

FORWARD PLAN OF KEY DECISIONS

*Proposed to be made in the period
June to September 2009*

The following is a list of Key Decisions, as far as is known at this stage, which the Authority proposes to take in the period from *June to September 2009*.

KEY DECISIONS are those which are likely to result in one or more of the following:

- Any expenditure or savings which are significant, regarding the Council's budget for the service function to which the decision relates in excess of £100,000;
- Anything affecting communities living or working in an area comprising of two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Forward Plan will be updated and published on the Council's website on a monthly basis. (New entries are highlighted in yellow).

NB: Key Decisions will generally be taken by the Executive at the Cabinet. The items on this Forward Plan are listed according to the date of the relevant decision-making meeting.

*If you have any queries on this Forward Plan, please contact
Katia Richardson on 020 8753 2368
or by e-mail to katia.richardson@lbhf.gov.uk*

Consultation

Each report carries a brief summary explaining its purpose, shows when the decision is expected to be made, background documents used to prepare the report, and the member of the executive responsible. Every effort has been made to identify target groups for consultation in each case. Any person/organisation not listed who would like to be consulted, or who would like more information on the proposed decision, are encouraged to get in touch with the relevant Councillor and contact details are provided at the end of this document.

If you are reading this on a PC, you can access this contact list quickly by pressing [here](#).

Forward Plan No. 85 (published 15 May 2009)

FORWARD PLAN OF KEY DECISIONS

*Proposed to be made in the period
June to September 2009*

LIST OF KEY DECISIONS PROPOSED

*Where the title bears the suffix (E), the report for
this proposed decision is likely to be exempt and full details cannot be published.*

New entries are highlighted in yellow.

<u>Date of decision-making meeting</u>	<u>Proposed Key decision</u>	<u>Lead Executive Councillor</u>	<u>Page</u>
Cabinet June 2009	1. DEVELOPMENT OF A SESSIONAL CARER SERVICE FOR DISABLED CHILDREN AND THEIR FAMILIES WITH ADDITIONAL FUNDING FROM THE DCSF	LEADER; CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	1 – 2
Cabinet June 2009	2. KING STREET REGENERATION PROJECT - LAND SWAP TO FACILITATE RELOCATION OF THE HAMMERSMITH QUAKER MEETING HOUSE	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR STRATEGY	3 – 4
Cabinet June 2009	3. FULHAM PALACE - CAFÉ CONCESSION (PART EXEMPT)	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR CULTURE & HERITAGE	5 – 6
Cabinet June 2009	4. LEARNING DISABILITY FUNDING TRANSFER FROM HEALTH TO SOCIAL CARE	CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	7 – 8
Cabinet June 2009	5. FULHAM PALACE ROAD - PROPOSED SLIP ROAD SCHEME	DEPUTY LEADER (+ ENVIRONMENT)	9 – 10
Cabinet June 2009	6. IMPLEMENTATION OF A CORPORATE COMPLAINTS AND INQUIRIES MANAGEMENT SYSTEM (PART EXEMPT)	LEADER	11 – 12

Cabinet June 2009	7. SUBSCRIPTIONS/AFFILIATIONS FOR EXTERNAL ORGANISATIONS 2009-10	LEADER	13 – 14
Cabinet June 2009	8. IMPLEMENTATION OF CABINET/COMMITTEE MANAGEMENT SYSTEM	LEADER	15 – 16
Cabinet June 2009	9. ALMO FUTURE	CABINET MEMBER FOR HOUSING	17 – 18
Cabinet July 2009	1. PROPOSED PURCHASE BY LONDON BOROUGH OF HAMMERSMITH & FULHAM OF THE FORMER SPRING GROVE LAUNDRY SITE, PENNARD ROAD AND THE DISPOSAL OF COUNCIL-OWNED LAND AT 49- 68 SULGRAVE GARDENS TO OCTAVIA HOUSING AND CARE (PART EXEMPT)	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR STRATEGY	19 – 20
Cabinet July 2009	2. AWARD OF CONTRACT FOR CATERING MANAGEMENT SERVICES	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	21 – 22
Cabinet July 2009	3. TENANT REWARD AND PURCHASE SCHEME (TRPS) (EXEMPT)	CABINET MEMBER FOR HOUSING	23 – 24
Cabinet July 2009	4. LIBRARIES STRATEGY	CABINET MEMBER FOR RESIDENTS SERVICES	25 – 26
Cabinet July 2009	5. APPROVAL TO TENDER FOR CONSULTANCY SUPPORT (PART EXEMPT)	DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR STRATEGY	27 – 28
Cabinet July 2009	6. FACILITIES MANAGEMENT REVIEW: PROPOSALS FOR A NEW SERVICE	LEADER; DEPUTY LEADER (+ ENVIRONMENT)	29 – 30

Cabinet July 2009	7. NORLAND HOUSE, POYNTER & STEBBING HOUSES, EDWARD WOODS ESTATE, QUEENSDALE CRESCENT, LONDON W11 - OVERCLADDING, PROVISION OF NEW ACCOMMODATION, ENVIRONMENTAL IMPROVEMENTS AND RENEWABLE ENERGY INITIATIVES	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR HOUSING	31 – 32
Cabinet July 2009	8. HIGHWAYS & TRANSPORTATION CONSULTANCY SERVICES ACCESS AGREEMENT	LEADER; DEPUTY LEADER (+ ENVIRONMENT)	33 – 34
Cabinet July 2009	9. SCHEME OF ALLOCATION	CABINET MEMBER FOR HOUSING	35 – 36
Cabinet July 2009	10. TRANSFER OF CCTV MANAGEMENT ON H&F HOMES ESTATES BACK INTO THE COUNCIL	CABINET MEMBER FOR CRIME & STREET SCENE; CABINET MEMBER FOR HOUSING	37 – 38
Cabinet July 2009	11. LBHF 3RD SECTOR STRATEGY	CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	39 – 40
Cabinet July 2009	12. IMPLEMENTATION OF NEW PAYMENT CAPTURE AND INCOME DISTRIBUTION SYSTEM	LEADER	41 – 42
Cabinet July 2009	13. AWARD OF CONTRACT FOR THE PROVISION OF: SUBSTANCE MISUSE TREATMENT SERVICES	CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	43 – 44
Cabinet July 2009	14. HAMMERSMITH & FULHAM EVENTS STRATEGY 2009 - 2012	CABINET MEMBER FOR RESIDENTS SERVICES	45 – 46
Cabinet July 2009	15. NATIONALITY CHECKING SERVICE	CABINET MEMBER FOR RESIDENTS SERVICES	47 – 48
Cabinet July 2009	16. SERIOUS CASE REVIEW (EXEMPT)	CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	49 – 50

Cabinet July 2009	17. APPROVAL TO ASSESS POSSIBLE DEVELOPMENT PARTNERSHIP OPTIONS IN THE EARLS COURT AREA AND APPROVAL TO PROCURE CONSULTANCY SUPPORT (PART EXEMPT)	DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR STRATEGY	51 – 52
Cabinet September 2009	1. FULHAM PALACE - PHASE 3 HERITAGE LOTTERY FUND APPLICATION	DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR RESIDENTS SERVICES	53 – 54
Cabinet September 2009	2. BUSINESS CONTINUITY (PART EXEMPT)	LEADER	55 – 56
Cabinet September 2009	3. TENDER ACCEPTANCE TO APPOINT A MULTI DISCIPLINARY CONSULTANCY PRACTICE TO PROVIDE THE NON-HOUSING CONSTRUCTION RELATED (ARCHITECTURAL, ENGINEERING AND SURVEYING) PROFESSIONAL SERVICES CONTRACT BETWEEN 2009-2014	LEADER; DEPUTY LEADER (+ ENVIRONMENT); CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES; CABINET MEMBER FOR RESIDENTS SERVICES	57 – 58
Cabinet September 2009	4. FULHAM PALACE - SINGLE GOVERNANCE AND STRATEGIC PLAN	LEADER; CABINET MEMBER FOR CULTURE & HERITAGE; CABINET MEMBER FOR RESIDENTS SERVICES	59 – 60
Cabinet December 2009	1. FULHAM PALACE - APPROVED CATERERS	LEADER; CABINET MEMBER FOR CULTURE & HERITAGE; CABINET MEMBER FOR RESIDENTS SERVICES	61 – 62
Cabinet January 2010	1. FULHAM PALACE - MARQUEE HIRE CONCESSION	LEADER; CABINET MEMBER FOR CULTURE & HERITAGE; CABINET MEMBER FOR RESIDENTS SERVICES	63 – 64

<u>HOW TO CONTACT THE LEAD EXECUTIVE MEMBERS</u>	<u>Page</u>
Leader (<i>Cllr Stephen Greenhalgh</i>)	65
Deputy Leader (+ Environment) (<i>Cllr Nicholas Botterill</i>)	65
Cabinet Member for Crime & Street Scene (<i>Cllr Greg Smith</i>)	65
Cabinet Member for Community & Children's Services (<i>Cllr Antony Lillis</i>)	66
Cabinet Member for Housing (<i>Cllr Lucy Ivimy</i>)	66
Cabinet Member for Strategy (<i>Cllr Mark Loveday</i>)	66
Cabinet Member for Residents Services (<i>Cllr Paul Bristow</i>)	67
Cabinet Member for Culture & Heritage (<i>Cllr Frances Stainton</i>)	67



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09
1

**LEAD EXECUTIVE
MEMBERS:**

LEADER

Cllr Stephen Greenhalgh

CABINET MEMBER

FOR COMMUNITY &

CHILDREN'S SERVICES

Cllr Antony Lillis

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

TITLE:

DEVELOPMENT OF A SESSIONAL
CARER SERVICE FOR DISABLED
CHILDREN AND THEIR FAMILIES
WITH ADDITIONAL FUNDING FROM
THE DCSF

SUMMARY:

To seek Member approval for the development of a new trained carer service for disabled children and their families with additional funding of £187,000 for the financial year 2009-2010 from the DCSF. The report will provide a breakdown of costings and summarise the overall strategy of which this development is a part.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Strategy for the development and delivery of the short breaks full offer.	Julian Easton 0208 749 6936	Disabled children's services
Aiming High for Disabled Children: Implementation Guidance	Julian Easton 0208 749 6936	Disabled children's services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Parents/ carers of disabled children	Questionnaire and events	6 months
2. Reps for disabled children and young people	Forums and individual feedback	6 months
3. Local authority and partners disabled children's services	Project development and management meetings, other communications	1 year

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Julian Easton ; 0206 749 6936

<i>First published:</i>	<i>Forward Plan No 82:</i>	<i>13 February 2009</i>
<i>Revised:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009 (moved from 30 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 84:</i>	<i>16 April 2009 (moved from 27 April 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09
2

LEAD EXECUTIVE MEMBERS:

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINER MEMBER
FOR STRATEGY
Cllr Mark Loveday

REPORT CONTRIBUTORS

DENV
DFCS
ADLDS

OTHER OFFICERS

TITLE:

KING STREET REGENERATION PROJECT - LAND SWAP TO FACILITATE RELOCATION OF THE HAMMERSMITH QUAKER MEETING HOUSE

SUMMARY:

Approval will be sought to a proposed land swap of the Council owned site at 30-32 Bradmore Park Road with the Quaker owned site at 20 Nigel Playfair Avenue in order to assist with the assembly of land necessary for the implementation of the King Street Regeneration Project

WARDS:

RAVENS CRT PK
HAMM BROADWAY

REASON/S FOR BEING ON THE FORWARD PLAN:

*more than one ward
£100,000+*

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Valuation report dated 28 January 2009 prepared by Cushman & Wakefield	Bill Dyke ext. 1056	Environment

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Bill Dyke
ext. 1056

<i>First Published:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009</i>
<i>Revised:</i>	<i>Forward Plan No 84:</i>	<i>16 April 2009 (moved from 27 April 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

3

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINET MEMBER
FOR CULTURE &
HERITAGE
Cllr Frances Stainton

TITLE:

FULHAM PALACE - CAFÉ
CONCESSION (PART EXEMPT)

SUMMARY:

To appoint an operator to the café
concession at Fulham Palace.

WARDS:

PALACE RVRSIDE

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

**REPORT
CONTRIBUTORS**

RES
TENDER APPRAISAL
PANEL

OTHER OFFICERS

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
TAP Report	Name Scott Cooper ext. 020 76107161	Resident Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Fulham Palace Management Board	Board meeting	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Scott Cooper

ext. 020 76107161

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

4

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR COMMUNITY &
CHILDREN'S SERVICES
Cllr Antony Lillis

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

TITLE:

LEARNING DISABILITY FUNDING
TRANSFER FROM HEALTH TO
SOCIAL CARE

SUMMARY:

This report seeks agreement to the transfer of approximately £4 million pa funding from the PCT to the Council for Learning Disability services. This transfer is in response to a 2008 Department of Health directive that PCTs should not be responsible for the commissioning of social care services for people with learning disability, and that any PCT held social care services funding should therefore be passed onto local authorities.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Valuing People Now: from Progress to Transformation	Francesca Gasparro x 5719	CSD
Department of Health Guidance: Valuing People Now: Transfer of learning disability social care funding and commissioning from the NHS to local government: August 2008; November 2008; February 2009: Gateway references: 10888; 11227; 9906	Francesca Gasparro x 5719	CSD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

Primary Care Trust

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Francesca Gasparro

EXT: 5719

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

5

**LEAD EXECUTIVE
MEMBERS:**

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

**REPORT
CONTRIBUTORS**

DENV

OTHER OFFICERS

TITLE:

FULHAM PALACE ROAD -
PROPOSED SLIP ROAD SCHEME

SUMMARY:

To construct a new carriageway connecting Fulham Palace Road and Talgarth Road. The purpose of this scheme is to help ease traffic congestion along this north/south corridor.

WARDS:

HAMM BROADWAY

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Fulham Palace Road - Proposed Slip Road, Bus Priority Scheme.	Name: Michael Masella ext: 3082	ENVD HTHX 4th floor

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Transport for London -Bus Priority Team	Scheduled Meetings	On-going
2. Richmond Council	Scheduled Meetings	On-going
3. All emergency services.	Scheduled Meetings	On-going

DECISION TO BE MADE IN PARTNERSHIP WITH:

Listed above.

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name: Michael Masella

ext: 3082

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

6

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

**REPORT
CONTRIBUTORS**

HEAD OF EXECUTIVE
SERVICES
CMT

OTHER OFFICERS

TITLE:

IMPLEMENTATION OF A
CORPORATE COMPLAINTS AND
INQUIRIES MANAGEMENT SYSTEM
(PART EXEMPT)

SUMMARY:

Introduction of a new Corporate
Complaints Management System
replacing the differing systems currently
in operation across the Council. The
new system implements the operational
requirements of the Corporate
Complaints Policy.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Corporate Complaints Project Board	Jackie Hudson Ext 2946	DFAC
Corporate Complaints enquires IT web system	Lyn Anthony Ext 2946	

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR WRITING THE REPORT:

Lyn Anthony

Ext 2946

<i>First published:</i>	<i>Forward Plan No 78:</i>	<i>16 October 2008</i>
<i>Revised:</i>	<i>Forward Plan No 79:</i>	<i>14 November 2008 (moved from 1 December 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 80:</i>	<i>16 December 2008 (moved from 5 January 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 81:</i>	<i>16 January 2009 (moved from 2 February 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 82:</i>	<i>13 February 2009 (moved from 2 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009 (moved from 30 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from 27 April 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

7

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

**REPORT
CONTRIBUTORS**

DFCS

OTHER OFFICERS

TITLE:

SUBSCRIPTIONS/AFFILIATIONS FOR
EXTERNAL ORGANISATIONS 2009-10

SUMMARY:

To agree the renewal of the
subscriptions/affiliations for 2009/10 to
the organisations listed at Appendix A.

To agree funding of £24,706 from the
corporate contingency to meet the
shortfall on the subscriptions budget due
to the disbandment of the London
Housing Unit.

To delegate authority to the Director of
Finance and Corporate Services to
agree the subscriptions in future years.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Subscriptions to organisations, correspondence	Name Pat Gough Ext 2542	Finance Dept, 6 th Floor, HTH Extension

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Pat Gough, AD(Business Support), Finance and Corporate Services
Extension 2542

First published: *Forward Plan No 85:* *15 May 2009*



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

8

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

TITLE:

IMPLEMENTATION OF
CABINET/COMMITTEE
MANAGEMENT SYSTEM

WARDS:

ALL

**REPORT
CONTRIBUTORS**

ADLDS
DFCS

OTHER OFFICERS

HCS

SUMMARY:

This report outlines the need to introduce an integrated software solution to support the Cabinet/Committee decision making process. The system would streamline, coordinate and automate work processes leading to service efficiencies and enhancements improve performance management and realise cashable savings. The report recommends the purchase of the Modern.Gov system.

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Business Solution Proposal by HFBP	Name: Kayode Adewumi Ext: 2499	FCS
Business Case to SPMG	Name: Kayode Adewumi Ext: 2499	FCS

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name: Kayode Adewumi
Ext: 2499

First published: Forward Plan No 85: 15 May 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
June 2009*

/06/09

9

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR HOUSING
Cllr Lucy Ivimy

**REPORT
CONTRIBUTORS**

OTHER OFFICERS

TITLE:

ALMO FUTURE

SUMMARY:

The current management agreement with Hammersmith & Fulham Homes, the Council's Arms Length Management Organisation (ALMO) ends on the 31st May 2010. This paper proposes an extension of the ALMO Management Agreement until 31st March 2011 to allow for the completion of the decent homes programme and internal reorganisations of housing management services. It also recommends that a review of housing management options is undertaken in 2010.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

*more than one ward
£100,000+*

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Management Agreement	Name Chris Jones ext. 4470	CSD
DCLG Guidance on ALMOs	Name Chris Jones ext. 4470	

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
HAFFTRA	Rationale for extension to be discussed further with HAFFTRA as required.	NR

DECISION TO BE MADE IN PARTNERSHIP WITH:

Hammersmith & Fulham Homes

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Chris Jones
ext. 4470

First published: Forward Plan No 85: 15 May 2009

LEAD EXECUTIVE MEMBERS:

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINER MEMBER
FOR STRATEGY
Cllr Mark Loveday

REPORT CONTRIBUTORS

DENV
DFCS
CSD

OTHER OFFICERS

Head of Corporate
Valuation Services
H&F Homes

TITLE:

PROPOSED PURCHASE BY LONDON BOROUGH OF HAMMERSMITH & FULHAM OF THE FORMER SPRING GROVE LAUNDRY SITE, PENNARD ROAD AND THE DISPOSAL OF COUNCIL OWNED LAND AT 49-68 SULGRAVE GARDENS TO OCTAVIA HOUSING AND CARE (PART EXEMPT)

SUMMARY:

This report proposes the Council acquires the former Spring Grove laundry site from Octavia Housing and care to facilitate the regeneration and improvement of Shepherds Bush Market and the area immediate to it. Octavia Housing would contemporaneously acquire from the Council land at 49-68 Sulgrave Gardens to build out the outstanding Section 106 affordable housing obligations deriving from the Westfield plc Section 106 agreement at White City Centre.

WARDS:

ADDISON
SHEP BUSH GRN

REASON/S FOR BEING ON THE FORWARD PLAN:

*£100,000+
more than one ward*

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Pennard Road Development File	Name Ian Ruegg ext. 1722	Housing Strategy Performance and Development Community Services
Sulgrave Gardens Development File	Name Ian Ruegg ext. 1722	Housing Strategy Performance and Development Community Services
White City Centre Section 106 Agreement	Name Ian Ruegg ext. 1722	Housing Strategy Performance and Development
White City Centre Section 106 Supplementary Agreement		Community Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
local residents	Resident steering group meetings and newsletters	May 2007 on going

DECISION TO BE MADE IN PARTNERSHIP WITH:

H&F Homes

Octavia Housing & Care

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Ian Ruegg

ext. 1722

First published:

Forward Plan No 83: 16 March 2009

Revised:

Forward Plan No 84: 16 April 2009 (moved from 30 March 2009)



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
2

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ENVIRONMENT)
Cllr Nicholas Botterill

CABINER MEMBER
FOR COMMUNITY
& CHILDREN'S
SERVICES
Cllr Antony Lillis

**REPORT
CONTRIBUTORS**

CSD (DIRECTOR)
DF
TENDER APPRAISAL
PANEL

OTHER OFFICERS

TITLE:

AWARD OF CONTRACT FOR
CATERING MANAGEMENT SERVICES

SUMMARY:

This report makes recommendations
and seeks approval to award a Contract
for Catering Management Services as
set out in Appendix A.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Specification & associated docs	Helen Bowring x 3990	CHS
Contract strategy & shortlisting report	Helen Bowring x 3990	CHS
TAP file	Christina Houghton x 3532	CHS

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Schools	Written	12 months
2. Incumbent Contractor	Meeting	½ day
3. Other Councils	Meetings & Questionnaire	5 days

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Helen Bowring

x 3990

First Published:

Forward Plan No 83: 16 March 2009

Revised:

Forward Plan No 84: 16 April 2009 (moved from 27 April 2009)



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

3

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR HOUSING
Cllr Lucy Ivimy

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

Chris Jones
Head of Housing
Strategy, Performance
and Development

TITLE:

TENANT REWARD AND PURCHASE
SCHEME (TRPS) (EXEMPT)

SUMMARY:

The proposal is to put in place a reward and purchase scheme open to all LBH&F Secure Tenants who can demonstrate an exemplary tenancy record over 5 years. The scheme is intended to replace the current Tenant Incentive Scheme offered to secure tenants of 3 bed plus social rented accommodation. The scheme will address tenants' proven home ownership aspirations, contribute to the upkeep of council property, generate resources to fund estate regeneration and stock improvement, and free up council property to help meet housing need.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
REVIEW OF THE EXPENSIVE VOIDS PROCEDURE & ADOPTION OF A NEW HRA LIMITED DISPOSALS POLICY	Chris Jones ext. 4470	CSD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. H&F Homes	Meetings and electronic communication	September 2008-currently
2. Council Tenants	2007 STATUS satisfaction survey which included questions relating to attitudes to homeownership	2007

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Paul Reeves, Housing Strategy and Development Manager

ext. 4240

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

4

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR RESIDENTS
SERVICES
Cllr Paul Bristow

**REPORT
CONTRIBUTORS**

RES

OTHER OFFICERS

TITLE:

LIBRARIES STRATEGY

SUMMARY:

The report outlines the purpose of the Libraries Strategy that will coordinate improvements in provision, management, and accessibility and to promote the use of libraries to more individuals and groups in the community.

The strategy includes key priorities and an action plan for improving libraries in 2009-2010 and in future years.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Consultation Questionnaire	Name: Chris Lloyd ext.3811	RSD
Libraries Strategy	Name: David Herbert ext. 3810	RSD
Consultation Results	Name: Chris Lloyd ext. 3811	RSD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Consultation Questionnaire	Questionnaire	March 2009
2. Stakeholder Challenge	Senior Stakeholder Workshop	13/03/09
3. Local Residents	Focus Groups	March 2009
4. Staff	Focus Groups	March 2009

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name: David Herbert

ext. 3810

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

5

LEAD EXECUTIVE MEMBERS:

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINET MEMBER
FOR STRATEGY
Cllr Mark Loveday

REPORT CONTRIBUTORS

CSD

OTHER OFFICERS

TITLE:

APPROVAL TO TENDER FOR
CONSULTANCY SUPPORT (PART
EXEMPT)

SUMMARY:

This report is to secure approval to a tender to provide consultancy support to the Council. The contract will provide specialist and professional support to the council in considering any proposals that may arise for physical development schemes in the North Fulham area.

The tender has been secured through the OGC Catalyst Framework for Property Solutions - Estate Professional Services.

WARDS:

NORTH END
FULHAM BRDWAY

REASON/S FOR BEING ON THE FORWARD PLAN:

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Cabinet report - Approval to an enhanced regeneration function - 14/7/08	Lyn Garner ext. 1313	CSD
LBHF Local Development Framework - Core Strategy Options	Pat Cox ext. 5773	ENV

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Philip Morris

ext. 3334

First published: Forward Plan No 84: 16 April 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

6

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

**REPORT
CONTRIBUTORS**

DENV
CHSD
CSD
DFCS
RES

OTHER OFFICERS

HLS

TITLE:

FACILITIES MANAGEMENT REVIEW:
PROPOSALS FOR A NEW SERVICE

SUMMARY:

This report details a Council wide review of Facilities Management (FM) and makes proposals for a new centralised service to be operated from within the Environment Department.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
FM Brief	Chris Stroud, ext. 4704	Env
FM Project Board Minutes	Chris Stroud, ext. 4704	Env
CADT and CAMB Minutes	Chris Stroud, ext. 4704	Env

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. All Departments	FM Project Board, and asset management governance (CADT, CAMB)	Ongoing
2. Internal service users	Various Workshops and presentations	Ongoing
3. Staff	staffside consultation	Ongoing

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Chris Stroud, ext. 4704

<i>First Published:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>

LEAD EXECUTIVE MEMBERS:

LEADER

Cllr Stephen Greenhalgh

**DEPUTY LEADER
(+ ENVIRONMENT)**

Cllr Nicholas Botterill

**CABINET MEMBER
FOR HOUSING**

Cllr Lucy Ivimy

**REPORT
CONTRIBUTORS**

ENV D (BTS)

DFCS

HLS

OTHER OFFICERS

H&F Homes

TITLE:

NORLAND HOUSE, POYNTER & STEBBING HOUSES, EDWARD WOODS ESTATE, QUEENSDALE CRESCENT, LONDON W11 - OVERCLADDING, PROVISION OF NEW ACCOMMODATION, ENVIRONMENTAL IMPROVEMENTS AND RENEWABLE ENERGY INITIATIVES

SUMMARY:

This report seeks approval to proceed with major refurbishment and regeneration works to the three tower blocks at Edward Woods Estate, including overcladding, provision of new residential accommodation (intended for sale) and office accommodation (intended for letting) provision of renewable energy sources and environmental improvements. Approval is also specifically sought for the sale of the newly created residential accommodation.

The works have been competitively tendered in accordance with the European Public Works Procurement Directive, and subject to receipt of authority to proceed with the works now requested, approval to accept the most economically advantageous tender is to be sought at H&F Homes Board.

WARD:

SHEP BUSH GRN

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Tender preparation details, Bills of Quantities, BSi Quality Plan, correspondence	Matthew Martin ext. 4832	ENV/BTS
Tender returns, tender analysis report, Tender Appraisal Panel file	Matthew Martin ext. 4832	ENV/BTS
Funding information	Chris Hannington ext. 4512	H&F Homes

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Residents	Meetings	ongoing
2. H&F Homes	Meetings	ongoing
3. Deputy Leader & Cabinet Member for Environment	Presentation/ meeting	September 2007

DECISION TO BE MADE IN PARTNERSHIP WITH:

H&F Homes

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Inger Eriksson

ext. 4764

<i>First Published:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

8

LEAD EXECUTIVE MEMBERS:

LEADER
Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

REPORT CONTRIBUTORS

DENV
HLS
DFCS

OTHER OFFICERS

TITLE:

HIGHWAYS & TRANSPORTATION
CONSULTANCY SERVICES ACCESS
AGREEMENT

SUMMARY:

This report seeks approval to delegate to Chief Officers authority to enter into an Access Agreement to the Framework Contract being procured by the Royal Borough of Kensington & Chelsea in collaboration with this authority.

WARDS:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Highways & Transportation Consultancy Services Framework Contract (Oct 2009 - Sept 2013)	Name: Colin Glendenning ext 3056.	Env. Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

Royal Borough of Kensington & Chelsea

OFFICER RESPONSIBLE FOR WRITING THE REPORT:

Colin Glendenning, ext. 3056

<i>First Published:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009</i>
<i>Revised:</i>	<i>Forward Plan No 84:</i>	<i>16 April 2009 (moved from 27 April 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

9

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR HOUSING
Cllr Lucy Ivimy

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

Gareth Mead

TITLE:

SCHEME OF ALLOCATION

SUMMARY:

Guide to the allocation of council
properties and nominations to registered
social landlords for 2008-2009.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Scheme of allocation 2005	Gareth Mead, interim AD Housing Options, ext. 5344	CSD
Code of Guidance	Gareth Mead, interim AD Housing Options, ext. 5344	CSD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. RSL's	Letters to each detailing changes and inviting comments, discussed at RSL forum, individual meetings with largest RSL's, discussed at April's HSCP	March -June 2008
2. H&F Homes	Individual meetings, discussed at April's HSCP	March-June 2008
3. Vol sector	300+ letters, and some individual meetings held	March-June 2008
4. Tenants and residents	Residents forum attended, information posted on LBHF website, discussed at April's HSCP	March-June 2008

DECISION TO BE MADE IN PARTNERSHIP WITH:

Local RSL's

H&F Homes

OFFICER RESPONSIBLE FOR WRITING THE REPORT:

Gareth Mead, interim AD Housing Options, ext. 5344

<i>First published:</i>	<i>Forward Plan No 74:</i>	<i>16 June 2008</i>
<i>Revised:</i>	<i>Forward Plan No 75:</i>	<i>16 July 2008 (moved from 8 September 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 78:</i>	<i>16 October 2008 (moved from 6 October 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 79:</i>	<i>14 November 2008 (moved from 1 December 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 80:</i>	<i>16 December 2008 (moved from 5 January 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 81:</i>	<i>16 January 2009 (moved from 2 February 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 82:</i>	<i>13 February 2009 (moved from 2 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009 (moved from 30 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 84:</i>	<i>16 April 2009 (moved from 27 April 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
10

LEAD EXECUTIVE MEMBERS:

CABINET MEMBER
FOR CRIME & STREET
SCENE

Cllr Greg Smith

CABINET MEMBER
FOR HOUSING

Cllr Lucy Ivimy

**REPORT
CONTRIBUTORS**

RES
DFCS
CSD

OTHER OFFICERS

TITLE:

TRANSFER OF CCTV MANAGEMENT
ON H&F HOMES ESTATES BACK
INTO THE COUNCIL

SUMMARY:

This report sets out the legal, financial and logistical issues in transferring management and monitoring of CCTV in H&F Homes Estates back into the Council. The report recommends serving notice on H&F Homes to transfer these functions back into the Council, and proposes the financial framework by which the capital and revenue costs of the transfer will be met.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Transfer of CCTV Management on H&F Homes Estates to the Council - Report	Matthew Payne ext.2579	Finance and Corporate Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
CCTV Transfer Project Steering Group (H&F Homes, CSD, FCSD, RES)	Regular meetings	3 months

DECISION TO BE MADE IN PARTNERSHIP WITH:

H&F Homes

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Adrian Price

ext 2260

<i>First Published:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09

11

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR COMMUNITY &
CHILDREN'S SERVICES
Cllr Antony Lillis

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

TITLE:

LBHF 3RD SECTOR STRATEGY

SUMMARY:

This report outlines the proposed 3rd Sector Strategy for LBHF, following consultation with the sector since February 2009.

The report also outlines a revised assessment process for the 3rd Sector Investment Plan, together with service specifications for:

- * Children & Families
- * Employment & Advice
- * Infrastructure
- * Health & Wellbeing - Older People

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

*more than one ward
£100,000+*

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
3 rd Sector Strategy draft for consultation	Name Sue Spiller ext. 2483	CSD
3 rd Sector Strategy - Consultation responses	Name Sue Spiller ext. 2483	CSD
Revised Service Specifications	Name: Sue Spiller ext. 2483	CSD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. 3 rd Sector organisations	3 rd Sector Strategy Questionnaire - posted and on-line	9 th February - 30 th April 09
2. 3 rd Sector organisations	Consultation meetings	7 meetings during January - April 09
3. Snr officers	Questionnaire - consultation document and questionnaire sent to all Assistant Directors	March - April 09
4. 3 rd Sector organisations - consultation on revised service specifications	Consultation workshops	April - May 09

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name: Sue Spiller

ext. 2483

First Published:

Forward Plan No 85: 15 May 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
12

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

**REPORT
CONTRIBUTORS**

DFCS

OTHER OFFICERS

Deputy Director of
Finance

TITLE:

IMPLEMENTATION OF NEW
PAYMENT CAPTURE AND INCOME
DISTRIBUTION SYSTEM

SUMMARY:

This investment proposal is to overhaul the income management IT system that H&F currently use to take payments. This will allow H&F to gain a tighter financial control of its cash and debt positions and consequently increase the efficiency of financial reconciliation and the debt management process. In addition and included in the proposal is the work needed to become PCI (Payment Card Industry) compliant which is a mandatory standard for all organisations taking credit card payments. The rules are enforced and mandated by Visa and Mastercard. There is a significant risk of being non-compliant and continuing to taking credit card payments beyond September 2009.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
PCI DSS Scoping Report	Name - Dave MacNamara ext. - 3404	Environment
Payments Capture and Income Distribution Option Evaluation	Name - Leigh Whitehouse ext. - 2501	FCS
H&F Payments Capture and Income Distribution Solution - SRS	Name - Leigh Whitehouse ext. - 2501	FCS

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Leigh Whitehouse - Deputy Director of Finance

Ext 2501

First Published: *Forward Plan No 85:* *15 May 2009*



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
13

LEAD EXECUTIVE MEMBERS:

CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES
Cllr Antony Lillis

REPORT CONTRIBUTORS

.....
.....
.....

OTHER OFFICERS

TITLE:

AWARD OF CONTRACT FOR THE PROVISION OF: SUBSTANCE MISUSE TREATMENT SERVICES

SUMMARY:

Seeking cabinet approval for the award of contract to a single provider to deliver substance misuse treatment services across the whole Borough. This essentially "tiered" system of treatment services comprising of :

1. Drug and Alcohol Abstinence Based Structured Day Programme.
2. Drugs and Alcohol Stabilization Structured Day Programme for Probation/DIP clients.
3. Drugs and Alcohol Through Care/After Care Service will provide a seamless transition between different stages of treatment and will provide a co-ordinated approach to individuals supported by multiple agencies in accordance with the guidance from the National Treatment Agency 2002 updated 2006.

It is intended that the Drug and Alcohol Abstinence Based Structured Day Programme and the Drugs and Alcohol Through Care/After Care Service will be delivered from the council building at 61 Munster Road, SW6.

Award of contract is dependent on the granting of a lease (at a peppercorn rent) between the new provider and LBHF for the building at 61 Munster Road, SW6. Approval for the granting of the above lease is requested.

The award of contract is to commence from the 1st October 2009 for 3 years with an option for a further two one year extensions.

WARDS:

All

REASONS FOR BEING ON THE FORWARD PLAN:

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Tender Documentation	Zeljka Zorzin, Procurement Officer ext 1737	CSD (Quality, Partnerships & Procurement)
	Christine Baker, Procurement Manager ext1447	CSD (Quality, Partnerships & Procurement)

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Service Users	Letter, meetings and training	
2. The market	Advertisement and open day dialogue	2008/2009
3. Staff and Trade Unions	Meetings	2009

DECISION TO BE MADE IN PARTNERSHIP WITH:

Drug and Alcohol Care Management Team

Health

Probation

DIP

Service Users

OFFICER RESPONSIBLE FOR WRITING THE REPORT:

Zeljka Zorzin x1737

First Published:

Forward Plan No 85: 15 May 2009



KEY DECISION

*Proposed to be made at the
Cabinet on
July 2009*

/07/09

14

LEAD EXECUTIVE MEMBERS:

CABINET MEMBER
FOR RESIDENTS
SERVICES

Cllr Paul Bristow

REPORT CONTRIBUTORS

RES

OTHER OFFICERS

TITLE:

HAMMERSMITH & FULHAM EVENTS
STRATEGY 2009 - 2012

SUMMARY:

Approval is sought for the Council's Events Strategy 2009 - 2012. This sets out the Council's commitment to developing an events programme that delights residents and visitors, and offers value for money. The strategy includes strategic priorities and an implementation plan.

WARDS:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Events Strategy 2009-2012	Donna Pentelow ext. 2358	Residents Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Public Consultation	Draft document available on www.lbhf.gov.uk and www.citizenspace.com Document emailed to existing stakeholders Two public meetings advertised in H&F News.	13 October 2008 - 10 November 2008

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Donna Pentelow

ext. 2358

First Published:

Forward Plan No 85: 15 May 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
15

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR RESIDENTS
SERVICES

Cllr Paul Bristow

**REPORT
CONTRIBUTORS**

RES

OTHER OFFICERS

TITLE:

NATIONALITY CHECKING SERVICE

SUMMARY:

Approval is sought to introduce the Nationality Checking Service, a discretionary service offered to British Citizenship applicants. The service checks that applications for British nationality have been completed correctly and are accompanied by all the supporting documentation.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
NCS Feasibility Study	Donna Pentelow ext. 2358	Residents Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Donna Pentelow

ext. 2358

First Published: *Forward Plan No 85:* *15 May 2009*



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
16

**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR COMMUNITY &
CHILDREN'S SERVICES
Cllr Antony Lillis

**REPORT
CONTRIBUTORS**

CSD

OTHER OFFICERS

Tim Deacon

TITLE:

SERIOUS CASE REVIEW (EXEMPT)

SUMMARY:

Summary of the Executive Summary of the AM report. Serious case review following the death of a child in May 2007.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Executive Summary	Name Tim Deacon ext. 5140	CS

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Tim Deacon

ext. 5140

First Published: Forward Plan No 85: 15 May 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
July 2009*

/07/09
17

**LEAD EXECUTIVE
MEMBERS:**

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINET MEMBER
FOR STRATEGY
Cllr Mark Loveday

**REPORT
CONTRIBUTORS**

OTHER OFFICERS

TITLE:

APPROVAL TO ASSESS POSSIBLE
DEVELOPMENT PARTNERSHIP
OPTIONS IN THE EARLS COURT
AREA AND APPROVAL TO PROCURE
CONSULTANCY SUPPORT (PART
EXEMPT)

SUMMARY:

This report is to secure approval to enter negotiations to investigate a legally compliant partnership structure which the Council could enter into with the purpose of progressing development options in the Earls Court area.

The report would also agree delegated approval up to procure commercial property consultancy support to assist in the negotiations and ensure best value.

The tender will be secured through the OGC Catalyst Framework for Property Solutions - Estate Professional Services.

WARDS:

NORTH END

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

significant in 1 ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Cabinet report - Approval to an enhanced regeneration function - 14/7/08	Lyn Garner ext. 1313	CSD
LBHF Local Development Framework - Core Strategy Options	Pat Cox ext. 5773	ENV

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
N/A		

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Philip Morris

ext. 3334

First Published:

Forward Plan No 85: 15 May 2009



KEY DECISION
*Proposed to be made at the
Cabinet on
September 2009*

/09/09

1

LEAD EXECUTIVE MEMBERS:

DEPUTY LEADER
(+ ENVIRONMENT)
Cllr Nicholas Botterill

CABINET MEMBER
FOR RESIDENTS
SERVICES
Cllr Paul Bristow

REPORT CONTRIBUTORS

DFCS
DENV
HLS
ENVD (BTS)

OTHER OFFICERS

TITLE:

FULHAM PALACE - PHASE 3
HERITAGE LOTTERY FUND
APPLICATION

SUMMARY:

The Council wishes to restore and reuse the walled garden and outbuildings at Fulham Palace. This report sets out these structures that are proposed to be restored and reused in partnership with Garden Organic (formerly the Henry Doubleday Research Association). The report outlines how the works are proposed to be funded and recommends as the first step a grant application to the Heritage Lottery Fund (HLF).

WARD:

PALACE RVRSIDE

REASON/S FOR BEING ON THE FORWARD PLAN:

*£100,000+
significant in 1 ward*

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
HLF Phase 1 Stage 2 Strategies, November 2003	Scott Cooper - 020 76107161	Env / Policy
HLF Phase 1 Stage 2, Public Consultation, July 2003	Scott Cooper - 020 76107161	Env / Policy
Restoring Bishop Terrick's Pride – Proposal by HDRA (December 2005)	Scott Cooper - 020 76107161	Env / Policy
Report to TAP	Scott Cooper - 020 76107161	Env / Policy

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Borough Residents	Open Public	May - October 2003
2. Borough Residents	Questionnaire	Citizens Panel Survey - Autumn 2005
3. Palace Visitors	Questionnaire	Visitor Survey - August 2005
4. Amenity Bodies	Targeted Public	January 2006

DECISION TO BE MADE IN PARTNERSHIP WITH:

Garden Organic

<i>First published:</i>	<i>Forward Plan No 58:</i>	<i>12 February 2007</i>
<i>Revised:</i>	<i>Forward Plan No 60:</i>	<i>13 April 2007 (moved from 14 May 2007)</i>
<i>Revised:</i>	<i>Forward Plan No 62:</i>	<i>15 June 2007 (moved from 16 July 2007)</i>
<i>Revised:</i>	<i>Forward Plan No 65:</i>	<i>14 September 2007 (moved from 8 October 2007)</i>
<i>Revised:</i>	<i>Forward Plan No 67:</i>	<i>15 November 2007 (moved from 7 January 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 70:</i>	<i>12 February 2008 (moved from 3 March 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 74:</i>	<i>16 June 2008 (moved from 14 July 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 75:</i>	<i>16 July 2008 (moved from 8 September 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 79:</i>	<i>14 November 2008 (moved from 1 December 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 82:</i>	<i>13 February 2009 (moved from 2 March 2009)</i>



KEY DECISION
*Proposed to be made at the
Cabinet on
September 2009*

/09/09
2

**LEAD EXECUTIVE
MEMBERS:**

LEADER
Cllr Stephen Greenhalgh

**REPORT
CONTRIBUTORS**

DFCS

OTHER OFFICERS

H&F Bridge Partnership

TITLE:

BUSINESS CONTINUITY (PART
EXEMPT)

SUMMARY:

The Council is asked to approve the establishment of a major improvement to the Council's business and service continuity.

WARDS:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
N/A	Jackie Hudson, ext. 2946	FDD IT Strategy

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Service Resilience Group	Regular meetings	Nov 2007 to August 2008

DECISION TO BE MADE IN PARTNERSHIP WITH:

H&F Bridge Partnership

<i>First published:</i>	<i>Forward Plan No 76:</i>	<i>15 August 2008</i>
<i>Revised:</i>	<i>Forward Plan No 78:</i>	<i>16 October 2008 (moved from 3 November 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 79:</i>	<i>14 November 2008 (moved from 1 December 2008)</i>
<i>Revised:</i>	<i>Forward Plan No 80:</i>	<i>16 December 2008 (moved from 5 January 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 81:</i>	<i>16 January 2009 (moved from 2 February 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 82:</i>	<i>13 February 2009 (moved from 2 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 83:</i>	<i>16 March 2009 (moved from 30 March 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 84:</i>	<i>16 April 2009 (moved from 27 April 2009)</i>
<i>Revised:</i>	<i>Forward Plan No 85:</i>	<i>15 May 2009 (moved from June 2009)</i>

LEAD EXECUTIVE MEMBERS:

LEADER

Cllr Stephen Greenhalgh

DEPUTY LEADER
(+ ENVIRONMENT)

Cllr Nicholas Botterill

CABINET MEMBER
FOR COMMUNITY &
CHILDREN'S SERVICES

Cllr Antony Lillis

CABINET MEMBER
FOR RESIDENTS
SERVICES

Cllr Paul Bristow

REPORT CONTRIBUTORS

ENVD (BTS)

CHSD

CSD

DFCS

HLS

RES

OTHER OFFICERS

CM RESIDENT
SERVICES - Cllr Paul
Bristow

TAP

Human Resources,
Corporate Facilities
Management

TITLE:

TENDER ACCEPTANCE TO APPOINT
A MULTI DISCIPLINARY
CONSULTANCY PRACTICE TO
PROVIDE THE NON-HOUSING
CONSTRUCTION RELATED
(ARCHITECTURAL, ENGINEERING
AND SURVEYING) PROFESSIONAL
SERVICES CONTRACT BETWEEN
2009-2014

SUMMARY:

The purpose of this report is to seek approval to award a contract for the delivery of Multi-Disciplinary Consultancy Services for the provision of non-housing construction related professional services to all departments of the council.

WARDS:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
OJEU Notice, Market testing	John Blurton ext. 4881	BTS/ENV
Tender details, tender returns, tender evaluations	John Blurton ext. 4881	BTS/ENV

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Client	meetings	ongoing
2. Staff	Staff side consultation	ongoing
3. Tender appraisal panel		

DECISION TO BE MADE IN PARTNERSHIP WITH:

All of the above

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name: Inger Eriksson

ext. 4764

First published: Forward Plan No 85: 15 May 2009 (moved from June 2009)

LEAD EXECUTIVE MEMBERS:

LEADER
Cllr Stephen Greenhalgh

CABINET MEMBER
FOR CULTURE &
HERITAGE *Cllr
Frances Stainton*

CABINET MEMBER
FOR RESIDENTS
SERVICES
Cllr Paul Bristow

REPORT CONTRIBUTORS

RES
TENDER APPRAISAL
PANEL

OTHER OFFICERS

TITLE:

FULHAM PALACE - SINGLE
GOVERNANCE AND STRATEGIC
PLAN

SUMMARY:

The management of Fulham Palace is being transferred to a single managing body. This report seeks approval for:
(1) The transference of the site to the Fulham Palace Trust.
(2) The draft strategic plan which sets out, inter alia, the strategic objectives for the Trust for 2009-12
(3) The draft Service Level Agreement which specifies the terms under which a grant will be offered to the Trust by the Council.

WARDS:

PALACE RVRSIDE

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Fulham Palace - Draft Strategic Plan 2009-12	Name Scott Cooper ext. 020 76107161	Resident Services
Fulham Palace - Draft Service Level Agreement	Name Scott Cooper ext. 020 76107161	Resident Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Fulham Palace Management Board	Board meeting	N/A
2. Church Commissioners	Routine meeting	N/A
3. Fulham Palace Trust	Trust Meeting	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH:

Fulham Palace Trust

Church Commissioners

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Scott Cooper

ext. 020 76107161

First published: Forward Plan No 85: 15 May 2009 (moved from June 2009)



KEY DECISION

Proposed to be made at the
Cabinet on
December 2009

/12/09

1

LEAD EXECUTIVE MEMBERS:

LEADER

Cllr Stephen Greenhalgh

CABINET MEMBER
FOR CULTURE &
HERITAGE *Cllr
Frances Stainton*

CABINET MEMBER
FOR RESIDENTS
SERVICES
Cllr Paul Bristow

REPORT CONTRIBUTORS

RES
TENDER APPRAISAL
PANEL

OTHER OFFICERS

TITLE:

FULHAM PALACE - APPROVED
CATERERS

SUMMARY:

To agree that the provision of catering at Fulham Palace should be restricted to the Council's catering division and to a list of the Council's 'approved caterers' selected by open tender

WARDS:

PALACE RVRSIDE

REASON/S FOR BEING ON THE FORWARD PLAN:

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
TAP Report	Name Scott Cooper ext. 020 76107161	Resident Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Fulham Palace Management Board	Board meeting	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH:

Fulham Palace Trust

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Scott Cooper

ext. 020 76107161

First published: Forward Plan No 85: 15 May 2009 (moved from June 2009)

LEAD EXECUTIVE MEMBERS:

LEADER
Cllr Stephen Greenhalgh

CABINET MEMBER
FOR CULTURE &
HERITAGE *Cllr
Frances Stainton*

CABINET MEMBER
FOR RESIDENTS
SERVICES
Cllr Paul Bristow

REPORT CONTRIBUTORS

RES
TENDER APPRAISAL
PANEL

OTHER OFFICERS

TITLE:

FULHAM PALACE - MARQUEE HIRE
CONCESSION

SUMMARY:

To support functions at Fulham Palace, the Council is proposing to hire a 15m x 12m marquee for erection within the Palace's Chaplain's Garden between March and December inclusive for a period of three years. This report seeks approval to appoint the lowest tenderer in accordance with the recommendations of a Tender Appraisal Panel.

WARD/S:

PALACE RVRSIDE

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**

£100,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
TAP Report	Name Scott Cooper ext. 020 76107161	Resident Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Fulham Palace Management Board	Board meeting	N/A

DECISION TO BE MADE IN PARTNERSHIP WITH:

Fulham Palace Trust

OFFICER RESPONSIBLE FOR COORDINATING THE REPORT:

Name Scott Cooper
ext. 020 76107161

First published: Forward Plan No 85: 15 May 2009 (moved from June 2009)

THE LEADER (*Councillor Stephen Greenhalgh*)

E-mail address: stephen.greenhalgh@lbhf.gov.uk

Correspondence to: **Leader's Office
Hammersmith Town Hall
King Street, London W6 9JU**

DEPUTY LEADER (+ ENVIRONMENT) (*Councillor Nicholas Botterill*)

E-mail address: nicholas.botterill@lbhf.gov.uk

Correspondence to: **Deputy Leader (+ Environment)'s Office
Hammersmith Town Hall
King Street, London W6 9JU**

CABINET MEMBER FOR CRIME & STREET SCENE (*Councillor Greg Smith*)

E-mail address: greg.smith@lbhf.gov.uk

Correspondence to: **Cabinet Member for Crime & Street Scene's Office
Hammersmith Town Hall
King Street, London W6 9JU**

CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES *(Councillor Antony Lillis)*

E-mail address: antony.lillis@lbhf.gov.uk

Correspondence to: **Cabinet Member for Community & Children's Services' Office
Hammersmith Town Hall
King Street, London W6 9JU**

CABINET MEMBER FOR HOUSING *(Councillor Lucy Ivimy)*

E-mail address: lucy.ivimy@lbhf.gov.uk

Correspondence to: **Cabinet Member for Housing's Office
Hammersmith Town Hall
King Street, London W6 9JU**

CABINET MEMBER FOR STRATEGY *(Councillor Mark Loveday)*

E-mail address: mark.loveday@lbhf.gov.uk

Correspondence to: **Cabinet Member for Strategy's Office
Hammersmith Town Hall
King Street, London W6 9JU**

CABINET MEMBER FOR RESIDENTS SERVICES (*Councillor Paul Bristow*)

E-mail address: Paul.Bristow@lbhf.gov.uk

Correspondence to: **Cabinet Member for Residents Services' Office**
Hammersmith Town Hall
King Street, London W6 9JU

CABINET MEMBER FOR CULTURE & HERITAGE (*Councillor Frances Stainton*)

E-mail address: frances.stainton@lbhf.gov.uk

Correspondence to: **Cabinet Member for Culture & Heritage's Office**
Hammersmith Town Hall
King Street, London W6 9JU