
REPORT FOR: CABINET

Date of Meeting:

Subject:

Key Decision:

Yes or No

Insert why 'Key'

(Advice can be sought from Dem Services)

[NOTE: Where a Key Decision needs to be taken, 28 days' notice has to be given via the KDS before the decision can be taken].

Responsible Officer:

Name of Chief Officer and Full Title (Director or above)

Portfolio Holder:

Name of Portfolio Holder and Full Title

[NOTE: Please insert correct title].

Exempt:

Yes or No

(If Yes, ie report is Private & Confidential, state grounds – see Access to Information Procedure Rule 12.4 – advice can be sought from Dem Services)

[NOTE: Where the meeting needs to move into a private session, 28 days' notice has to be given via the KDS].

Decision subject to Call-in:

Yes or No

(ie Is the decision urgent? If so, explain why so that a waiver of call-in can be sought by Dem Services.)

Wards affected:

List Ward(s) affected by decision.

MANDATORY

Enclosures:

List all documents attached which include information relevant to the report

[NOTE: Please list appendices (not Background Papers) here]

Section 1 – Summary and Recommendations

This report sets out ... (summarise the report in no more than 3 lines)

Recommendations:

Cabinet is requested to:

(insert decision(s) required). **MANDATORY. Be specific about the decision sought.**

[Note: All delegations to Chief Officers should be subject to consultation with the relevant PH. The text in the recommendation should say 'following consultation with the PH for ...'.]

Reason: (For recommendations) [statutory requirement – do not delete]

Section 2 – Report

(NB: Black sections are mandatory, **blue sections are advisory**).

Introductory paragraph

Explain here how the decision sought will help the Council meet its vision, corporate priorities, and/or flagship actions.

Options considered [Do NOT delete this paragraph, as it is a statutory requirement to include options considered in the report. These options and any rejected by Cabinet have to be included in the minutes.]

Background (if needed)

Current situation

Why a change is needed

Implications of the Recommendation

Considerations

Resources, costs

Staffing/workforce

Ward Councillors' comments

Performance Issues

Please see:

https://harrowhub.harrow.gov.uk/downloads/file/9714/committee_report_templates_-_implications_guidance

Environmental Implications

Please see

https://harrowhub.harrow.gov.uk/downloads/file/9714/committee_report_templates_-_implications_guidance

Data Protection Implications

Please see:

https://harrowhub.harrow.gov.uk/downloads/file/9714/committee_report_templates_-_implications_guidance

Risk Management Implications

Please see:

https://harrowhub.harrow.gov.uk/downloads/file/9714/committee_report_templates_-_implications_guidance

Risk included on Directorate risk register? Yes/No (Delete as appropriate)

Separate risk register in place? Yes/No (Delete as appropriate)

Set out detailed risk implications of the proposed decision. The aim of risk management is to identify business risks and effectively manage them.

In particular, areas to look at include:

- Increased demand for services against reduced budgets
- Implications if targets, savings, milestones are not met
- Implications for health and safety, in terms of does it increase risk to any party (employee, resident, business or other) by agreeing the decision.

As part of this, the report shall set out what mitigation is introduced / to be introduced. For example, implementation of a risk assessment and safe operating procedure prior to going live.

Legal and financial risks can be covered in the specific sections, and reference to them put under risk management.

Risks to health & safety should be clarified with corporate health & safety.

Any risk to the business as a whole should also be considered, especially those that would be need to be recorded on the risk management register.

Note: Risk implications must be signed off by Corporate Director.

Procurement Implications

Set out detailed procurement implications of the proposed decision. Liaise with the relevant procurement officer and ensure that their clearances are obtained.

In this section, demonstrate the procurement options you considered and the reasons why you have chosen your recommended procurement route. Please state what your proposed top level evaluation criteria will be:

Price %

Quality %

Social Value %

[Note: Procurement Implications paragraph will need to be signed off by the following level of officer:

Director of Procurement (Nimesh Mehta)

Legal Implications

Set out detailed legal implications of the proposed decision. Where appropriate, liaise with the relevant legal officer and ensure that their clearances are obtained.

[Note: Legal Implications paragraph will need to be signed off by the following level of officer:

Director of Legal and Governance

Head of Legal Practice

Principal Lawyer

Senior Lawyer

In limited circumstances, delegated authority can be given to an officer below these grades. However you should have evidence of authority in these circumstances.]

Financial Implications

Set out the financial implications of the proposed decision, in particular:

- Set out the financial impact of paying the London living Wage (LLW) on this contract.
- The total revenue and/or capital cost in current and future years.

- The total revenue and capital funding in current and future years.
- Where there is an intention to fund the proposal from savings elsewhere in the budget, set out exactly how the savings will be achieved and whether they are ongoing.
- The potential implications for the Medium Term Budget Strategy (MTBS) if there is insufficient provision in the current budget – you should not make any assumptions about the outcome of future budget rounds.
- Other financial issues such as tax, income collection etc.
- Wider resource implications (staff, accommodation, IT etc).
- The proposed procurement route where relevant.

[Note: Virements over £500k require Cabinet approval.]

[Note: Financial information will need to be signed off by Donna Edwards, Jessie Man, Dawn Calvert, Jo Frost, Sharon Daniels].

Equalities implications / Public Sector Equality Duty

Please see:

https://harrowhub.harrow.gov.uk/downloads/file/9714/committee_report_templates_-_implications_guidance

Council Priorities

Please identify how the decision sought delivers these priorities.

- 1. Building a Better Harrow**
 - Create a thriving modern, inclusive and vibrant Harrow that people can be proud to call home
 - Increase the supply of genuinely affordable and quality housing for Harrow residents
 - Ensure every Harrow child has a school place
 - Keep Harrow clean
 - More people are actively engaged in sporting, artistic and cultural activities in ways that improve physical and mental health and community cohesion
- 2. Supporting Those Most in Need**
 - Reduce levels of homelessness in the borough
 - Empower residents to maintain their well-being and independence

- Children and young people are given the opportunities to have the best start in life and families can thrive
- Reduce the gap in life expectancy in the borough

3. Protecting Vital Public Services

- Harrow has a transport infrastructure that supports economic growth, improves accessibility and supports healthy lifestyles
- Healthcare services meet the needs of Harrow residents
- Everyone has access to high quality education
- A strong and resourceful community sector, able to come together to deal with local issues
- Harrow continues to be one of the safest boroughs in London

4. Delivering a Strong local Economy for All

- A strong, vibrant local economy where local businesses and thrive and grow
- Reduce levels of in-work poverty and improve people’s job opportunities
- Harrow is a place where people and businesses invest

5. Modernising Harrow Council

- Deliver excellent value for money services
- Reduce the borough’s carbon footprint
- Use technology and innovation to modernise how the Council works
- Improving access to digital services

Section 3 - Statutory Officer Clearance

[Note: If the report is for information only, it is the author’s responsibility to decide whether legal and / or financial / Corporate Director clearances are necessary. If not, the report can be submitted without these consents.]

Name:	<input type="checkbox"/>	on behalf of the * Chief Financial Officer
Date:		
Name:	<input type="checkbox"/>	on behalf of the * Monitoring Officer
Date:		

* Delete the words “on behalf of the” if the report is cleared directly by the Chief Financial Officer / Monitoring Officer.

Name:	<input type="checkbox"/>	on behalf of the * Head of Procurement
Date:		

Delete the words "on behalf of the" if the report is cleared directly by the Head of Procurement.

Name:	<input type="checkbox"/>	Corporate Director
Date:		

MANDATORY	
Ward Councillors notified:	YES*/ NO* , as it impacts on all Wards <i>* Delete as appropriate.</i>
EqIA carried out:	YES*/ NO* <i>* Delete as appropriate.</i>
EqIA cleared by:	If 'NO' state why an EqIA is not required for Cabinet to take a decision

Section 4 - Contact Details and Background Papers

Contact: Author's name, Title, Direct Telephone No. and Email Address.

Background Papers: [List Background Papers used to prepare the report and provide links or send the Background Paper to Democratic Services when sending the final report].

[Note: Cabinet Decision of 23 April 2015 re: **Background Papers:** ‘That the reference be received and officers be reminded that all Part I background papers be listed on reports presented to Cabinet and that they be published in line with the requirements set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012’.

Background Papers are documents used to prepare the report and defined as those which:

- a. *relate to the subject matter of the decision, or part of the decision;*
- b. *disclose relevant facts or matters on which the decision or an important part of the decision is based; and*
- c. *were relied on to a material extent in making the decision.]*

Call-In Waived by the Chair of Overview and Scrutiny Committee <i>(for completion by Democratic Services staff only)</i>	YES/ NO / NOT APPLICABLE* <i>* Delete as appropriate If Yes, set out why the decision is urgent with reference to 4b - Rule 47 of the Constitution.</i>
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