

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( JANUARY 2016 - MARCH 2016 )**

**MONTH: January**

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>JANUARY 2016</b>                                  |                                                                      |                |                                    |                                                                                                                                                              |                         |                                                                                                                                  |
| Calculation of Council Tax Base for 2016-2017        | To approve the Council's Council Tax Base for 2016-17                | Cabinet        | 20 January 2016                    | Councillor Sachin Shah<br><br>Tom Whiting,<br>Corporate Director<br>of Resources &<br>Commercial<br>fern.silverio@<br>harrow.gov.uk<br>Tel: 020 8736<br>6818 | Open                    | Agenda Report<br>and any related<br>appendices:<br>Calculation of tax<br>base spreadsheet<br><br>Consultation: Not<br>applicable |
| Calculation of Business Rates Tax Base for 2016-2017 | To approve the Council's Business Rates Retention amount for 2016-17 | Cabinet        | 20 January 2016                    | Councillor Sachin Shah<br><br>Tom Whiting,<br>Corporate Director<br>of Resources &<br>Commercial<br>fern.silverio@<br>harrow.gov.uk<br>Tel: 020 8736<br>6818 | Open                    | Agenda Report<br>and any related<br>appendices<br><br>Consultation: Not<br>applicable                                            |

| 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                                                                                                                                                                                                                                                                                                            |
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| Harrow Cycling Strategy 2015 - 2018 | Approve the Cycling Strategy Delegate responsibility to the Divisional Director of Commissioning Services, following consultation with the Portfolio Holder for Environment, Crime and Community Safety, to make amendments to the Strategy as required | Cabinet        | 20 January 2016                    | Councillor Graham Henson<br><br>Venetia Reid-Baptiste, Divisional Director of Commissioning Services<br>hanif.islam@harrow.gov.uk<br>Tel: 020 8424 1548 | Open                    | Agenda Report and any related appendices: Harrow Cycling Strategy & appendices<br><br>Consultation: Stakeholder consultation has taken place. Internal consultation has taken place on the draft Strategy. The Strategy has been reviewed by TfL and amended as appropriate. No public consultation is required as proposals will be consulted on independently before implementation |

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| 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        | 20 January 2016                    | Councillor Keith Ferry<br><br>Paul Nichols, Divisional Director, Regeneration and Planning<br>lucy.haile@harrow.gov.uk<br>Tel: 0208 736 6101 | Open                    | Agenda Report and any related appendices:<br>Appendix 1: Proposed additions to the list of Locally Listed Buildings;<br>Appendix 2: Proposed buildings to be removed from the list of Locally Listed Buildings<br><br>Consultation: Ward Councillors |
| 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        | 20 January 2016                    | Councillor Sachin Shah<br><br>Terry Brewer, Divisional Director, Commercial, Contracts & Procurement<br>terry.brewer@harrow.gov.uk           | Open                    | Agenda Report and any related appendices:<br>Business Case and supporting documentation<br><br>Consultation: Impacted staff, Unions, Members                                                                                                         |

| 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                                                                                                                                                      |
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|                                                              |                                                                                                                     |                |                                    | Tel: 020 8416 8902                                                                                                                          |                                                                                                                                                          | and management will be consulted.                                                                                                                                                                                               |
| 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        | 20 January 2016                    | Councillor Sachin Shah<br><br>Dawn Calvert,<br>Director of Finance<br>sharon.daniels@harrow.gov.uk<br>Tel: 020 8424 1332                    | Open                                                                                                                                                     | Agenda Report and any related appendices<br><br>Consultation: None                                                                                                                                                              |
| Award of Housing Responsive Repairs Contracts from July 2016 | Approval to award repairs contracts to preferred bidders                                                            | Cabinet        | 20 January 2016                    | Councillor Glen Hearnden<br><br>Lynne Pennington,<br>Divisional Director of Housing<br>maggie.challoner@harrow.gov.uk<br>Tel: 020 8424 1473 | Part exempt<br><br>Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Agenda Report and any related appendices<br><br>Consultation: A resident steering group has been fully consulted on the requirements for the contract and fully involved in the evaluation process. Statutory consultation with |

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|                                                             |                                                                                                                                                                                                             |                |                                    |                                                                                                                                        |                         | leaseholders applies – stage 1 is complete, it is planned to complete stage 2 before Cabinet                                                           |
| Procurement of Projects for 16/17 Housing Capital Programme | Permission to go to the market to procure projects on the 16/17 Housing Capital Programme, and that delegated authority be given for the subsequent award of the contract following the procurement process | Cabinet        | 20 January 2016                    | Councillor Glen Hearnden<br><br>Lynne Pennington, Divisional Director of Housing<br>andrew.campion@harrow.gov.uk<br>Tel: 0208 424 1339 | Open                    | Agenda Report and any related appendices<br><br>Consultation: Residents-tenants and leaseholders, Housing Contracts Board, Strategic Procurement Board |
| Social Value Policy and Initiatives                         | Approve the Social Value Policy and note the Harrow First approach                                                                                                                                          | Cabinet        | 20 January 2016                    | Councillors Sachin Shah and Keith Ferry<br><br>Tom Whiting, Corporate Director                                                         | Open                    | Agenda Report and any related appendices: Social Value Policy                                                                                          |

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|                                             |                                                                                                              |                |                                    | of Resources & Commercial<br>terry.brewer@harrow.gov.uk<br>Tel: 020 8416 8442                                                                                      |                                                                                                                                                          | Consultations:<br>Internal                                                                                                                                                                                                                                                        |
| Future Delivery of Arts & Heritage Services | Approval of the future delivery model for Harrow Arts Centre, Harrow Museum and Harrow Schools Music Service | Cabinet        | 20 January 2016                    | Councillors Sue Anderson and Keith Ferry<br><br>Marianne Locke, Programme Director for Cultural Regeneration<br>marianne.locke@harrow.gov.uk<br>Tel: 020 8736 6530 | Part exempt<br><br>Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Agenda Report and related appendices: Draft Heads of Terms, Cultura London Memorandum and Articles, Cultura London Business Plan<br><br>Consultation: User group at Harrow Arts Centre and Harrow Museum, Wider residents including Hatch End Residents' Association, Contractors |



| 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                                                                                                                                                                                     |
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| Community School Admission Arrangements - Academic Year 2017/18 | Determination of Community School Admission Arrangements – Academic Year 2017/1                  | Cabinet        | 20 January 2016                    | Councillor Simon Brown<br><br>Chris Spencer,<br>Corporate Director,<br>People<br>johanna.morgan@harrow.gov.uk<br>Tel: 020 8736 6841 | Open                    | Agenda Report and any related appendices<br><br>Consultation: In accordance with the School Admissions Code, as the admissions authority for community schools, Harrow Council consulted with schools and stakeholders between 19 October and 27 November 2015 |
| Project Infinity - Commencement of Procurement Process          | Approve the publication of an OJEU (Official Journal of the European Union) notice to commence a | Cabinet        | 20 January 2016                    | Councillor Anne Whitehead<br><br>Bernie Flaherty,<br>Director of Adult Social Services<br>chris.greenway@                           | Open                    | Agenda Report and any related appendices:<br>Infinity Procurement High Level Project Plan and                                                                                                                                                                  |

| 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                                                                                                                                                                                                                     |
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|                                                | procurement                                                                                                                                                                                                                                                                                            |                |                                    | harrow.gov.uk<br>Tel: 020 8424 1043                                                                                                               |                         | Selection Criteria;<br>EqIA<br><br>Consultation: No formal consultation                                                                                                                                                                                                                        |
| Barnet Young People's Substance Misuse Service | The current Barnet Young People's Substance Misuse Service contract will end on 31st March 2016.<br>To seek authority to:<br>• Extend the current contract until 30th June 2016 to allow for mobilisation of new service i.e.: TUPE, seek appropriate Estates<br>• Procure a new Barnet Young People's | Cabinet        | 20 January 2016                    | Councillors Varsha Parmar and Sachin Shah<br><br>Chris Spencer, Corporate Director, People<br>bridget.o'dwyer@harrow.gov.uk<br>Tel: 020 8420 9532 | Open                    | Agenda Report and any related appendices: EqIA<br><br>Consultation: A review of the Barnet Young People's Substance Misuse Service was undertaken in 2014 and provided data and consultation responses from Young People, Children's Commissioning and Provider agencies, Public Health, Acute |

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|                                                                     | Substance Misuse Service - on behalf of Barnet Council                                                                   |                |                                    |                                                                                                                        |                         | Services and Youth Offending Services. The review provided a recommendation for a newly commissioned, integrated (drug and alcohol) service which incorporates, consolidates and builds upon the functions of the current service specification. |
| <b>FEBRUARY 2016</b>                                                |                                                                                                                          |                |                                    |                                                                                                                        |                         |                                                                                                                                                                                                                                                  |
| Revenue and Capital Monitoring for Quarter 3 as at 31 December 2015 | To note the revenue and capital forecast position as at Quarter 3<br>To approve virements<br>To approve increases in the | Cabinet        | 18 February 2016                   | Councillor Sachin Shah<br><br>Dawn Calvert,<br>Director of Finance<br>steve.tingle@harrow.gov.uk<br>Tel: 020 8420 9384 | Open                    | Agenda Report and any related appendices<br><br>Consultation: None                                                                                                                                                                               |

| 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 |
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|                                                                                    | capital programme delegated to Cabinet                                                                                                                                                    |                |                                    |                                                                                                                              |                         |                                                                            |
| Capital Programme 2016/17 to 2019/20                                               | To recommend to council for approval the Capital Programme 2016/17 to 2019/20                                                                                                             | Cabinet        | 18 February 2016                   | Councillor Sachin Shah<br><br>Dawn Calvert,<br>Director of Finance<br>steve.tingle@harrow.gov.uk<br>Tel: 020 8420 9384       | Open                    | Agenda report and any related appendices<br><br>Consultation: None         |
| Final Revenue Budget 2016/17 and Medium Term Financial Strategy 2016/17 to 2019/20 | To recommend to Council:<br><ul style="list-style-type: none"> <li>the proposed revenue budget 2016/17 and the Medium Term Financial Strategy 2016/17 to 2019/20 to enable the</li> </ul> | Cabinet        | 18 February 2016                   | Councillor Sachin Shah<br><br>Dawn Calvert,<br>Director of Finance<br>sharon.daniels@harrow.gov.uk<br>Tel: 020 020 8424 1332 | Open                    | Agenda Report and any related appendices<br><br>Consultation: None         |

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|                                                                                              | Council Tax to be set <ul style="list-style-type: none"> <li>• the members' allowance scheme 2016/17</li> <li>• the 2016/17 pay policy statement</li> <li>• the 2016/17 schools budget</li> </ul> |                |                                    |                                                                                                                                                                                                  |                         |                                                                                                                                              |
| Housing Revenue Account Budget 2016-17 and Medium Term Financial Strategy 2016-17 to 2019-20 | Recommend to Council the budget for 2016/17 and the Medium Term Financial Strategy 2016/17 to 2019/20                                                                                             | Cabinet        | 18 February 2016                   | Councillors Glen Hearnden and Sachin Shah<br><br>Dawn Calvert,<br>Director of Finance<br>Lynne Pennington,<br>Divisional Director of Housing<br>dave.roberts@harrow.gov.uk<br>Tel: 020 8420 9678 | Open                    | Agenda Report and any related appendices<br><br>Consultation: Consultation with HFTRA in November 2015, TLRCF October 2015 and February 2016 |

| 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                                                                                                                                                                              |
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| Corporate Plan                                                              | To recommend to Council the Council's Policy Framework and key programmes of work for 2016 – 2019                                   | Cabinet        | 18 February 2016                   | Councillors David Perry and Kiran Ramchandani<br><br>Tom Whiting, Corporate Director of Resources & Commercial<br>rachel.gapp@harrow.gov.uk<br>Tel: 020 8416 8774 | Open                    | Agenda Report and any related appendices:<br>Equality Impact Assessment<br><br>Consultation: A timetable setting out the process for how Members and officers can engage with the production of the Corporate Plan was agreed with the Portfolio Holder |
| Proposal to share HR & Payroll Services with Buckinghamshire County Council | To seek agreement to proposals to enter into a shared service with Buckinghamshire County Council for the provision of HR & Payroll | Cabinet        | 18 February 2016                   | Councillor Kiran Ramchandani<br><br>Tom Whiting, Corporate Director of Resources & Commercial<br>jon.turner@harrow.gov.uk<br>Tel: 020 8424                        | Open                    | Agenda Report and any related appendices:<br>Business Case and supporting documentation<br><br>Consultation: Impacted staff, Unions, Members                                                                                                            |

| 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                         |
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|                                        | services to Harrow Council and Buckinghamshire County Council    |                |                                    | 1225                                                                                                                                                                            |                         | and management will be consulted                                                                   |
| Expansion of HB Public Law             | To agree to Buckinghamshire County Council joining HB Public Law | Cabinet        | 18 February 2016                   | Councillors Kiran Ramchandani and Sachin Shah<br><br>Tom Whiting,<br>Corporate Director<br>of Resources &<br>Commercial<br>hugh.peart@<br>harrw.gov.uk<br>Tel: 020 8424<br>1287 | Open                    | Agenda Report and any related appendices<br><br>Consultation:<br>Buckinghamshire<br>County Council |
| <b>MARCH 2016 - currently no items</b> |                                                                  |                |                                    |                                                                                                                                                                                 |                         |                                                                                                    |

## HARROW COUNCIL CABINET 2015/16

### CONTACT DETAILS OF PORTFOLIO HOLDERS

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



| Portfolio                                             | Councillor        | Address                                                                                         | Telephone no.                                               | Email                                  |
|-------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------|
| Community, Culture & Resident Engagement              | Sue Anderson      | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Mobile:<br>07875 094900<br>Group Office:<br>(020) 8424 1897 | Email: sue.anderson@harrow.gov.uk      |
| Environment, Crime & Community Safety                 | Graham Henson     | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Mobile:<br>07721 509916<br>Group Office:<br>(020) 8424 1897 | Email: graham.henson@harrow.gov.uk     |
| Finance & Major Contracts                             | Sachin Shah       | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Mobile:<br>07949 949745<br>Group Office:<br>(020) 8424 1897 | Email: sachin.shah@harrow.gov.uk       |
| Housing                                               | Glen Hearnden     | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Group Office:<br>(020) 8424 1897                            | Email: glen.hearnden@harrow.gov.uk     |
| Performance, Corporate Resources & Policy Development | Kiran Ramchandani | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Mobile:<br>07957 549741<br>Group Office:<br>(020) 8424 1897 | Email: kiran.ramchandani@harrow.gov.uk |

| Portfolio                           | Councillor    | Address                                                                                         | Telephone no.                                               | Email                              |
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| Public Health, Equality & Wellbeing | Varsha Parmar | Labour Group Office<br>Room 102,<br>PO Box 2, Civic Centre<br>Station Road<br>HARROW<br>HA1 2UH | Mobile:<br>07535 064495<br>Group Office:<br>(020) 8424 1897 | Email: varsha.parmar@harrow.gov.uk |