

London Borough of Harrow

Key Decision Schedule (September 2023 - November 2023)

September 2023

This is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The Cabinet agenda containing all the reports being considered will be published 5 clear days before the meeting.

A Key Decision is one which is likely to:

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to its budget for the service or function to which the decision relates. A decision is significant if it involves expenditure or the making of savings of an amount in excess of £1m of capital or £500,000 of revenue or where savings or expenditure are less than these amounts but they constitute more than 50% of the budget attributable to the service in question; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

Decisions which the Cabinet intends to make in private

The Cabinet may meet in private to consider reports which contain confidential information. A private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers. This Schedule also contains non-Key Decisions which involve Cabinet meeting in private. Any person can make representations to the Cabinet if they believe the decision should instead be made in the public Cabinet meeting by emailing democratic.services@harrow.gov.uk.

The membership of the Cabinet is:

[Councillor Paul Osborn](#) (Leader), (Strategy)

[Councillor Marilyn Ashton](#) (Deputy Leader, Planning & Regeneration)

[Councillor David Ashton](#) (Finance & Human Resources)

[Councillor Stephen Greek](#) (Performance, Communications & Customer Experience)

[Councillor Hitesh Karia](#) (Children's Services)

[Councillor Jean Lammiman](#) (Community & Culture)

[Councillor Mina Parmar](#) (Housing)

[Councillor Anjana Patel](#) (Environment & Community Safety)

[Councillor Pritesh Patel](#) (Adult Services & Public Health)

[Councillor Norman Stevenson](#) (Business, Employment & Property)

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
SEPTEMBER 2023				
Procurement of Revenues, Benefits and Parking specialist Print Contractor	To authorise the procurement of a contract for Printing and Mailing Services for Bulk Document printing, Council Tax, NDR, Benefits and Parking documents with a maximum value of £1.2m over 6 years (£200k annually), subject to the demonstration of Best Value.	Councillor David Ashton Interim Director of Finance & Assurance (S151 Officer) fern.silverio@harrow.gov.uk (report author), martin.trim@harrow.gov.uk (report author), tel. 020 8736 6818	Part exempt	
Translation and Interpreting Services	To approve the procurement and appointment of a provider to deliver Translation and Interpreting Services.	Councillor Hitesh Karia; Councillor David Ashton Corporate Director, People Priya.Ganatra@harrow.gov.uk (report author), tel. 07802 338387	Part exempt	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Local Areas of Special Character - criteria for designation	To consider the proposal to establish a process of designating Local Areas of Special Character within Harrow (including criteria for such areas).	Councillor Marilyn Ashton Head of Planning david.hughes@harrow.gov.uk (report author); lucy.haile@harrow.gov.uk (report author)	Open	Planning Policy Advisory Panel (3 March 2023 and 13 July 2023), relevant external stakeholders (consulted prior to Panel meeting, documented in Panel report for 13 July 2023 meeting.
Revenue and Capital Budget Monitoring Report Q1 2023-24	To note the Revenue and Capital Outturn for Q1 2023-24. To approve amendments to the Capital Programme (if applicable) To approve the Trading Company Business Plans.	Councillor David Ashton Interim Director of Finance & Assurance (S151 Officer) Jo.Frost@harrow.gov.uk (report author)	Part exempt	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Public Space Protection Order (PSPO) - Approval for publication	To seek approval of the final wording of the proposed Public Space Protection Order (PSPO) for publication.	<p>Councillor Anjana Patel</p> <p>Corporate Director Place David.Gilmour@harro w.gov.uk (report author), tel. 07927548307</p>	Open	A Borough wide consultation has been undertaken via My Harrow Talk to involve all members of the community. Specific local and national interest groups were contacted including, Harrow Volunteers, all interest bodies charities and public interest groups.
OCTOBER 2023				
Procurement of Education IT System	To request an award of contract to with Capita Business Services for One Education modules plus Family Hub and Youth Justice software	<p>Councillor Hitesh Karia; Councillor Stephen Greek; Councillor David Ashton</p> <p>Divisional Director, Education Services david.harrington@harr ow.gov.uk (report author), tel. 07714 089170</p>	Part exempt	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
London Borough of Harrow Domestic Abuse Service	To seek Cabinet approval to reprocur and award new contracts for the Domestic Abuse Service.	<p>Councillor Anjana Patel; Councillor Pritesh Patel; Councillor Hitesh Karia; Councillor Mina Parmar;</p> <p>Interim Assistant Director of Strategy & Partnerships Hodan.Elmi@harrow.gov.uk (report author)</p>	Part exempt	Groups that have been and will continue to be consulted include relevant Council departments, Portfolio and Shadow Portfolio Holders as well as stakeholders including Health Partners, Safeguarding Boards, Harrow Domestic Violence Forum and service users.
Harrow Town Centre Business Improvement District (HA1BID) Ballot	<p>To agree that the London Borough of Harrow votes Yes in support of a BID in Harrow Town Centre.</p> <p>To agree that the Leader of the Council is delegated to vote on behalf of the London Borough of Harrow.</p>	<p>Councillor Norman Stevenson; Councillor David Ashton</p> <p>Director of Inclusive Economy, Leisure & Culture Mark.Billington@harrow.gov.uk (report author)</p>	Open	HA1 Business Improvement District (BID) Board.

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Re-procurement of the Repairs and Voids Contract, Electrical Services and Water Hygiene	To seek Cabinet approval for the renewal of the Council's Repairs and Maintenance contract, and the use of two public frameworks for Electrical services and Water Hygiene testing via delegated authority granted to the Divisional Director of Housing Services.	Councillor Mina Parmar; Councillor David Ashton Divisional Director, Housing Services rukshan.kariy@harrow.gov.uk (report author), tel. 07927 548861	Part exempt	
NOVEMBER 2023				