

**London Borough of Harrow**

**KEY DECISION SCHEDULE ( DECEMBER 2016 - FEBRUARY 2017 )**

**MONTH: December**

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>DECEMBER 2016</b>						
VCS Funding Arrangements	To approve a 3 year funding model for the Voluntary Sector from the Adults SLAs, Discretionary Grants Programme and Emergency Relief Scheme budgets	Cabinet	8 December 2016	Councillors Sue Anderson and Simon Brown  Alex Dewsnap, Divisional Director, Strategic Commissioning Bernie Flaherty, Director of Adult Social Services rachel.gapp@harrow.gov.uk Tel: 020 8416 8774	Open	Agenda Report and any related appendices: Consultation Report, EqIA  Consultation: VCS organisations and service users (where appropriate)
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

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
				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

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
Calculation of Council Tax Base for 2017-2018	To approve the Council's Council Tax Base for 2017-18	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
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

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
Draft of Capital Programme 2017/18-2019/20	To approve the draft of 2017/18 to 2019/20 Capital Programme to consult To approve the draft Capital Strategy	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
Revenue and Capital Monitoring 2016/17 - Quarter 2 as at 30 September 2016	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. To note Revenue and Forecast position as at Q2 for the Concilium Business	Cabinet	8 December 2016	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8424 7544	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: 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
	Services					
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
Estimated Surplus/(Deficit) on the Collection Fund 2016-17	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	Cabinet	8 December 2016	Councillor Adam Swersky  Dawn Calvert, Director of Finance paul.gower@harrow.gov.uk Tel: 020 8424 1335	Open	Agenda Report and any related appendices  Consultation: None required

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
	<p>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> <ul style="list-style-type: none"> <li>(i) note the estimated surplus / (deficit) as at 31 March 2017</li> <li>(ii) agree Harrow's share for transfer to the General Fund 2017-18</li> </ul>					



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
Draft Housing Revenue Account Budget 2017-18 and Medium Term Financial Strategy 2017-18 to 2019-20	Approve the draft HRA budget for 2017-18 and MTFS 2017-18 to 2019-20 for consultation	Cabinet	8 December 2016	Councillors Glen Hearnden and Adam Swersky  Tom McCourt, Corporate Director, Community dave.roberts@harrow.gov.uk Tel: 020 8420 9678	Open	Agenda Report and related appendices: Draft budget proposals  Tenants', Leaseholders' and Residents' Consultative Forum
<b>JANUARY 2017</b>						
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

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
17/18 Fees and Charges	Agree the Council's fees and charges to be implemented from April 2017	Cabinet	19 January 2017	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: 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

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>FEBRUARY 2017</b>						
Final Revenue Budget 2017/18 and Medium Term Financial Strategy 2017/18 to 2019/20	To recommend to Council: <ul style="list-style-type: none"> <li>- the proposed revenue budget 2017/18 and the MTFS 2017/18 to 2019/20 to enable the Council Tax to be set</li> <li>- the Members' Allowance Scheme 2017/18</li> <li>- the 2017/18 Pay Policy Statement</li> <li>- the 2017/18 Schools' Budget</li> </ul>	Cabinet	16 February 2017	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

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
Capital Programme 2017/18 to 2019/20	To approve the Final Capital Programme for 2017/18 – 2019/20	Cabinet	16 February 2017	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
Revenue and Capital Monitoring 2016/17 - Quarter 3 as at 30 December 2016	To note the Revenue and Capital position reported as at Q3 for 2016/17 To approve recommended carry forwards To approve any recommended contributions to reserves or provisions	Cabinet	16 February 2017	Councillor Adam Swersky  Dawn Calvert, Director of Finance funmi.ogunnaike@harrow.gov.uk Tel: 020 8420 9269	Open	Agenda Report and any related appendices  Consultation: None
Corporate Plan	To recommend to Council to approve the	Cabinet	16 February 2017	Councillors Sachin Shah and Kiran Ramchandani	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 and any Consultation to be undertaken
	Corporate Plan			Tom Whiting, Corporate Director, Resources & Commercial rachel.gapp@ harrow.gov.uk Tel: 020 8416 8774		Corporate Plan 2017/18 update, EqIA  Consultation: N/A

## 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

<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	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