

London Borough of Harrow

KEY DECISION SCHEDULE (NOVEMBER 2016 - JANUARY 2017)

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 2016						
Property Disposals	Agreement to proceed with property disposals	Cabinet	17 November 2016	Councillor Keith Ferry Venetia Reid-Baptiste, Divisional Director of Commissioning Services andrew.connell@harrow.gov.uk Tel: 020 8424 1259	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 Consultation: Relevant Officers
Procurement arrangements for Health Services for Children and Young People and Sexual and Reproductive Health Services	To seek approval to: <ul style="list-style-type: none"> Extend the current Health Visiting contract until 30 September 2018 and the Sexual Health Services 	Cabinet	17 November 2016	Councillors Varsha Parmar & Adam Swersky Andrew Howe, Director of Public Health audrey.salmon@harrow.gov.uk Tel: 020 8416 8629	Open	Agenda Report and any related appendices Consultation: Key Stakeholders

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	<p>(including Genito-Urinary Medicine (GUM)) until 31 August 2017</p> <ul style="list-style-type: none"> • Procure a new Health Service for Children and Young People by 1 October 2018, with the option to collaborate, if necessary • Delegate authority to the Director of Public Health to award the contract to the successful bidder, following consultation with relevant 					

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	Portfolio Holders and Senior Officers.					
Authority to Procure Enforcement Agents (Bailiffs) to support Revenue Collection	To authorise the procurement process to replace the existing bailiff contracts which expire on 31/9/2017	Cabinet	17 November 2016	Councillor Adam Swersky Tom Whiting, Corporate Director, Resources & Commercial fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices Consultation: N/A
Arrangements for the Supply of Temporary Workers and Recruitment Process	Seek approval to re-procure the contract for the Supply of Temporary Workers and Recruitment through a Yorkshire Procurement Organisation (YPO) framework	Cabinet	17 November 2016	Councillors Adam Swersky and Kiran Ramchandani Terry Brewer, Divisional Director, Commercial, Contracts & Procurement munira.kachwala@harrow.gov.uk Tel: 020 8420 9202	Open	Agenda Report and any related appendices Consultation: appropriate Members

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Contract for Postal Services	Seek approval to award the contract for Postal Services	Cabinet	17 November 2016	Councillors Adam Swersky and Kiran Ramchandani Terry Brewer, Divisional Director, Commercial, Contracts & Procurement adeel.rajput@harrow.gov.uk Tel: 020 8416 8686	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: Postal Services Award - Evaluation; Appendix 2 - Postal Services Award - Pricing Consultation: Relevant Portfolio Holders
Procurement of projects for 17/18 Housing Capital Programme	Permission to go to the market to procure projects on the 17/18 Housing Capital Programme, and that delegated authority be given for the subsequent award of the contract following the procurement process	Cabinet	17 November 2016	Councillor Glen Hearnden Lynne Pennington, Divisional Director, Housing rukshan.kariy@harrow.gov.uk Tel: 020 8424 7669	Open	Agenda Report and any related appendices: Gateway 1 Consultation: Statutory S20 leasehold consultation

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Procurement of Kitchen & Bathrooms for 17/18 Housing Capital Programme	Permission to go to the market to procure projects on the 17/18 Housing Capital Programme, and that delegated authority be given for the subsequent award of the contract following the procurement process	Cabinet	17 November 2016	Councillor Glen Hearnden Lynne Pennington, Divisional Director, Housing rukshan.kariy@harrow.gov.uk Tel: 020 8424 7669	Open	Agenda Report and any related appendices Consultation: N/A
DECEMBER 2016						
Information, Advice and Advocacy Strategy	Approval for the strategy and procurement for a new service	Cabinet	8 December 2016	Councillor Sue Anderson Alex Dewsnap, Divisional Director, Strategic Commissioning jasbinder.baddhan@harrow.gov.uk	Open	Agenda Report and any related appendices: Information, Advice and Advocacy Strategy, Equalities Impact Assessment

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				Tel: 020 8736 6286		Consultation: The Voluntary and Community Sector, Service Providers, Service Users, relevant council staff involved in services and projects, Commissioners and Contract managers
Review of Emergency Relief Scheme and Approval of Hardship Fund Policy	To note the review and agree revised Policy changes to ensure scheme aligns to revised budget	Cabinet	8 December 2016	Councillor Adam Swersky Tom Whiting, Corporate Director, Resources & Commercial fern.silverio@harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices Consultation: N/A
VCS Funding Arrangements	To approve funding to the Voluntary Sector	Cabinet	8 December 2016	Councillors Sue Anderson and Simon Brown	Open	Agenda Report and any related appendices:

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	<p>from the Adults SLAs, Discretionary Grants Programme and Emergency Relief Scheme.</p> <p>To approve a 3 year funding model that would continue to fund Statutory Care Act and Advocacy obligations, the Information and Advice Strategy to include the revised Hardship Fund, an infrastructure organisation and crowdfunding top-up scheme.</p>			<p>Alex Dewsnap, Divisional Director, Strategic Commissioning rachel.gapp@harrow.gov.uk Tel: 020 8416 8774, Bernie Flaherty, Director of Adult Social Services</p>		<p>Consultation Report, EqIA</p> <p>Consultation: VCS organisations and service users (where appropriate)</p>
<p>Calculation of Council Tax Base for 2017-2018</p>	<p>To approve the Council's Council Tax Base for</p>	<p>Cabinet</p>	<p>8 December 2016</p>	<p>Councillor Adam Swersky</p>	<p>Open</p>	<p>Agenda Report and any related appendices</p>

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	2017-18			Tom Whiting, Corporate Director, Resources & Commercial fern.silverio@ harrow.gov.uk Tel: 020 8736 6818		Consultation: N/A
Council Insurance Renewals 2017	Approval to enter into a contract for the provision of property. Liability and terrorism insurance for the Council	Cabinet	8 December 2016	Councillor Adam Swersky Dawn Calvert, Director of Finance karen.vickery@ harrow.gov.uk Tel: 020 8424 1995	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 Consultation: N/A
Draft of Capital Programme 2017/18-2019/20	To approve the draft of 2017/18 to 2019/20 Capital Programme to	Cabinet	8 December 2016	Councillor Adam Swersky Dawn Calvert, Director of Finance	Open	Agenda Report and any related appendices Consultation:

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	consult To approve the draft Capital Strategy			funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544		None
Revenue and Capital Monitoring 2016/17 - Quarter 2 as at 30 September 2016	To note the Revenue and Capital forecast position as at Q2 To approve virements To approve increases in the capital programme	Cabinet	8 December 2016	Councillor Adam Swersky Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	Open	Agenda Report and any related appendices Consultation: None
Draft Revenue Budget 2017/18 and MTFS 2017/18 - 2019/20	To approve the draft Revenue Budget for 2017/18 and MTFS 2017/18-2019/20 for consultation	Cabinet	8 December 2016	Councillor Adam Swersky Dawn Calvert, Director of Finance sharon.daniels@harrow.gov.uk Tel: 020 8424 1332	Open	Agenda Report and any related appendices Consultation: None

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<p>Estimated Surplus/(Deficit) on the Collection Fund 2016-17</p>	<p>This report will set out the estimated financial position on the Collection Fund as at 31 March 2017 and how it will be shared amongst the constituent precepting bodies and central government. Approval to the recommendations of the report are a major part of the annual budget review process - The purpose is to report to Cabinet on the Council's statutory obligation to estimate the surplus or (deficit) on the Collection Fund for the year end and to:</p>	<p>Cabinet</p>	<p>8 December 2016</p>	<p>Councillor Adam Swersky Dawn Calvert, Director of Finance paul.gower@harrow.gov.uk Tel: 020 8424 1335</p>	<p>Open</p>	<p>Agenda Report and any related appendices Consultation: None required</p>

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	(i) note the estimated surplus / (deficit) as at 31 March 2017; (ii) agree Harrow's share for transfer to the General Fund 2017-18.					
JANUARY 2017						
Calculation of Business Rates Tax Base for 2017-2018	To approve the Council's Business Rates Retention amount for 2017-18	Cabinet	19 January 2017	Councillor Adam Swersky Tom Whiting, Corporate Director, Resources & Commercial fern.silverio@ harrow.gov.uk Tel: 020 8736 6818	Open	Agenda Report and any related appendices Consultation: N/A
17/18 Fees and Charges	Agree the Council's fees and charges to be implemented	Cabinet	19 January 2017	Councillor Adam Swersky Dawn Calvert,	Open	Agenda Report and any related appendices

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	from April 2017			Director of Finance sharon.daniels@harrow.gov.uk Tel: 020 8424 1332		Consultation: N/A
Home Improvement Agency- Permission to Procure Contractor Framework	Permission to go to the market to procure Contractor Framework for the Home Improvement Agency	Cabinet	19 January 2017	Councillor Glen Hearnden Lynne Pennington, Divisional Director, Housing maggie.challoner@harrow.gov.uk Tel: 020 8424 1473	Open	Agenda Report and any related appendices Consultation: Relevant Officers

HARROW COUNCIL CABINET 2016/17

CONTACT DETAILS OF PORTFOLIO HOLDERS

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Partnerships & Devolution	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
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	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
Children, Schools & Young People	Christine Robson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07712 278832 Group Office: (020) 8424 1897	Email: christine.robson@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 & Commercialisation	Adam Swersky	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07904 466987 Group Office: (020) 8424 1897	Email: adam.swersky@harrow.gov.uk
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
Housing & Employment	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

Portfolio	Councillor	Address	Telephone no.	Email
Performance, Corporate Resources & Customer Service	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