

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( SEPTEMBER 2014 - NOVEMBER 2014 )**

**MONTH: September**

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

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

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

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

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

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

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

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

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

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
<b>SEPTEMBER 2014</b>						
Community Safety Plan	Recommendation to Council to adopt the Plan	Cabinet  Council	18 September 2014  13 November 2014	Councillor Varsha Parmar  Alex Dewsnap, Divisional Director, Strategic Commissioning mike.howes@harrow.gov.uk Tel: 020 8420 9637	Open	Agenda Report and any related appendices: Harrow Strategic Assessment
Violence Against Women and Girls' Strategy <i>[listed as Domestic &amp; Sexual Violence Strategy]</i>	Adopt the Strategy	Cabinet	18 September 2014	Councillor Margaret Davine  Alex Dewsnap, Divisional Director, Strategic Commissioning mike.howes@harrow.gov.uk Tel: 020 8420 9637	Open	Agenda Report and any related appendices

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Revenue and Capital Monitoring for Quarter 1 as at 30 June 2014	To note the position on Revenue and capital monitoring and approve any necessary virements	Cabinet	18 September 2014	Councillor Sachin Shah  Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020 8420 9384	Open	Agenda Report and any related appendices
Harrow Youth Offending Partnership - Youth Justice Plan 2014-2015	To recommend to Council for approval prior to the Youth Justice Plan being submitted to the Youth Justice Board	Cabinet  Council	18 September 2014  13 November 2014	Councillor Simon Brown   Chris Spencer, Interim Corporate Director of Children & Families ann.garrat@harrow.gov.uk Tel: 020 8736 6976	Open	Agenda Report and any related appendices: Harrow Youth Offending Partnership; Youth Justice Plan 2014-2015

Subject	Nature of decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted
Senior Management Arrangements	To consider the outcome of the consultation on options for the Council's senior management arrangements	Cabinet	18 September 2014	Councillor David Perry  Jon Turner, Divisional Director HRD & Shared Services jon.turner@harrow.gov.uk Tel: 020 8424 1225	Open	Agenda Report and any related appendices
Fixed Penalty Notices for Environmental Crime Enforcement	<ul style="list-style-type: none"> <li>a. Approve the Fixed Penalty Notice Policy</li> <li>b. Delegate authority to the Corporate Director (E&amp;E) to serve FPNs</li> <li>c. Delegate authority to the Corporate Director (E&amp;E) to authorise officers not directly employed by the Council to serve FPNs</li> </ul>	Cabinet	18 September 2014	Councillor Varsha Parmar  Caroline Bruce, Corporate Director of Environment and Enterprise richardlebrun@harrow.gov.uk Tel: 020 8736 6267	Open	Agenda Report and any related appendices: Environmental Compliance Enforcement Policy; FPN Operational Procedure; FPN Penalty Levels; Consultation Feedback; DEFRA Guidance

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	<p>d. Authorise a tendering exercise for selection of contractor, together with delegating authority to the Corporate Director (E&amp;E) to approve the tender</p> <p>e. To approve an Environmental Compliance Enforcement Policy and Fixed Penalty Operations Guidance to support the use of Fixed Penalty Notices</p> <p>f. To approve the introduction and implementation of a Council Communication Strategy to</p>					

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	publicise the use of FPNs					
<b>OCTOBER 2014</b>						
Arboricultural Services	To enter into a New Arboricultural Contract	Cabinet	16 October 2014	Councillor Varsha Parmar  Caroline Bruce, Corporate Director of Environment and Enterprise tony.donetti@ harrow.gov.uk Tel: 020 8416 8347	Open	Agenda Report and any related appendices: Business Case/Procurement Options report
Review of Financial Regulations and Contract Procedure Rules	To recommend to Council that it agrees Revised Financial Regulations and Contract Procedure Rules	Cabinet Council	16 October 2014  13 November 2014	Councillor Sachin Shah  Simon George, Director of Finance and Assurance Terry Brewer, Divisional Director, Commercial, Contracts & Procurement	Open	Agenda Report and any related appendices

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				dawn.calvert@harrow.gov.uk nimesh.mehta@harrow.gov.uk Tel:020 8424 1393/1145		
<b>NOVEMBER 2014</b>						
Changes to the Council Tax Support Scheme (CTS) for 2015/16	To agree a revised CTS scheme and its full or phased implementation from 1/4/2015	Cabinet	20 November 2014	Councillor Sachin Shah  Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices
Revenues and Benefits Support	To authorise the procurement of Revenues and Benefits Support	Cabinet	20 November 2014	Councillors Sachin Shah and Graham Henson  Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk	Part exempt  Information relating to the financial or business affairs of any particular person	Agenda Report and any related appendices: related appendices will be exempt



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				Tel: 020 8736 6818	(including the authority holding that information)	

## HARROW COUNCIL CABINET 2014/15

### CONTACT DETAILS OF PORTFOLIO HOLDERS

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

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

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