

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( APRIL 2015 - JUNE 2015 )**

**MONTH: April**

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 and any Consultation to be undertaken
<b>APRIL 2015</b>						
West London Mental Health and Employment Trailblazer Grant and Service Level Agreements	Cabinet to approve Harrow Council entering into a Grant Agreement with the Department of Communities and Local Government (DCLG) to accept the Transformation Challenge Award grant and to enter into a Service Level Agreement with the West London Alliance (WLA)	Cabinet	23 April 2015	Councillor Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise malcolm.john@ harrow.gov.uk Tel: 020 8736 6846	Open	Agenda Report and any related appendices: Transformation Challenge Award bid  Consultation: Three co-design workshops were held to develop the application for Transformation Challenge Award funds. They included representatives of all the WLA boroughs, Cabinet Office, Department of Health, Department for Work and Pensions, Public Service

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						<p>Transformation Network, Central North West London Mental Health Trust, Centre for Mental Health, West London Mental Health Trust, Mind, Public Health Services IAPTS, UCL Partners, Jobcentre Plus and Work Programme providers.</p> <p>Separate discussions were held with Legal, Procurement and E&amp;E's Finance Business Partner on the content of the Service Level Agreement.</p> <p>We will need to continue to</p>

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						consult public, private and voluntary sector organisations about how best to meet the needs of the client groups.
Information, Advice, Guidance (IAG) and Support Services to Young People in Harrow	<p>Seek approval from Cabinet to:</p> <ol style="list-style-type: none"> <li>1. Re-tender the above service with a view to awarding a 3 year contract with a possible extension of a further 2 years from April 2016.</li> <li>2. Delegate authority to the Corporate Director for Children and</li> </ol>	Cabinet	23 April 2015	<p>Councillor Simon Brown</p> <p>Chris Spencer, Interim Corporate Director of Children &amp; Families kamini.rambellas@harrow.gov.uk Tel: 020 8736 6978</p>	Open	<p>Agenda report and any related appendices: Equalities Impact Assessment</p> <p>Consultation: Groups to be consulted:</p> <ol style="list-style-type: none"> <li>1. Young People</li> <li>2. Special Educational Needs Services</li> <li>3. Targeted Services</li> <li>4. Special Schools</li> <li>5. Pupil</li> </ol>

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	<p>Families in consultation with the Portfolio Holder for Children, Schools and Young People, together with the Portfolio Holder for Finance and Major Contracts to award a contract for IAG Careers Service. This will ensure that the tendering process is undertaken without delay and that new services are commissioned with a view to commencing</p>					<p>Referral Unit</p>

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	in April 2016					
West London Waste Plan (WLWP)	Recommend that Council adopt the document to form part of Harrow's Local Plan	Cabinet	23 April 2015	Councillor Keith Ferry  Caroline Bruce, Corporate Director of Environment and Enterprise philip.crowther@harrow.gov.uk Tel: 020 8736 6188	Open	Agenda Report and any related appendices: West London Waste Plan  Consultation: Three public consultations (January 2009; February 2011; March 2014) plus an independent examination in public
Proposal to expand Longfield Primary School	Determination of statutory proposals to expand the school	Cabinet	23 April 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families johanna.morgan@harrow.gov.uk	Open	Agenda Report and any related appendices  Consultation on the school expansion proposal held from 8 January to 5 February 2015

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				Tel: 020 8736 6841		Statutory proposal published on 23 February for a four week representation period. The outcomes will be reported to Cabinet
Special Educational Needs and Disability Strategy	Approve the Special Educational Needs and Disability Strategy	Cabinet	23 April 2015	Councillor Simon Brown  Chris Spencer, Interim Corporate Director of Children & Families johanna.morgan@harrow.gov.uk Tel: 020 8736 6841	Open	Agenda Report and any related appendices  Stakeholder engagement has been held on the draft strategy during February and March
Facilities Management and Associated Services- Award	Cabinet to approve the award of contract/s to the	Cabinet	23 April 2015	Councillor Keith Ferry  Caroline Bruce,	Part exempt	Agenda Report and any related appendices



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of Contract/s	winner/s of the Facilities Management and Associated Services procurement exercise			Corporate Director of Environment and Enterprise venetia.reid-baptise@harrow.gov.uk Tel: 020 8424 1492	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Service areas across the Council
School Expansion Programme	Update on the school expansion programme. Delegated authority to appoint contractors	Cabinet	23 April 2015	Councillors Simon Brown and Sachin Shah  Chris Spencer, Interim Corporate Director of Children & Families Simon George, Director of Finance and Assurance johanna.morgan@harrow.gov.uk Tel: 020 8736 6841	Open	Agenda Report and any related appendices  No consultation required for this update report. Consultation occurs on specific school expansion proposals

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Risk Based Verification (RBV) Policy for Housing Benefit & Council Tax Support	Implementing RBV across new claims and changes in circumstance supports the savings requirement within the Resources Directorate. Adopting the policy reduces the level of customer contact, improves the customer journey for many claimants and enables more effective targeting of resource to identification of fraud	Cabinet	23 April 2015	Councillor Sachin Shah  Tom Whiting, Corporate Director of Resources fern.silverio@ harrow.gov.uk jenny.townsley@ harrow.gov.uk Tel: Tel: 020 8424 1813	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  None

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<b>MAY 2015</b>						
Future Options for Harrow Arts Centre, Headstone Manor Museum and Harrow Music Service	Approval of the business plan for Harrow Arts Centre and future governance options for Harrow Arts Centre, Harrow Museum and Harrow Music Service	Cabinet	21 May 2015	Councillor Sue Anderson  Paul Najsarek, Corporate Director, Community Health and Wellbeing marianne.locke@harrow.gov.uk Tel: 020 8736 6530	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  Internal and external stakeholders have been consulted. Further public consultation will be undertaken
Housing Responsive Repairs Contracts from June 2016	Authority to go to the market to procure Responsive Repairs Contractors to be in place by June 2016 when the current contracts expire, and that delegated authority be given	Cabinet	21 May 2015	Councillor Glen Hearnden  Lynne Pennington, Divisional Director of Housing maggie.challoner@harrow.gov.uk Tel: 020 8424 1473	Open	Agenda Report and any related appendices  Residents-tenants and leaseholders Housing Contracts Board Strategic Procurement Board

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	for the subsequent award of the contract following the procurement process					
<b>JUNE 2015</b>						
Revenue and Capital Outturn 2014-15	To note the position reported To approve the recommended budget carry forwards To approve any recommended contributions to reserves or provisions	Cabinet	17 June 2015	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  None
Community Safety Strategy	Agree the Community Safety Partnership's strategy for 2015-2018	Cabinet	17 June 2015	Councillor Varsha Parmar  Tom Whiting, Corporate Director of Resources	Open	Agenda Report and any related appendices  Consultation will have been

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				mike.howes@harrow.gov.uk Tel: 020 8420 9637		undertaken with the Council's partners represented on Safer Harrow
Procurement of the Domestic Violence Service	Permission to seek tenders from Domestic Violence and Sexual Violence Service Providers for the commissioning of Independent Domestic Violence Adviser, Supported Housing services and Multi Agency Risk Assessment Conference Co-ordinator (MARAC)	Cabinet	17 June 2015	Councillors Margaret Davine and Varsha Parmar  Tom Whiting, Corporate Director of Resources stella.agunabor@harrow.gov.uk Tel: 020 8424 1820	Open	Agenda Report and any related appendices  Consultation has been undertaken with the Domestic Violence Strategy Group and the Domestic Violence Strategy Forum

## 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

Portfolio	Councillor	Address	Telephone no.	Email
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>