

London Borough of Harrow

KEY DECISION SCHEDULE (NOVEMBER 2015 - JANUARY 2016)

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 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
NOVEMBER 2015						
Renewal of the Additional Licensing Scheme for Houses in Multiple Occupation	To approve the renewal of the scheme, in line with legislation	Cabinet	19 November 2015	Councillor Graham Henson Venetia Reid-Baptiste, Divisional Director of Commissioning Services richard.lebrun@harrow.gov.uk Tel: 020 8424 6267	Open	Agenda Report and any related appendices: Housing Act 2004 s.56, The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, EqIA All necessary parties through on line consultation, landlord forum meetings

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<p>Re-tender of Care Service at Ewart House, Extra Care Scheme, Richards Close, Harrow</p>	<p>To enable the re-tender of a contract for the provision of extra care support at Ewart House to ensure continuity of care to the vulnerable adults in the scheme.</p> <p>The council's vision is to offer an innovative service that will offer choice, promote independence and a healthy lifestyle to service users.</p> <p>The Harrow Council contract procedure rules require that public procurement must be based on value for money</p>	<p>Cabinet</p>	<p>19 November 2015</p>	<p>Councillor Anne Whitehead</p> <p>Bernie Flaherty, Director of Adult Social Services chris.greenway@harrow.gov.uk Tel: 020 8424 1043</p>	<p>Open</p>	<p>Agenda Report and related appendices</p> <p>Consultation: None required</p>

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	<p>which should be achieved through competition. The contract is also subject to the Public Contracts Regulations 2015 ('the Regulations'), as the contract being tendered is for 'health, social and related' services, listed in Schedule 3 of the Regulations, the procurement only needs to comply with the new light-touch set of procurement rules (Regulation 74 -77). This allows the Council greater flexibility in how it conducts the procurement</p>					

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Housing Needs' Strategies and Policies	To approve the: Temporary Accommodation Allocation Scheme Accommodation Procurement Strategy Amendments to 2013 Allocations & Lettings Policy	Cabinet	19 November 2015	Councillor Glen Hearnden Lynne Pennington, Divisional Director of Housing jon.dalton@harrow.gov.uk Tel: 020 8416 8647	Open	Agenda Report and any related appendices: Allocations & Lettings Policy approved April 2013; Nzolameso v Westminster CC Supreme Court Judgement Consultation: Various Officers, HFTRA & Local Third Sector and other stakeholders with an interest in Housing & Homelessness

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Contract Procurement - Commercial Boilers	Permission to go to the market to procure contract to maintain and improve commercial boilers in housing stock	Cabinet	19 November 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 Consultation: Residents, through HFTRA will be consulted on the evaluation criteria and invited to take part in the evaluation of the contract
Street Trading	Proposals to designate certain streets in the borough for street trading purposes and seek member approval to take the necessary steps to consult on this,	Cabinet	19 October 2015	Councillor Graham Henson Venetia Reid-Baptiste, Divisional Director of Commissioning Services hanif.islam@harrow.gov.uk	Open	Agenda Report and any related appendices: Appendix A – Proposed Street Trading Policy and Proposed Street Trading Guidance and Application Form;

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	as well as seek authority to consult on the proposed street trading policy			Tel: 020 8424 1548		<p>Appendix B – Steps to be taken to adopt street trading provisions;</p> <p>Appendix C – EqIA; Appendix D – Details of areas proposed for designation (maps and town centre frontages)</p> <p>Consultation: Public consultation in respect of the proposed (resolution to) designate licence streets in the borough and also in respect of the proposed street trading policy. The Act also requires that the Commissioner of Police for the area and the</p>

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						Highways authority are consulted too. Internal consultation has taken place on the draft policy, guidance and application form.
New legislation affecting the Private Rented Sector	To approve the penalty charge levels for failure to comply with the Smoke and Carbon Monoxide Alarm Legislation and Letting Agent and Property Managers Redress Schemes. Approve the Statement of Principles as required under	Cabinet	19 November 2015	Councillor Graham Henson Venetia Reid-Baptiste, Divisional Director of Commissioning Services richard.lebrun@harrow.gov.uk Tel: 020 8424 6267	Open	Agenda Report and any related appendices: Statement of Principles; Government Guidance regarding the Redress Scheme; Government Guidance regarding the Smoke and Carbon Monoxide Alarm Requirements;

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	legislation					EqIA Consultation: Work with the West London Group of Councils (Hackney, Hillingdon, Harrow, Kensington & Chelsea, Hounslow) to agree a consistent standard of approach
Charging of Housing Enforcement Notices	To approve the charging of Housing Act 2004 Notices as permitted by legislation, including the charging regime. To approve the	Cabinet	19 November 2015	Councillor Graham Henson Venetia Reid-Baptiste, Divisional Director of Commissioning Services	Open	Agenda Report and any related appendices: Section 49, Housing Act 2004; Private Sector Housing Enforcement

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	Private Sector Housing Enforcement Policy that ensures the principles of enforcement are followed			richard.lebrun@harrow.gov.uk Tel: 020 8424 6267		Policy: EqIA Consultation: None
HRA Purchase Programme: Purchase of properties over £250k	Delegated authority to enable the purchase of properties on the open market valued at over £250,000 to be held within the HRA	Cabinet	19 November 2015	Councillor Glen Hearnden Lynne Pennington, Divisional Director of Housing alison.pegg@harrow.gov.uk Tel: 020 8424 1998	Open	Agenda Report and any related appendices Consultation: None
Energy Procurement Strategy 2016 - 2020	To procure energy at competitive rates for the Council's 573 corporate sites and schools through an efficient and government	Cabinet	19 November 2015	Councillor Graham Henson Venetia Reid-Baptiste, Divisional Director of Commissioning Services saed.atlas@	Open	Agenda Report and any related appendices Consultation: Internal officer consultation

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	approved process, taking advantage of falls in global energy prices			harrow.gov.uk Tel: 020 8424 1040		
DECEMBER 2015						
Investment Property Strategy	To approve the strategy for property investment	Cabinet	10 December 2015	Councillors Sachin Shah & Keith Ferry Dawn Calvert, Director of Finance ian.talbot@harrow.gov.uk Tel: 020 8424 1450	Open	Agenda Report and any related appendices Consultation: None
Homes for Harrow: Building homes for private sale to cross subsidise affordable housing development	Approval and related delegated authorities to proceed with a limited programme to build homes for private sale on small infill HRA	Cabinet	10 December 2015	Councillor Glen Hearnden Lynne Pennington, Divisional Director of Housing alison.pegg@harrow.gov.uk Tel: 020 8424	Part exempt Information relating to the financial or business affairs of any particular	Agenda Report and any related appendices: Appendix 1 (exempt): infill financial schedule Consultation: Consultation with

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	sites to cross subsidise the development of affordable homes on other small infill sites			1933	person (including the authority holding that information)	residents living in the area and ward councillors of any proposed infill development pre planning application submission
Procurement of Sexual Health Services for Barnet and Harrow	To seek approval to procure sexual health services for Barnet and Harrow in collaboration with other London Boroughs. To seek delegated authority for the Director of Public Health to award contract to the successful bidder, in consultation with relevant Portfolio	Cabinet	10 December 2015	Councillors Varsha Parmar and Sachin Shah Andrew Howe, Director of Public Health audrey.salmon@harrow.gov.uk Tel: 020 8416 8629	Open	Agenda Report and any related appendices Consultation: Internal Officer and Portfolio Holder(s)

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	Holders and Senior Officers					
Locally Listed Buildings - update to Local List	Public consultation on the proposed de-listing of 66 Hutton Lane, and the former George Public House, Marsh Lane. Public consultation on proposed additions to the list of locally listed buildings	Cabinet	10 December 2015	Councillor Keith Ferry Paul Nichols, Divisional Director, Regeneration and Planning lucy.haile@harrow.gov.uk Tel: 0208 736 6101	Open	Agenda Report and any related appendices: Appendix 1: Proposed additions to the list of Locally Listed Buildings; Appendix 2: Proposed buildings to be removed from the list of Locally Listed Buildings Consultation: Ward Councillors
Estimated surplus/ deficit on the Collection Fund 2015/16	Seek approval for Harrow's share of surplus/ deficit to be transferred to	Cabinet	10 December 2015	Councillor Sachin Shah Dawn Calvert,	Open	Agenda Report and any related appendices

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	the General Fund 2016-17			Director of Finance paul.gower@harrow.gov.uk Tel: 020 8424 1335		Consultation: None required
Calculation of Council Tax Base for 2016-2017	To approve the Councils Council Tax Base for 2016-17	Cabinet	10 December 2015	Councillor Sachin Shah Tom Whiting, Corporate Director of Resources & Commercial fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices: Calculation of tax base spreadsheet Consultation: Not applicable
Calculation of Business Rates Tax Base for 2016-2017	To approve the Council's Business Rates Retention amount for 2016-17	Cabinet	10 December 2015	Councillor Sachin Shah Tom Whiting, Corporate Director of Resources & Commercial fern.silverio@harrow.gov.uk Tel: 020 8736	Open	Agenda Report and any related appendices: Consultation: Not applicable

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				6818		
Procurement Shared Services	To approve the creation of a shared service for procurement, delivering services to Harrow Council, Brent Council and Buckinghamshire County Council	Cabinet	10 December 2015	Councillor Sachin Shah Terry Brewer, Divisional Director, Commercial, Contracts & Procurement terry.brewer@harrow.gov.uk Tel: 020 8416 8902	Open	Agenda Report and any related appendices: Business Case and supporting documentation Consultation: Impacted staff, Unions, Members and management will be consulted.
Minimum Revenue Provision Policy Statement - Revision	To approve the revision to the minimum revenue policy statement	Cabinet	10 December 2015	Councillor Sachin Shah Dawn Calvert, Director of Finance ian.talbot@harrow.gov.uk Tel: 020 8424 1450	Open	Agenda Report and any related appendices Consultation: None

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Revenue and Capital Monitoring for Quarter 2 as at 30 September 2015	To note the revenue and capital forecast position as at Quarter 2 To approve virements To approve increases in the capital programme delegated to Cabinet	Cabinet	10 December 2015	Councillor Sachin Shah Dawn Calvert, Director of Finance steve.tingle@harrow.gov.uk Tel: 020 8420 9384	Open	Agenda Report and any related appendices Consultation: None
Draft Capital Programme 2016/17 to 2019/20	To approve the draft Capital Programme 2016/17 to 2019/20	Cabinet	10 December 2015	Councillor Sachin Shah Dawn Calvert, Director of Finance steve.tingle@harrow.gov.uk Tel: 020 8420 9384	Open	Agenda Report and any related appendices Consultation: None

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Draft Revenue Budget 2016/17 and Medium Term Financial Strategy 2016/17 to 2019/20	To approve the draft revenue budget 2016/17 and the Medium Term Financial Strategy 2016/17 to 2019/20 MTFS	Cabinet	10 December 2015	Councillor Sachin Shah Dawn Calvert, Director of Finance sharon.daniels@harrow.gov.uk Tel: 020 8424 1332	Open	Agenda Report and any related appendices Consultation: None
Draft Housing Revenue Account Budget and Medium Term Financial Strategy 2016-17 to 2019-20	Approve the draft HRA budget for 2016-17 and MTFS for consultation	Cabinet	10 December 2015	Councillors Glen Hearnden and Sachin Shah Dawn Calvert, Director of Finance Lynne Pennington, Divisional Director of Housing dave.roberts@harrow.gov.uk Tel: 020 8420 9678	Open	Agenda Report and any related appendices: Draft Budget Proposals Consultation: Consultation will need to take place with Tenants, Leaseholders and Residents, probably via the Tenants', Leaseholders' and Residents' Consultative Forum and/or Harrow Federation of Tenant and

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						Resident Association (HFTRA).
JANUARY 2016						
External Fees and Charges 2016/17	To agree fees and charges to be implemented from April 2016, except those fees and charges included for noting only	Cabinet	21 January 2016	Councillor Sachin Shah Dawn Calvert, Director of Finance sharon.daniels@harrow.gov.uk Tel: 020 8424 1332	Open	Agenda Report and any related appendices Consultation: None
Award of Housing Responsive Repairs Contracts from July 2016	Approval to award repairs contracts to preferred bidders	Cabinet	21 January 2016	Councillor Glen Hearnden Lynne Pennington, Divisional Director of Housing maggie.challoner@harrow.gov.uk Tel: 020 8424	Part exempt Information relating to the financial or business affairs of any particular	Agenda Report and any related appendices Consultation: A resident steering group has been fully consulted on the requirements

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				1473	person (including the authority holding that information)	for the contract and fully involved in the evaluation process. Statutory consultation with leaseholders applies-stage 1 is complete, it is planned to complete stage 2 before Cabinet

HARROW COUNCIL CABINET 2015/16

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	Anne Whitehead	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: anne.whitehead@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	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
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	Kiran Ramchandani	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07957 549741 Group Office: (020) 8424 1897	Email: kiran.ramchandani@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Public Health, Equality & Wellbeing	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