

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( NOVEMBER 2014 - JANUARY 2015 )**

**MONTH: November**

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>NOVEMBER 2014</b>						
Renewal of contracts for Temporary Workers and Recruitment Services for Permanent Staff	Authority to re-procure existing contracts that expire on 1 <sup>st</sup> October 2015	Cabinet	20 November 2014	Councillors Sachin Shah and Graham Henson  Tom Whiting, Corporate Director of Resources jon.turner@harrow.gov.uk Tel: 020 8424 1225	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
Update on Public Health Services and Authority to tender Substance Misuse Services and School Nursing Services	To provide an update on the future arrangements for public health contracts that the Council inherited from the NHS. To provide an update on the proposed procurement	Cabinet	20 November 2014	Councillor Anne Whitehead  Andrew Howe, Director of Public Health katerina.athanasia.dou@harrow.gov.uk audrey.salmon@harrow.gov.uk Tel: 020 8416 8172	Part exempt  Information relating to the financial or business affairs of any particular person (including the authority holding	Agenda Report and any related appendices

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	process for contracts 2015/16 onwards and requests approval to invite tenders in respect of such contracts as required by Contract Procedure Rules				that information)	
Future Options for Harrow Museum	Delivery of the Master Plan for Harrow Museum and Headstone Manor seeking approval to explore options for new governance arrangements	Cabinet	20 November 2014	Councillor Sue Anderson  Paul Najsarek, Interim Head of Paid Service, Corporate Director, Community Health and Wellbeing sandra.bruce-gordon@harrow.gov.uk Tel: 020 8424 1048	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
Facilities Management Procurement	To approve to embark on a procurement exercise to for the	Cabinet	20 November 2014	Councillors Varsha Parmar and Keith Ferry	Open	Agenda Report and any related appendices

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	Council's Facilities Management service			Venetia Reid-Baptiste, Divisional Director of Commissioning Services andrew.smith@harrow.gov.uk Tel: 020 8424 7698		
HB Public Law (Non-Key but part exempt)	Approval of new trading vehicle	Cabinet	20 November 2014	Councillor Graham Henson  Hugh Peart, Director of Legal and Governance Services linda.walker@harrow.gov.uk Tel: 020 8416 8052	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
<b>DECEMBER 2014</b>						
Changes to the Council Tax Support Scheme	To agree a revised CTS scheme and its	Cabinet	11 December 2014	Councillor Sachin Shah	Open	Agenda Report and any related appendices

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(CTS) for 2015/16	full or phased implementation from 1/4/2015			Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818		
Revenues and Benefits Support	To authorise the procurement of Revenues and Benefits Support	Cabinet	11 December 2014	Councillors Sachin Shah and Graham Henson  Tom Whiting, Corporate Director of Resources fern.silverio@harrow.gov.uk Tel: 020 8736 6818	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: related appendices will be exempt
Revenue and Capital Monitoring for Quarter 2 as at 30 September 2014	To note the position on Revenue and capital monitoring and approve any necessary virements	Cabinet	11 December 2014	Councillor Sachin Shah  Simon George, Director of Finance and Assurance steve.tingle@harrow.gov.uk Tel: 020	Open	Agenda Report and any related appendices

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				8420 9384		
Calculation of Council Tax Base for 2015-2016	To approve the Council's Council Tax Base for 2015-16	Cabinet	11 December 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: Calculation of tax base spreadsheet
Calculation of Business Rates Tax Base for 2015-2016	To approve the Council's Business Rates Retention amount for 2015-16	Cabinet	11 December 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
Collection Fund 2014-15	Approve the amount of surplus/deficit transfer to General Fund	Cabinet	11 December 2014	Councillor Sachin Shah  Simon George, Director of Finance and Assurance hasina.shah@harrow.gov.uk Tel:	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
				020 8424 1573		
Draft Housing Revenue Account Budget and Medium Term Financial Strategy 2015-16 to 2018-19	Approve the draft budget for 2015-16 and MTFs for consultation	Cabinet	11 December 2014	Councillors Glen Hearnden and Sachin Shah  Simon George, Director of Finance and Assurance dave.roberts@harrow.gov.uk Tel: 0208 420 9678, Paul Najsarek, Interim Head of Paid Service, Corporate Director, Community Health and Wellbeing	Open	Agenda Report and any related appendices
Draft Capital Programme 2015-16 to 2018-19	Approve the draft capital programme for consultation  Approve a capital strategy	Cabinet	11 December 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: schedule of proposed schemes; capital strategy



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Draft Revenue Budget and Medium Term Financial Strategy 2015-16 to 2018-19	To approve the draft budget for 2015-16 and MTFS for consultation	Cabinet	11 December 2014	Councillor Sachin Shah  Simon George, Director of Finance and Assurance dawn.calvert@harrow.gov.uk Tel: 020 8424 1393	Open	Agenda Report and any related appendices: budget proposals
Approval of the Speech and Language Therapy Service to be awarded a contract under waiver	Financial approval to award a contract with a value in excess of £2 million	Cabinet	11 December 2014	Councillor Simon Brow  Chris Spencer, Interim Corporate Director of Children & Families roger.rickman@harrow.gov.uk Tel: 020 8966 6334	Open	Agenda Report and any related appendices: Equalities Impact Assessment
<b>JANUARY 2015</b>						
Council Fees and Charges	To agree the Council's fees and charges to operate from the dates indicated in	Cabinet	15 January 2015	Councillor Sachin Shah  Simon George, Director of Finance	Open	Agenda Report and any related appendices: Schedule of proposed fees

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	the report			and Assurance steve.tingle@harro w.gov.uk Tel: 020 8420 9384		and charges; Charging Strategy
Communications Services - re-procurement	Authority to re-procure existing contract that expires on 31 March 2015	Cabinet	15 January 2015	Councillors David Perry and Sachin Shah  Tom Whiting, Corporate Director of Resources alex.dewsnap@ha rrow.gov.uk Tel: 020 8416 8520	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 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>
Community, Culture & Resident Engagement	Sue Anderson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07875 094900 Group Office: (020) 8424 1897	Email: sue.anderson@harrow.gov.uk
Environment, 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>