originally intended these savings would be delivered through a shared service approach which will continue to be explored but may be accommodated within wider staff changes as appropriate to deliver the savings.	-104	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CHW025	Sharing of Joint Assessment Team with another local authority. Originally intended these savings would be delivered through a shared service approach which will continue to be explored but may be accommodated within wider staff changes as appropriate to deliver the savings.	-93	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CHW028	Supporting People - targeted efficiency savings through specific contracts	-1,324	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CHW029	Secure further earmarked investment from PCT/CCG in Adult Social Care	500	0	0	Unachievable savings	Yes	N/A	N/A	N/A
CHW032	Meals on Wheels. Review options for service provision.	-190	0	0		Yes	Yes	N/A	Yes
CHW034	Late savings - vacancy management	69	0	0	Unachievable savings	Yes	N/A	N/A	N/A
CHW035	Late savings - agency costs	73	0	0	Unachievable savings	Yes	N/A	N/A	N/A
	Housing Services (HGF)								
CHW037	Housing Needs - Private Sector Leasing Scheme. Income generation	-25	0	0	Agreed February 2013	Yes	N/A	Yes	N/A
CHW038	Housing Service Efficiency Review. Saving in staffing costs	-70	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CHW041	Invest to Save - cash incentives. Used to free up HRA properties to house families from the waiting list. Savings result from reduced B&B expenditure.	-48	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
CHW047	Empty Homes Initiative. Reduced cost of temporary accommodation as a result of bringing empty properties back into use.	-300	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Community and Culture								
CHW048	Community Development review of structure and service reprovion	-15	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CHW050	Libraries Transformation 2 Impact of final contract negotiations around profit share and short term use of Civic Centre by contractor	70	-18	0	Unachievable savings	Yes	N/A	N/A	Yes
CHW051	Library Volunteers. Support provided by volunteers.	-40	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
CHW053	Cultural Strategy Review efficiencies - savings subject to tender with Ealing & Brent	-400	0	0	Agreed February 2013	Yes	N/A	N/A	Yes
CHW054	Procurement Efficiencies	62	0	0	Unachievable savings	Yes	N/A	N/A	N/A
CHW055	Reduce Adult Learning Subsidy. Services to be funded by grant.	-50	0	0	Agreed February 2013	Yes	N/A	Yes	N/A
CHW056	Reduce subsidy to harrow young musicians	-10	0	0	Agreed February 2013	Yes	Yes	Yes	N/A
CHW057	Share responsibility for Community Cohesion across Council	63	0	0	Unachievable savings	Yes	N/A	N/A	N/A
CHW058	Commercialisation Hatch End Pool, Arts Centre, Museum & Bannister stadium. Commercialisation project set up to investigate the longer term deliverability of these savings.	117	0	0	Unachievable savings	Yes	N/A	Yes	N/A
CHW062	Deletion of post supporting community festivals	-48	0	0	Agreed February 2013	Yes	Yes	N/A	Yes
	Public Health								
CHW068	Further Public Health Efficiencies. Funding existing Council revenue funded services.	-100	0	0	Agreed February 2013	Yes	N/A	Yes	N/A
	Transformation								

MTFS 2014/15 to 2016/17 – Proposed investments / savings

COMMUNITY, HEALTH AND WELLBEING		Proposed MTFS			Category	Consultation		EQIA	
Item No		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
CHW069	Late savings - procurement	167	0	0	Unachievable savings	Yes	N/A	N/A	N/A
	Total CHW Savings	-5,296	-18	0					
	Net CHW Directorate	-3,058	2,782	2,500					

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	RESOURCES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15 £000	2015-16 £000	2016-17 £000		General	Specific	Initial	Full
	Investment in Services								
	Customer Services								
	IT / Project Management Office (PMO)								
RES005	BTP Contract Indexation. Cost of contractual increases in excess of 2%.	30	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES 001 14/15	Revenue implications for security enhancements required by Public Services Network (PSN)	100	0	0	New growth	Yes	N/A	N/A	N/A
RES 002 14/15	Contractual increase for channel migration supplier costs	50	0	0	New growth	Yes	N/A	N/A	N/A
	Strategic Commissioning								
RES009	Experian & LIS. Addition of new census data into LIS system and update of Experian profiles.	22	-25	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES010	Refresh of Residents Panel. Refresh of membership.	-10	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES005 14-15	SIM Team SLA shortfall	50							
	Human Resource Development (HRD)				Agreed February 2013	Yes	N/A	N/A	N/A
RES014	Reduced West London Waste Authority (WLWA) SLA Income to Payroll. Reduction in SLA income as West London Waste ceases to use Harrow services.	15	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Legal and Governance							N/A	N/A
RES016	Individual Electoral Registration. Implementation costs	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Finance								
RES017	Finance Transformation Project. One off implementation costs for development of enhanced service.	-200	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES018	Finance - Ending Service to WLWA. Reduction in SLA income as West London Waste ceases to use Harrow services.	27	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Collections and Benefits								
RES019	Department for Work and Pensions (DWP) Housing Benefit Reduction in Administration Grant. Following the introduction of Universal Credit administered by central government.	0	250	500	Re-profiled investment	Yes	N/A	N/A	N/A
RES020	Loss of Housing Benefits Overpayments Income Stream. To reflect lower surplus currently being achieved and loss of the income stream following the introduction of Universal Credit administered by central government.	150	200	320	Re profiled investment	Yes	N/A	N/A	N/A
RES023	Public Finance Initiative (PFI) Grant Reduction. Ending of grant in relation to previous PFI contract.	43	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES024	DWP HB Reduction in Admin Grant	119	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES004 14-15	Procurement - Additional staffing	75							
	Total Investment in Services	371	425	820					
	Savings								
	Customer Services								
RES027	Use of Artificial Intelligence to divert switchboard calls. Reducing use of staff, introduced in 2013-14 with full year impact of saving in 2014-15	-60	0	0	Agreed February 2013	Yes	Yes	Yes	Yes

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	RESOURCES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
RES029	Further channel shift through roll out of My Harrow account. Reduction in Access Harrow staffing resulting from self serve via MHA, website and IVR	-60	-60	0	Agreed February 2013	Yes	Yes	Yes	Yes
RES030	Close Face to Face (F2F) and Telephony Channels for Public Realm Enquiries. Over a 3 year period close face to face contact in Access Harrow for Public Realm queries and migrate to Internet contact.	-30	-70	-50	Agreed February 2013	Yes	Yes	Yes	Yes
RES031	Reconfigure One Stop Shop to self-serve area and close F2F (face to face) advice	-100	-190	-100	Agreed February 2013	Yes	Yes	Yes	Yes
Strategic Commissioning									
RES036	Merger of Corporate Performance Team and Service Performance Team, reducing staffing. Merging of two management posts undertaking similar specialisms across the council to one single Business Intelligence team and the delivery of the new operating model (next saving).	-93	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
RES038	Performance, Research & Analysis Business Case and New Operating Model Strategic Commissioning. Aggregation of posts undertaking similar specialisms across the council to one team which is then reduced to deliver the saving through a more efficient delivery of the service.	-97	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
RES040	Communications - reduction in number of campaigns. This is a reduction in the contract price for the next two years agreed with Westco.	-46	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
HRD									
RES042	Reduction in HRD posts. Deletion of 2 posts.	0	-75	0	Unachievable saving	Yes	Yes	Yes	Yes
RES045	Print Contract Savings. Letting of contract for printers and photocopiers at lower cost.	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES046	Cessation of External recruitment Advertising. Reduce the volume of recruitment advertising in journals and papers and increase use of internet advertising including the council's own site	-75	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
CORPORATE ANTI-FRAUD TEAM									
RES047	Proceeds of Crime Act - pursue recoveries of fraudulent gains in partnership with Brent, plus additional income recovery. Income target not achievable	45	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
INTERNAL AUDIT									
RES048	Reduce co-sourcing budget. Reduce the use of external partners to provide specialist support to audit.	-16	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
INSURANCE SERVICE									
RES053	Reduced broker fees through more in-house handling and increased income on third party insurance schemes	-3	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES058	Deletion of Corporate Risk Management Support Service. Deletion of post in 2013.	-30	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
RES059	Cross Council Insurance Claims. Reduce cost of insurance claims against the Council by better risk management.	-70	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES060	Reduced Contribution to Insurance Provision. Reduce cost of insurance claims against the Council by better risk management.	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
LEGAL AND GOVERNANCE									
Legal Practice									
RES064	Expansion of Legal Practice Shared Service. Expand Legal shared service to an additional partner.	100	0	0	Unachievable saving	Yes	N/A	N/A	N/A
RES068	E-canvass Project. Reduced staffing following electronic canvas.	-20	0	0	Agreed February 2013	Yes	N/A	Yes	Yes

MTFS 2014/15 to 2016/17 – Proposed investments / savings

Item No	RESOURCES	Proposed MTFS			Category	Consultation		EQIA	
		2014-15	2015-16	2016-17		General	Specific	Initial	Full
		£000	£000	£000					
RES072	Increase to Registrars Fee Income Target. Income budget reduced in 2012-13 to reflect actual received, additional income to be received from 2013-14.	-100	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
	Corporate Finance								
RES073	Finance restructure. Reduced staff costs.	-300	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
	Collections and Benefits								
RES078	Deletion of 4 FTE posts in Housing Benefits	0	-140	0	Reprofiled saving	Yes	Yes	Yes	Yes
RES080	Staff reductions to match DWP Admin grant reduction	-48	0	0	Agreed February 2013	Yes	Yes	Yes	Yes
RES081	Concessionary Travel - Changes to Transport for London (TFL) grant distribution. Reallocation of levy costs between London Boroughs.	-102	0	0	Agreed February 2013	Yes	N/A	N/A	N/A
RES082	Revenues Staffing Reductions	0	0	-40	Agreed February 2013	Yes	Yes	Yes	Yes
RES083	Housing Benefits Staffing Reductions as Benefits moves to DWP. Reduced staffing required as Housing Benefits transfers to Universal Credit and is no longer administered by Harrow.	0	0	-125	Unachievable saving	Yes	Yes	Yes	Yes
RES 003 14/15	To delete the post of Chief Executive and associated business support	-280	0	0	Substitute saving	Done	Done	Done	Done
	Total Resources Savings	-1,585	-535	-315					
	Net Resources Directorate	-1,214	-110	505					

Policy on Use of Contingency

General Principles

1. As a general principle, directorate budgets should be structured to cover business as usual, investment and efficiency programmes that have been agreed as part of the budget and service planning round and administration priorities.
2. Budgets which are “demand led” should be set to deal with the forecast level of activity. For example; the predicted client numbers and needs in Adults and Children’s social care; the usual level of activity for planning appeals; winter gritting average weather conditions
3. Income budgets should be set to take into account likely activity levels and any changes in fees and charges.
4. The contingency is there to deal with unforeseen/exceptional items and one-off projects that are approved during the year.

Appropriate uses

5. It is recommended that the contingency is used for the following purposes:
 - To deal with demographic risk, where the number of clients or cost per client varies from the estimate in Children’s or Adults services
 - To deal with unexpected increases in demand for services due to policy changes, for instance an increase in homelessness due to the housing benefit changes beyond what has been budgeted
 - To deal with seasonal risks, such as exceptionally bad weather or a flu pandemic
 - To deal with tonnage risk, where the number of tonnes disposed of via West Waste varies from the estimate in Environment and Enterprise
 - To deal with the consequences of a recession
 - To deal with major planning appeals and litigation
 - Cost pressures in relation to the services delivered jointly with Health partners
 - To deal with uncertainty due to consultation on proposals
 - To deal with unexpected income shortfalls due to changes in the external environment or changes in the law/regulations
 - To fund small one-off projects which are high priority and have the portfolio holder for Finance’s approval
 - Any other unforeseen items / pressures

Criteria

6. Clear evidence will be required to support variations from estimated demand agreed as part of the budget review process.
7. Contingency funds will not be used where there has been a failure to deliver planned savings (except where this is due to the outcome of consultation) or properly manage spending.

Approval Process

8. Use of the contingency will be reported to Cabinet as part of the quarterly budget monitoring report by the s151 officer. The s151 officer will liaise with the Finance portfolio holder and make proposals to Cabinet for virements from Contingency as appropriate. .

Unspent balances

9. If there is an under spend at the end of the year a contribution to general balances will be considered with regard to the size of the under spend, the underlying strength of the balance sheet and the need to support other priorities.

Schools Budget 2014-15

1. Introduction

The Dedicated Schools Grant (DSG) is a ring fenced grant of which the majority is used to fund individual school budgets. It also funds certain central services provided by the local authority such as Early Years (private and voluntary sector nurseries) and fees for out of borough pupils at independent special schools.

In March 2012 the DfE announced their intention to introduce a new school funding methodology with effect from April 2013. Schools budgets have been set for 2013-14 based on this new methodology which was reported to Cabinet on 13th December 2012.

In 2014-15 the DSG will continue to be split into the following three blocks:

- Schools Block
- High Needs Block
- Early Years Block

The DfE issued the “2014-15 Revenue Funding Arrangements: Operational Information for Local Authorities” on 8th July 2013 to enable local authorities and their Schools Forums in planning the local implementation of the reformed funding system for 2014-15.

2. DSG settlement 2014-15

The 2014-15 DSG is based on the number of pupils on the October 2013 school census. The total DSG for 2014-15 is £182,818,791. The High Needs Block has been updated to include additional funding for post 16 for the full year effect of the transfer of responsibilities for funding FE colleges and Independent Specialist Provision for Post 16 to the Local Authority. In 2013-14 the responsibilities only transferred from the Education Funding Agency (EFA) for a part year, starting from August 2013.

Table 1 below shows the breakdown of the 2014/15 DSG across the three blocks. The DSG is not ringfenced to the specific blocks.

Table 1 – 2014-15 Dedicated Schools Grant allocation

Area	Per Pupil Funding (GUF) £	Pupil Numbers	Total £
Schools Block	£4,927.48	29,308	£144,414,584
Early Years Block	£4,320.96	2,217	£9,579,568
High Needs Block			£25,445,495
Sub Total			£179,439,647

Additional Amounts	
Funding for 2 year old nursery places	£3,516,498
Transfer of NQT funding	£44,421
Carbon Reduction Commitment	-£181,775
2014-15 DSG as at 18th December 2013	£182,818,791

The 2014-15 schools budget was agreed by Schools Forum on 21st January 2014. The final 2014-15 funding for each block is detailed in Table 2.

Table 2 – Final 2014-15 DSG Blocks

Category	Final 2014-15
Schools Block – allocated	£140,618,131
Schools Block - centrally retained	£2,067,870
Early Years Block	£13,833,136
High Needs Block	£26,299,654
Total DSG 2014-15	£182,818,791

3. Schools Block – Allocated to Schools

The 2014-15 school budgets are being prepared using the updated funding formula which has been consulted with and agreed by Schools Forum in the autumn 2013 and approved by Cabinet in December 2013.

Schools are protected by the Minimum Funding Guarantee (MFG) which ensures that no school experiences a reduction in their school budget greater than 1.5% per pupil. In order to fund the MFG, a cap to schools whose budgets gain through the formula must be applied. This is set at 0.8%.

The Schools Block currently includes the funding in respect of academies. Under the regulations the Council continues to calculate academy budgets. The DfE then recoup the DSG in respect of academy budgets and pass this funding on the academies in their General Annual Grant. Based on indicative 2014-15 school budgets the clawback of DSG anticipated in respect of academies is expected to be £48m.

4. Schools Block - Centrally Retained

Services currently funded from centrally retained DSG are included in either the High Needs block or Early Years block where appropriate, with the remaining falling into the Schools Block. All the funding in the schools block has to be passed to schools apart from the following named exceptions which can still be retained but are frozen at 2012-13 levels:

- Co-ordinated Admissions
- Servicing of Schools Forum

In addition, the following services will be delegated to schools:

- Behaviour Support Services
- Support to underperforming ethnic minority groups and bilingual learners
- Trade Union Facilities Time

Schools Forum has agreed to continue to de-delegate funding in respect of Trade Union Facilities Time.

At its meeting in November 2013 Schools Forum agreed to a ring fenced Growth Fund from the DSG in order to provide revenue funding for pupil growth including the planned expansion programme and temporary bulge classes running from September 2014. This provides for growth in both maintained and academy schools but not free schools.

In order to fund the overall cost of the formula and the growth fund for expansion approx £1m will need to be funded from brought forward DSG balances.

5. High Needs Block

The high needs funding system has been designed to support a continuum of provision for pupils and students with special educational needs (SEN), learning difficulties and disabilities, from their early years to age 25.

High needs pupils are funded on a mixture of places and pupils, the “place-plus” approach.

In December 2013 the Local Authority submitted a High Needs data return to the EFA outlining the LA’s estimated need for high needs places for 2014-15 across all sectors and including pre and post 16.

Once the place review has been completed by the EFA and adjustments have been made, the DfE will confirm the final DSG allocations for High Needs, in February 2014.

It should be noted that the LA data return indicates a growth of 17 places in the number of places required in 2014-15 in relation to post 16. The DfE have not confirmed how they will fund growth in the High Needs Block in future years. In guidance issued on 4th October 2013 the DfE state:

“The total national high needs budget for the financial year 2014 to 2015 has yet to be agreed and we are working on the expectation that resources will continue to be tight and increases in some allocations will need to be balanced by reductions in others”.

6. Early Years Block

The 2014-15 Early Years Block allocation is a provisional figure based on January 2013 census data. These allocations will be updated and finally be

based on 5/12ths of the January 2014 census and 7/12ths of the January 2015 census.

From September 2013 early education has become a statutory entitlement for 20% of eligible 2 year olds. This entitlement increases to 40% from September 2014.

In 2014-15 the Early Years Block will increase by £1.2m to £3.5m to fund this entitlement.

The provisional Early Years Block budget is shown at Table 3

Table 3 – Indicative 2014-15 Early Years Block

Category	2014-15 £
PVI 3 & 4 year old entitlement budget	£6,066,350
Maintained school nurseries 3 & 4 year old entitlement	£3,720,377
2 year old offer	£3,516,498
Early Years – central	£529,910
Revised Early Years Block 2014-15	£13,833,135

7. Pupil Premium Grant 2014-15

Schools also receive the Pupil Premium in respect of pupils who have ever been eligible for Free School Meals (FSM) in the last 6 years plus Children Looked After continuously for more than 6 months. In 2014-15 this will be extended to those who have been looked after for one day or more. It will also be extended to include children who have been adopted from care or leave care under a special guardianship or residence order. This change recognises that the needs of those children who leave care do not change overnight. Table 4 shows the Pupil Premium rates for 2014-15 and the comparative rates for 2013-14.

Table 4 - Pupil Premium rates agreed for 2014-15, per pupil

Area	2013-14	2014-15
FSM - Primary School Pupils	£953	£1,300
FSM - Secondary School Pupils	£900	£935
Service children	£300	£300
Children Looked After	£900	£1,900
Adopted children		£1,900

Members' Allowances Scheme

1. This scheme shall have effect until 31st March 2015. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £8,160 per annum shall be paid to each Councillor.

Special Responsibility Allowances and Mayoral Allowances

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
(2) An allowance of £10,250 per annum shall be paid to the Mayor and an allowance of £2,040 per annum shall be paid to the Deputy Mayor.
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

Uprating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances may be uprated annually in line with an index approved by the London Councils Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2015/16, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
- (2) The maximum basic rate of pay is £2.90 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
- (3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
- (4) Actual costs will be paid **on production of an invoice or receipt**.
- (5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
- (6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
- (7) The allowance is not to be paid where the carer is a member of the Member's household.
- (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £445 per annum shall be paid to co-optees to formal Council Committees and Independent Members of the Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;

- (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

- 9. Any changes made to this scheme during the year may be backdated to 1st April 2014 by resolution of the Council when approving the amendment.

Pensions

- 10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

- 11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Withholding Allowances

- 12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
- (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Approved duties for Carers' Allowance

- ◆ A meeting of the Executive.
- ◆ A meeting of a committee of the Executive.
- ◆ A meeting of the Authority.
- ◆ A meeting of a Committee or Sub-Committee of the Authority.
- ◆ A meeting of some other body to which the Authority make appointments or nominations.
- ◆ A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- ◆ A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- ◆ A meeting of a Local Authority association of which the Authority is a member.
- ◆ Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- ◆ Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- ◆ Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

Schedule 1

Special Responsibility Allowances (SRAs)

There are 9 bands of SRAs:

Band	Post	SRA - £/annum
1	Deputy Leader(s) of the largest Group (s) Chief Whips of the two largest Groups Chairman of Standards Committee Chairman of the Grants Advisory Panel Support Members for Cabinet	£2,040
2	Performance Lead Members for Scrutiny Policy Lead Members for Scrutiny	£3,060
3	Vice Chairman and Nominated Member of the party not holding the Chair of the Planning Committee Chairman of the Traffic Advisory Panel Chairman of Governance, Audit and Risk Management Committee Chairman of the Pension Fund Committee	£4,590
4	Leader of the third largest Group Chairman of Licensing and General Purposes Committee Chairman of the Performance and Finance Scrutiny Sub Chairman of the Health and Social Care Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee <i>Portfolio Adviser (The SRA to be paid only if there is agreement from the Leader and relevant Cabinet Member. In such an event the entire SRA paid to the Portfolio Adviser at Band 4 will be deducted from the SRA of the Leader at Band 9 or the relevant Cabinet Member at Band 7)</i>	£6,630
5	Chairman of the Planning Committee Chairman of the Overview and Scrutiny Committee Leader(s) of the Largest Group(s)	£8,670
6	Deputy Leader of the Council with Portfolio Adviser Cabinet Members with Portfolio Adviser Cabinet Non Executive Members	£13,060
7	Deputy Leader of the Council without Portfolio Adviser Cabinet Members without Portfolio Adviser	£19,690
8	Leader of the Council with Portfolio Adviser	£24,169

Band	Post	SRA - £/annum
9	Leader of the Council without Portfolio Adviser	£30,799

NOTE

The Groups are as follows:-

2 Largest Groups = Conservative Group and Labour Group

Third Largest Group = Independent Labour Group

Schedule 2

Claims for Out-Of-Borough Travel and Subsistence Expenses

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
 - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.

- (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-
- (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.