



# SUMMONS

Councillors of the London Borough of  
Hammersmith & Fulham  
are requested to attend the  
Annual Meeting of the Council on  
Wednesday, 25 May 2005  
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

17 May 2005  
Town Hall  
Hammersmith W6

Geoff Alltimes  
Chief Executive



ANNUAL COUNCIL MEETING - 25 MAY 2005

<b><u>ITEM</u></b>	<b><u>Click on titles in blue to go straight to item</u></b>	<b><u>PAGE</u></b> <i>(refers to printed agenda)</i>
1.	<b>ELECTION OF MAYOR 2005/06</b>	
1.1	To receive nominations for the election of a Mayor for the 2005/06 Municipal Year.	
1.2	To appoint a Deputy Mayor for the 2005/06 Municipal Year.	
2.	<b>MINUTES – 23 FEBRUARY 2005</b>	
2.1	<a href="#">To approve and sign as an accurate record the Minutes of the Budget Council meeting held on 23 February 2005.</a>	(attached)
	<a href="#">Appendix 1 – Mayor’s Announcements</a>	
	<a href="#">Appendix 2 – Public Question No.1</a>	
	<a href="#">Appendix 3 to minutes</a>	
3.	<b>APOLOGIES FOR ABSENCE</b>	
4.	<b>DECLARATIONS OF INTEREST (IF ANY)</b>	
5.	<b>MAYOR'S ANNOUNCEMENTS (IF ANY)</b>	(circulated separately)
6.	<b>CHIEF EXECUTIVE’S REPORT OF APPOINTMENTS BY THE PARTY GROUPS FOR 2005/06</b>	
6.1	<a href="#">To note the Chief Executive’s report on the various appointments made by the Party Groups on the Council for the 2005/06 Municipal Year.</a>	6
7.	<b>COUNCIL CONSTITUTION 2005/06</b>	
7.1	<a href="#">To receive the Monitoring Officer’s report detailing the annual review of the Council’s Constitution and to agree to re-adopt it, with amendments, for a further Municipal year.</a>	7 – 19
	<a href="#">Annex 1 – amendments to Council Constitution</a>	
	<a href="#">Annex 2 – amendments to Contracts Code</a>	

8. **BUSINESS SPECIAL MOTIONS**

To agree the following business Special Motions:

- 8.1 **Special Motion No.1 – Appointment of a Leader, Deputy Leader & Executive, and Chairs & Memberships of Regulatory Committees and Scrutiny Panels.** **20 – 28**

Annex 1 – the Executive 2005/06

Annex 2 – Memberships of Committees 2005/06

Annex 3 – Memberships of Scrutiny Panels 2005/06

- 8.2 **Special Motion No.2 – Council Appointments to Outside Organisations 2005/06** **29 – 31**

Schedule of Appointments to Outside Organisations

- 8.3 **Special Motion No.3 – Council Calendar 2005/06** **32 – 33**

Calendar 2005/06

- 8.4 **Special Motion No.4 – Re: Councillor Josie Wicks** **34**

9. **COUNCILLORS' ANNUAL REPORTS TO COUNCIL**

- 9.1 To receive the summary of work undertaken by Councillors in 2004/05. **35 – 36**

- 9.2 To receive the annual Scrutiny Chairs' report on work undertaken in 2004/05 **37 – 47**

[Note: Councillors will be given the opportunity to comment and to ask questions on these reports in the usual manner].

\* \* \* \* \*

jpc/AGM 2005



# COUNCIL

## — MINUTES —

(BUDGET COUNCIL MEETING)

WEDNESDAY 23 FEBRUARY 2005



PRESENT:

The Mayor (Councillor Charlie Treloggan)  
The Deputy Mayor (Councillor Mercy Umeh)

Councillors:

Colin Aherne  
Emile Al-Uzaizi  
Chris Allen  
Will Bethell  
Brendan Bird  
Min Birdsey  
Stephen Burke  
Michael Cartwright  
Dominic Church  
Siobhan Coughlan  
Steve Cowan  
Huw Davies

Sian Dawson  
Gavin Donovan  
Fiona Evans  
Ivan Gibbons  
Chris Graham  
Stephen Greenhalgh  
Greg Hands  
Wesley Harcourt  
Ghassan Karian  
Alex Karmel  
Jafar Khaled  
Amanda Lloyd-Harris

Antony Lillis  
Mark Loveday  
Reg McLaughlin  
Charlie Napier  
Jolyon Neubert  
Colin Pavelin  
Dame Sally Powell  
Andrew Slaughter  
Melanie Smallman  
Frances Stainton  
Tim Stanley  
David Williams

#### **44. MINUTES – 26 JANUARY 2005**

7.01pm - The minutes of the Ordinary Council Meeting held on 26 January 2005 were confirmed and signed as an accurate record.

#### **45. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Alford, Botterill, Boyle, Donald, Jones, Vaughan and Wicks. (Apologies for lateness were received from Councillors Donovan and Dawson).

#### **46. MAYOR & MANAGING DIRECTOR'S ANNOUNCEMENTS (IF ANY)**

The Mayor's Announcements were circulated to all Councillors and in the Chamber. (Copy attached as **APPENDIX 1** to these Minutes).

#### **47. DECLARATIONS OF INTERESTS**

Noted declarations of personal interest by all Councillors present at the meeting (see Minute attendance sheet) on items 6.5 & 6.6 – Members' Allowances Scheme – as personal beneficiaries of the scheme. Councillors remained at the meeting and spoke and voted on the item.

#### **48. PUBLIC QUESTION TIME (20 MINUTES)**

7.03pm - The Mayor called on those members of the public who had submitted questions for this meeting of the Council (as published in the Council Agenda) to ask their questions:

##### **Public Questioners**

1. Mr. Harry Braund, 6 King Edwards Mansions, 629 Fulham Road SW6

(The text of the question submitted and the reply given is attached at **APPENDIX 2** to these minutes).

#### **49. MOTION THAT AN ITEM OF BUSINESS TAKE PRECEDENCE**

In accordance with Council Procedure Rule 15 (e) (iii), Councillor Aherne moved, seconded by Councillor Evans, that item 6.7 on the agenda – 9<sup>th</sup> London Local Authorities Bill – be given precedence. The motion was put to the vote and was agreed unanimously:

##### **7.08pm - 9<sup>th</sup> London Local Authorities Bill**

The report and recommendation was moved for adoption by Councillor Michael Cartwright, Deputy for Environment & Contract Services, seconded by Councillor Dame Sally Powell, Deputy for Regeneration.

A speech on the item was made by Councillor Cartwright (for the Administration), before the report and recommendation was put to the vote:

FOR - Unanimous  
AGAINST - 0  
ABSTENTIONS - 0

The report and recommendation was declared **CARRIED**.

7.09pm – **RESOLVED**:

That the Council formally agrees the second participation resolution of the 9<sup>th</sup> London Local Authorities Bill(s), as set out in Appendix 2 to the report.

## 50. ITEMS FOR DECISION / COMMITTEE REPORTS (IF ANY)

7.10pm - **Revenue Budget and Council Tax Levels 2005/06**

Noted an amendment to Appendix F tabled at the meeting, and as set out below:

### AGEWELL OVER 50'S GROUP

Description of Service	Proposed Fee (£)	% Increase	Comment
Borough resident	5.00	1.2	Below inflation increase for residents
Out of Borough resident	11.00	11.7	Since 2002 termly fees have not kept pace with inflation

The report and recommendations were moved for adoption by Councillor Andrew Slaughter, Leader of the Council, seconded by Councillor Chris Graham, Deputy Leader.

Speeches on the budget report were made by Councillors Slaughter, Greenhalgh, Cowan and Smallman.

The report and recommendations were then put to the vote:

FOR - 22  
AGAINST - 12  
ABSTENTIONS - 0

The budget report and recommendations were declared **CARRIED**.

7.53pm – **RESOLVED**:

1. That the Council Tax be set for 2005/06 for each category of dwelling, as calculated in accordance with Sections 30 to 47 of the Local Government Finance Act 1992, as outlined below and in full in Appendix A to the report:

(a) The element of Council Tax charged for Hammersmith & Fulham Council will be £903.42 per Band D property in 2005/06.

(b) The element of Council Tax charged by the Greater London Authority will be £254.62 per Band D property in 2005/06.

(c) The overall Council Tax to be set will be £1,158.04 per Band D property in 2005/06.

Category of Dwelling	A	B	C	D	E	F	G	H
Ratio	6/9 £	7/9 £	8/9 £	1 £	11/9 £	13/9 £	15/9 £	18/9 £
a) H&F	602.28	702.66	803.04	903.42	1,104.18	1,304.94	1,505.70	1,806.84
b) GLA	169.75	198.04	226.33	254.62	311.20	367.78	424.37	509.24
<b>c) Total</b>	<b>772.03</b>	<b>900.70</b>	<b>1,029.37</b>	<b>1,158.04</b>	<b>1,415.38</b>	<b>1,672.72</b>	<b>1,930.07</b>	<b>2,316.08</b>

2. The Council's own total net expenditure budget for 2005/06 is set as £244.240m
3. That a 2.5% increase in fees and charges be approved, unless otherwise reported separately for approval in Appendix F.
4. That the Director of Finance's budget projections to 2007/08 be noted.
5. That the Director of Finance's statements under Section 25 of the Local Government Act 2003 regarding adequacy of reserves and robustness of estimates be noted (paragraphs 6.2 and 7.1 of the report).
6. That the Director of Finance be authorised to collect and recover National Non-Domestic Rate and Council Tax in accordance with the Local Government Finance Act 1988 (as amended), the Local Government Finance Act 1992 and the Council Schemes of Delegation.
7. That all Chief Officers be required to report to Leadership Scrutiny Panel quarterly on their projected financial position compared to their revenue estimates (as part of the Corporate Monitoring Report).
8. That all Chief Officers be authorised to implement their service spending plans for 2005/06 in accordance with the recommendations within the report, and the Council's Standing Orders, Financial Regulations and relevant Schemes of Delegation.

7.54pm – **Capital Programme 2005/06 to 2007/08**

Noted Appendices A-D had been omitted from the printed agenda but had been circulated separately to all Councillors and tabled at the meeting. (Copy attached as **APPENDIX 3** to these minutes).



The report and recommendations were moved for adoption by Councillor Andrew Slaughter, Leader of the Council, seconded by Councillor Chris Graham, Deputy Leader.

The report and recommendations were put to the vote :

FOR	- 24
AGAINST	- 0
ABSTENTIONS	- 12

The report and recommendations were declared **CARRIED.**

7.55pm – **RESOLVED –**

1. To approve, as set out in Appendix A to the report, the General Fund capital programme inclusive of new specific funding allocations of £6.150m standing at £32.490m for 2005/06.
2. To approve that the following schemes be added to the General Fund capital programme:
  - White City Community Centre and Nubian Life;
  - Chelsfield Library Fit Out;
  - Streetscape Improvements Phase 2 – Smarter Borough – £3.7m already approved for start in 2004/05;
  - Fostering Service Expansion of in-house placements – Loft conversions and extensions for foster carers;
  - Private Sector Renewal Grant;
  - Improving Borough Parks, Play Infrastructure and Open Space;
  - Flora Gardens School – Provision of ICT Suite;
  - Wormholt Park School – New Teaching Space and Meeting Rooms;
  - Hurlingham and Chelsea School – Accommodation Improvements
3. To approve the updated HRA resource forecast and indicative capital programme as detailed in Appendix B to the report.

7.56pm – **Treasury Management Strategy and Overall Borrowing Limits 2005/06**

The report and recommendations were moved for adoption by Councillor Andrew Slaughter, Leader of the Council, seconded by Councillor Chris Graham, Deputy Leader.

Speeches on the report were made by Councillor Greg Hands (for the Opposition) and Councillor Andrew Slaughter (for the Administration).

The report and recommendations were then put to the vote. On a request for names to be recorded, a roll-call vote was taken:

FOR - 23

(Councillors Aherne, Allen, Bird, Birdsey, Burke, Cartwright, Church, Coughlan, Cowan, Davies, Evans, Gibbons, Graham, Harcourt, Karian, Khaled, Napier, Slaughter, Smallman, Stanley, Treloggan, Umeh , Williams)

AGAINST - 12

(Councillors Al-Uzaizi, Bethell, Dawson, Donovan, Greenhalgh, Hands, Karmel, Lillis, Lloyd-Harris, Loveday, Neubert, Stainton)

ABSTENTIONS - 0

The report and recommendations were declared **CARRIED.**

8.06pm – **RESOLVED:**

1. To approve the future borrowing and investment strategies;
2. In relation to the Council's overall borrowing for the financial year 2005/06, to approve the Prudential Indicators as set out in Section 3 of the report.

8.07.p.m. – **FAIRTRADE Borough Status**

The report and recommendations were moved for adoption by Councillor Michael Cartwright, Deputy for Environment & Contract Services, seconded by Councillor Chris Graham, Deputy Leader.

A speech on the report was made by Councillor Michael Cartwright (for the Administration).

The report and recommendations were then put to the vote:

FOR - Unanimous  
AGAINST - 0  
ABSTENTIONS - 0

The report and recommendations were declared **CARRIED.**

8.09p.m. –**RESOLVED:**

That the Council adopts the following resolution:

"Hammersmith & Fulham Council, as an important consumer and opinion leader, wishes to support a strategy to facilitate the promotion and purchase of foods with the FAIRTRADE Mark as part of its commitment to equal opportunities for all workers and in pursuit of sustainable development.

Hammersmith & Fulham Council resolves to contribute to the campaign to increase sales of products with the FAIRTRADE Mark by striving to achieve Fairtrade borough status. It therefore undertakes:

- To offer FAIRTRADE Mark food and drink options internally and make them available for internal meetings;
- To authorise the Director of Direct Services to make a variation to the current contract for catering supplies, and to seek to reduce any premium that it is necessary to charge for Fairtrade goods;
- To support a Steering Group of local organisations in campaigns to:
  1. promote the purchase of FAIRTRADE Mark goods;
  2. promote the Fairtrade Borough initiative in campaigns and publicity.
- To nominate Councillor Andrew Jones to represent the Council on the Fairtrade Steering Group.

8.10pm – **Review of Councillors' Allowances: Temporary Scheme for transitional duties arising from Licensing Changes**

[Noted declarations of personal interest by members of the Licensing Committee as beneficiaries of the Councillors' Allowances Scheme. Members remained at the meeting and spoke and voted on the item. ]

The report and recommendation was moved for adoption by Councillor Michael Cartwright, Deputy for Environment & Contract Services, seconded by Councillor Andrew Slaughter, Leader of the Council.

Speeches on the report were made by Councillors Cartwright, Karmel and Aherne.

The report and recommendation was then put to the vote:

FOR – 22  
AGAINST – 12  
ABSTENTIONS – 0

The report and recommendation was declared **CARRIED**

8.21p.m. – **RESOLVED:**

That time-limited Special Responsibility Allowances (SRA's) for Licensing Committee members be introduced for the period 1 March to 30 November 2005, and that Council amends the current scheme of allowances for the month of March 2005 accordingly.

8.22p.m. – **Annual Review of Councillors' Allowances**

[Noted declarations of personal interest by all Councillors present at the meeting (see Minute attendance sheet) as personal beneficiaries of the scheme. Councillors remained at the meeting and spoke and voted on the item.]

The report and recommendation was moved by Councillor Andrew Slaughter, Leader of the Council, seconded by Councillor Chris Graham, Deputy Leader.

The report and recommendation was put to the vote:

FOR – 22  
AGAINST – 12  
ABSTENTIONS - 0

The report and recommendation was declared **CARRIED**

8.23p.m. – **RESOLVED:**

That the scheme of Councillors' Allowances 2005/06 be approved, as set out in Appendix 1 to the report.

**51. SPECIAL MOTIONS**

There were no Special Motions submitted for debate at this meeting of the Council.

**52. INFORMATION REPORTS**

There were no information reports at this meeting of the Council.

\* \* \* \* \* CONCLUSION OF BUSINESS \* \* \* \* \*

Meeting ended: 8.24p.m. - Wednesday, 23 February 2005

.....  
MAYOR

## ANNOUNCEMENTS BY THE MAYOR

1. On 27<sup>th</sup> January 2005, accompanied by the Mayoress, I was delighted to attend a photo shoot for the National Holocaust Day, New Kings Primary School, New Kings School, SW6
2. On 28<sup>th</sup> January, accompanied by the Mayoress, I attended Minford Gardens nursery for a photo shoot, Minsford Gardens, W14
3. On 28<sup>th</sup> January, I was delighted to attend the official opening of the new Adventure Playground at St Stephen's CE Primary School, W12
4. On 1<sup>st</sup> February, accompanied by the Mayoress, I was delighted to host a reception and present trophies to the winners of the H&F Bowls competition, Mayor's Parlour, HTH
5. On 2<sup>nd</sup> February, accompanied by the Mayoress, I attend Citizenship Ceremonies every Wednesday
6. On 2<sup>nd</sup> February, I attended a photo shoot and launched H&F mobile phone awareness campaign, HTH main foyer
7. On 3<sup>rd</sup> February, accompanied by Iain Coleman MP, I officially Opened the new British Heart Foundation Charity Shop, North End Road, SW6
8. On 3<sup>rd</sup> February, I attended H&F Schools' debating competition, Council Chamber, HTH
9. On 4<sup>th</sup> February, accompanied by the Mayoress, I was delighted to host a reception for all the Volunteers' and Direct Services catering staff, who gave up there time for the successful H&F Pensioners' Christmas Day Party, Mayor's Parlour & Foyer, HTH
10. On 6<sup>th</sup> February, accompanied by the Mayoress, I attended the Mayor of Wandsworth Civic Faith Service, St Luke's Church, SW12
11. On 9<sup>th</sup> February, I attended the BBC People's War and WW2 planning meeting, Imperial War Museum, SE1
12. On 9<sup>th</sup> February, I officially launched H&F Art by Young People exhibition, Marble Gallery, HTH and The Mall Shopping Centre, King Street, W6
13. On 10<sup>th</sup> February, accompanied by the Mayoress, I attended LB Ealing 'Ruby Anniversary Dinner' hosted by the Mayor, Victoria Hall, Ealing Town Hall, W5
14. On 12<sup>th</sup> February, I attended the Wandsworth Bridge Tavern PH Charity Valentines Mask/Black Tie Ball evening in aid of the Tsunami Appeal, Wandsworth Bridge Road, SW6

15. On 15<sup>th</sup> February, I attended the London Mayors' Association half yearly meeting, National Portrait Gallery, St Martin's Place, WC2
16. On 17<sup>th</sup> February, I was delighted to attend the "How To Be A Player" Youth Workshop event, The Brunswick Club, SW6
17. On 22<sup>nd</sup> February, I was delighted to attend and present awards for the first H&F inter-primary schools' Skittleball tournament, Assembly Hall, HTH

**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 23 FEBRUARY 2005**

---

Question by: Harry Braund, 6 King Edwards Mansions, 629 Fulham Road SW6  
to the: Leader of the Council

---

**QUESTION**

Under the provisions of the Freedom of Information Act, will Hammersmith & Fulham Council now make available to residents the entire contents of the commercial contract with Holmes Place plc (Health Club Group plc) governing the construction and operation of Fulham Pools in the absence of any valid “commercial confidentiality” issues, especially in view of recent price negotiations which can no longer be compared with the Janet Adegoke Centre tariff.

**REPLY**

The Council takes its duties under the Freedom of Information Act very seriously, examining each request individually. The Council will disclose information it holds provided that none of the statutory exemptions apply.

I note that you have asked a question to Council rather than made a request under the Act. However, I have asked officers to treat this as a request under the Act and the contracts will be provided to you shortly.

The partnership between Holmes Place and the Council resulted in a £8 million investment in sport and leisure for the borough through the rebuilding of Fulham Pools as a modern public swimming and fitness centre.

The centre has over 1/4 million public visits per year and the pool is the home of Fulham Swimming Club, Hammersmith Penguins Swimming Club, Hammersmith & Fulham Canoe Club and the Ful-On-Tri Triathlon Club.

The Council has a positive relationship with Holmes Place, which includes quarterly monitoring of the contract. They have proved to be responsive to suggestions and have acted swiftly to rectify any problems.

The entry costs for using Fulham Pools will rise by inflation during the building of the new Janet Adegoke Centre. When the new centre opens the tariffs will be the same at both centres in line with previous arrangements.

If you have any more requests under the Act you may find it more convenient and quicker to write to the Managing Director rather than waiting to put a question to Full Council.

ipc/22/02/05



## APPENDIX A

### CAPITAL PROGRAMME 2005/06 TO 2007/08 GENERAL FUND SCHEMES

Individual Schemes/Projects		£'000	£'000	£'000
		2005/06	2006/07	2007/08
<b>1.0 EDUCATION</b>				
<b>1.1 MAINSTREAM SCHEMES</b>				
N505C	Phoenix Pool on former JA Site.	3011	165	0
TBC	Normand Croft	75	0	0
N494C	Bridge Academy	5	0	0
N298C	Jack Tizard New School	80	0	0
<b>TOTAL MAINSTREAM EDUCATION</b>		<b>3171</b>	<b>165</b>	<b>0</b>
<b>1.2 SPECIFIC FUNDED SCHEMES</b>				
N451C	Marshcroft EYC - NDC Grant	2195	0	0
N483C	Gibbs Green - gym extension	369	0	0
N465C	Hurlingham & Chelsea Ph 4	361	0	0
N434C	Wormholt Prk Ext Refurb (NDS C)	25	0	0
N467C	Canberra Primary Window Repl	9	0	0
N451E	Marshcroft EEC - NDC temp accom	103	0	0
N481C	Phoenix High - fitness suite NOF	73	0	0
N299C	Langford Primary Redevpmnt	80	0	0
N500A	Normand Croft adventure playground (NOF)	10	0	0
	Normand Croft	1579	1321	0
TBC	Linford Christie	14	0	0
	Devolved Capital Funding - 2005/06	1189	1498	1583
	Modernisation - Secondary	695	653	672
	Modernisation - Primary	447	586	586
<b>TOTAL SPECIFIC EDUCATION</b>		<b>7149</b>	<b>4058</b>	<b>2841</b>
<b>PRUDENTIAL BORROWING - SELF FINANCING</b>				
	Lilla Huset Professional Development Centre	11	0	0
<b>GRAND TOTAL EDUCATION</b>		<b>10331</b>	<b>4223</b>	<b>2841</b>
<b>2.0 SOCIAL SERVICES</b>				
<b>2.1 MAINSTREAM SCHEMES</b>				
P011A/B	Older Persons Strategy:	1399	0	0
P020A	Voluntary Sector Premises	245	0	0
	Options Service - 280 Goldhawk Rd.	180	5	0
	Refurbishments - 17, Rivercourt Rd.	180	5	0
<b>TOTAL MAINSTREAM SOCIAL SERVICES</b>		<b>2004</b>	<b>10</b>	<b>0</b>
<b>2.2 SPECIFIC FUNDED SCHEMES</b>				
	SS Broadway	922	0	0
	Improving Information Management	159	0	0
	Integrated Children's Services (ICS)	128	0	0
<b>TOTAL SPECIFIC SOCIAL SERVICES</b>		<b>1209</b>	<b>0</b>	<b>0</b>
<b>TOTAL SOCIAL SERVICES</b>		<b>3213</b>	<b>10</b>	<b>0</b>
<b>3.0 ENVIRONMENT</b>				
<b>3.1 MAINSTREAM SCHEMES</b>				
R052A	Electronic Data Management	37	0	0
R024A	LampColumnReplacem'nt-Parks etc	125	0	0
R025A	Carriageways	1349	1349	1349
R025B	Footways	751	751	751
	Streetscape Improvements	2500	0	0
<b>TOTAL MAINSTREAM FUNDED</b>		<b>4762</b>	<b>2100</b>	<b>2100</b>
<b>3.2 PRUDENTIAL BORROWING - SELF FINANCING</b>				
R070D	Fulham Palace Restoration HLF Stage 1	333	117	333
	Fulham Palace Restoration HLF Stage 2	0	500	500
<b>Sub Total</b>		<b>333</b>	<b>617</b>	<b>833</b>
<b>3.3 SPECIFIC FUNDED SCHEMES</b>				
R018P	Sbg - Phase 1a	24	0	0
R025A	Carriageways	265	290	0
R025B	Footways	147	162	0

<b>1.1 MAINSTREAM SCHEMES</b>				
N505C	Phoenix Pool on former JA Site.	3011	165	0
TBC	Normand Croft	75	0	0
R026Z	Bridge Strengthening Programme	275	0	0
R025E	CPZs- Design	630	630	0
R070C	Fulham Palace-Restore-HLF Stage 1	28	0	0
R070D	Fulham Palace-Restore-HLF Stage 2	1000	1620	2700
R026R	Column Replacement Programme	400	400	0
<b>TFL</b>				
	Principal Road Maintenance	658	0	0
	Bridge Assessment and Strengthening	350	0	0
	Local Safety Schemes	370	0	0
	20 Miles per Hour Zones	150	0	0
	Walking	125	0	0
	Cycling LCN+	330	0	0
	Cycling Non LCN+	55	0	0
	Bus Stop Accesibility	50	0	0
	Bus Priority	465	0	0
	Town Centres	200	0	0
	Station Access ( Formerly Interchanges)	50	0	0
	Safe Routes to schools	150	0	0
	Travel Awareness	40	0	0
	Freight Schemes	15	0	0
	Environment ( formerly Air Quality)	60	0	0
	Local Area Accessibility	50	0	0
	Park Royal - Old Oak CommonLane/DuCane Rd. Jct.	60	0	0
	West London - Travel Plan	19	0	0
	Green Areas	230	0	0
	SWELTRAC	28	0	0
<b>TOTAL Specific Funded schemes ENV.</b>		<b>6224</b>	<b>3102</b>	<b>2700</b>
<b>TOTAL ENVIRONMENT</b>		<b>11319</b>	<b>5819</b>	<b>5633</b>
<b>4.0 POLICY &amp; ADMINISTRATION</b>				
<b>4.1 MAINSTREAM SCHEMES</b>				
TOTAL MAINSTREAM PAD		0	0	0
<b>4.2 SPECIFIC FUNDED SCHEMES</b>				
T019D	Councillors IT (LGOL)	30	0	0
TOTAL SPECIFIC PAD		30	0	0
<b>GRAND TOTAL PAD</b>		<b>30</b>	<b>0</b>	<b>0</b>
<b>5.0 FINANCE AND CORPORATE</b>				
<b>5.1 MAINSTREAM SCHEMES</b>				
	Planned Maintenance	0	0	0
T085C	Disabled Access to Office Buildings	2500	2500	2500
T085J	Capitalisation of Salaries	372	0	0
T085J	Capitalisation of Salaries	217	0	0
T018S	Feasibility Studies	50	0	0
<b>TOTAL MAINSTREAM FINANCE AND CORPORATE</b>		<b>3139</b>	<b>2500</b>	<b>2500</b>
<b>5.2 PRUDENTIAL BORROWING</b>				
	Vehicles, Equipment (etc) - previously leased	4000	1100	2050
<b>GRAND TOTAL FINANCE AND CORPORATE</b>		<b>7139</b>	<b>3600</b>	<b>4550</b>
<b>6.0 HOUSING</b>				
<b>6.2 SPECIFIC FUNDED SCHEMES</b>				
	Private Sector Renewals -DFG GRANT	313	313	313
	Empty Property website scheme	145	0	0
<b>TOTAL HOUSING</b>		<b>458</b>	<b>313</b>	<b>313</b>
<b>GRAND TOTAL GENERAL FUND</b>		<b>32490</b>	<b>13965</b>	<b>13337</b>
	Mainstream	13076	4775	4600
	Scheme Specific	15070	7473	5854
	Unsupported Borrowing	4344	1717	2883
		<b>32490</b>	<b>13965</b>	<b>13337</b>

## APPENDIX B

### CAPITAL PROGRAMME 2005/06 TO 2007/08 HRA SCHEMES

Individual Schemes/Projects		CAPITAL PROGRAMME - 2005/06	CAPITAL PROGRAMME - 2006/07	CAPITAL PROGRAMME - 2007/08
		£'000	£'000	£'000
<b><u>1. SUPPLY INITIATIVES</u></b>				
<b><u>1.1 Hostel Refurbishment Programme</u></b>				
X018M	5 Castletown Road	900	100	-
	221 King Street	900	100	-
	<b>Sub Total</b>	<b>1,800</b>	<b>200</b>	<b>-</b>
<b><u>1.2 Regeneration Disposals</u></b>				
X022D	Cheesemans Terrace - Block A	750	-	-
	<b>Sub Total</b>	<b>750</b>	<b>-</b>	<b>-</b>
<b><u>1.3 MAJOR VOIDS</u></b>				
X027T	30 Haldane Rd	2	-	-
X027R	160 Stephendale Rd	2	-	-
X027V	158 Stephendale Rd	12	-	-
	<b>Sub Total</b>	<b>16</b>	<b>-</b>	<b>-</b>
<b>TOTAL SUPPLY INITIATIVES</b>		<b>2,566</b>	<b>200</b>	<b>-</b>
<b><u>2. INTERNAL COMPONENT RENEWAL</u></b>				
<b><u>2.1 Energy Schemes</u></b>				
X008E	Bayonne Rd Est heating Phase 1	6	-	-
X008O	Bayonne Rd Est heating Phase 2	233	18	-
X008J	DRAKE & Shackleton Courts	4	-	-
X008G	Swan & Ravensworth Courts	4	-	-
X008F	Riverside Gardens Boilers	4	-	-
X008M	Barclay Rd S/H	2	-	-
	<b>Sub Total</b>	<b>253</b>	<b>18</b>	<b>-</b>
<b><u>2.2 LIFT SCHEMES</u></b>				
X055K	Sullivan Court Block J Lift	91	13	-
X055I	Philpot Square Lifts	94	22	-
X055J	Sulgrave Gdns Lifts	-	112	27
X055L	726 Fulham Rd Lifts	56	-	-
X055M	Woodmans Mews	93	11	-
	<b>Sub Total</b>	<b>334</b>	<b>158</b>	<b>27</b>
<b><u>2.3 KITCHEN, BATHROOM AND REWIRING</u></b>				
X010G	College Court Internals	70	-	-
X010K	Hammersmith Central Estates Phase 1	50	-	-
X010S	Hammersmith Central Estates Phase 2	89	-	-
X010X	Hammersmith Central Estates Phase 3	761	45	-
X010T	Wormholt Estate-Phase 4	37	-	-
X010W	Wormholt Estate-Phase 5	890	44	-
X010M	Bulow Court/Carnwath/JD Hse	50	-	-
X010P	Barton House	2,151	102	-
X010Q	Edith Summerskill/Herbert Morrison	2,485	2,141	178
X010O	Gibbs Green Internals	26	-	-
X040B	Kelmscott Gdns L/lords lighting	4	-	-
X010R	Woodmans Mews Internals	20	-	-
	<b>Sub Total</b>	<b>6,634</b>	<b>2,332</b>	<b>178</b>
<b>Total Internal Component Renewal</b>		<b>7,221</b>	<b>2,509</b>	<b>205</b>

### **3. MAJOR REFURBISHMENTS**

		CAPITAL PROGRAMME - 2005/06	CAPITAL PROGRAMME - 2006/07	CAPITAL PROGRAMME - 2007/08
	Individual Schemes/Projects	£'000	£'000	£'000
<b>3.1 Window Renewal Schemes</b>				
X079Z	Woodmans Mews-Externals	30	-	-
X077S	Springvale Estate Ph1	27	-	-
X079X	Lytton Ph 4 -Clifford House/Pelham Hse	23	-	-
	<b>Sub Total</b>	<b>79</b>	<b>-</b>	<b>-</b>
<b>3.2 Fabric Repair Schemes</b>				
X080A	32 Moylan Rd	2	-	-
	31 Gayford Rd	70	5	-
X081A	Aquired Programme	50	-	-
X080G	22 Castletown Rd.	5	-	-
X030B	Broxholme Hse Courtyard	8	-	-
	<b>Sub Total</b>	<b>135</b>	<b>5</b>	<b>-</b>
<b>3.3 Clem Attlee Estate</b>				
X077K	Frank Beswick Hse	24	-	-
X079W	John Strachey/Margaret Herbison	45	-	-
	<b>Sub Total</b>	<b>69</b>	<b>-</b>	<b>-</b>
<b>3.4 Edward Woods -Regeneration Project</b>				
X009N	Swanscombe Hse Roof	21	-	-
X009O	Poynter Hse Windbreak Windows	15	-	-
X009P	Stebbings Hse Podia Improvements	300	25	-
	General Estate Works	200	100	-
	Norland House internals	1,019	54	-
	Programme Continuing	-	1,287	-
	<b>Sub Total</b>	<b>1,555</b>	<b>1,466</b>	<b>-</b>
<b>3.5 Maystar Estate-Regeneration</b>				
X012B	Alice Gilliat Court	85	-	-
X012C	Maystar Phase 2	1,800	250	-
X012D	Maystar Phase 3	2,180	150	-
X012E	Maystar Phase 4	3,300	750	-
	<b>Sub Total</b>	<b>7,365</b>	<b>1,150</b>	<b>-</b>
<b>Total Major Refurbishments</b>		<b>9,202</b>	<b>2,621</b>	<b>-</b>
<b>4. X11-P</b>	<b>PPM Main Programme</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>5. Minor Programmes</b>				
TBC	Minor Estate Improvements (MEI)	270	270	270
Blank	Sheltered Hsg Fire Safety Total	9	16	-
HRA	Disabled Adaptations	600	600	600
X049E	Water Tanks Programme Phase4	400	400	400
X030O	Groundwork Environment	200	200	200
X040I	Feasibility Future Schemes	50	50	50
X023G	Emergency Unforeseen	50	50	50
X048K	Charecroft-Deck Landscaping	-	-	-
	Charecroft-amenity deck Landscaping Ph2	2	-	-
	Charecroft-amenity deck Landscaping Ph3	100	300	97
	Batman Close booster pump	5	-	-
X110F	E-HM	187	-	-
X049B	Gibbs Green playground & security works	32	-	-
X049F	Hartopp & Lannoy Pt Asbestos removal	78	11	-
<b>Total Minor Programmes</b>		<b>1,983</b>	<b>1,897</b>	<b>1,667</b>
<b>Over Programming from 2004/05</b>		<b>2,425</b>		
<b>Grand Total HRA</b>		<b>24,398</b>	<b>7,227</b>	<b>1,872</b>

	CAPITAL PROGRAMME - 2005/06	CAPITAL PROGRAMME - 2006/07	CAPITAL PROGRAMME - 2007/08
Individual Schemes/Projects	£'000	£'000	£'000
<b>ALMO</b>			
Decent Homes Voids	1,500	2,000	2,000
Lift Schemes - Prog. Continuing	100	2,000	2,000
PPM	4,000	3,000	3,000
<b>Sub Total</b>	<b>5,600</b>	<b>7,000</b>	<b>7,000</b>
<b>PRE-PARTNERING SCHEMES</b>			
Lugard House	880	46	-
Askham Court	977	183	61
Aldine Court	1,056	56	-
The Grange, Goldhawk Rd	414	22	-
Sulgrave Gardens	1,482	278	93
Frithville Ct; Brooklyn Ct; Linden Ct	959	180	60
Springvale Estate Phase 2	1,177	131	-
Flora Gardens	1,195	224	75
The Grange, Lisgar Terrace	424	24	-
Queen Caroline Estate Phase 1	1,560	910	130
Vereker Road	845	94	-
Ethel Rankin Ct; Bearcroft Hse; Burlington Pl	1,439	839	120
Alex Gossip Hse; Cyril Thatcher Hse; Eric Macdonald	857	161	54
Pearscroft Court	844	94	-
<b>TOTAL PRE-PARTNERING SCHEMES</b>	<b>14,108</b>	<b>3,240</b>	<b>592</b>
<b>DECENT HOMES PARTNERING</b>			
Contract 1 - Hammersmith North	1,718	3,924	4,560
Contract 2 - Shepherds Bush Green	3,382	11,166	13,020
Contract 3 - Hammersmith Central	3,129	8,911	10,656
Contract 4 - Fulham North	4,831	12,420	12,607
Contract 5 - Fulham Central	3,751	7,066	6,991
Contract 6 - Sands End	2,554	5,056	6,244
Contract 7 - Sheltered Housing	723	3,513	4,395
<b>TOTAL DH PARTNERING</b>	<b>20,089</b>	<b>52,056</b>	<b>58,473</b>
<b>Grand Total - ALMO</b>	<b>39,797</b>	<b>62,297</b>	<b>66,065</b>
<b>Grand Total including ALMO</b>	<b>64,194</b>	<b>69,523</b>	<b>67,937</b>

APPENDIX C

SUMMARY OF LBHF FUNDING REQUIREMENT

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
White City Community Centre and Nubian Life; Building a New Day Centre with Community Space	127	552	96	0	0	775*
Chelsfield Library Fit Out	0	0	300	895	55	1,250
Streetscape Improvements – Smarter Borough	3,200	0	0	0	0	3,200
Fostering Service Expansion of in house placements-Loft conversions and extensions for foster carers.	120	120	120	0	0	360
Private Sector Renewal Grants	2,600	2,600	2,600	2,600	2,600	13,000
Improving Borough Parks, Play Infrastructure and Open Space	465	315	0	0	0	780
Flora Gardens School.	110	6	0	0	0	116
Wormholt Park School-New Teaching Space and Meeting Rooms	70	100 -90	0	0	0	80
<b>Total for Proposed Priority Schemes</b>	<b>6,692</b>	<b>3,603</b>	<b>3,116</b>	<b>3,495</b>	<b>2,655</b>	<b>19,561</b>
New Modern Languages, ICT Block at Fulham Cross School	300	1,410	90	0	0	1,800
Hurlingham and Chelsea School-Accommodation improvements including dining and toilets	575	25	0	0	0	600
Single Service Points in the Library Service	49	100	0	0	0	149
Essential Health & Safety Works at various Residential & Day Service Sites	180	0	0	0	0	180
Kingwood CLC Extension	366	9	0	0	0	375
<b>Total of Unfunded Schemes</b>	<b>1,470</b>	<b>1,544</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>3,104</b>
<b>Total</b>	<b>8,162</b>	<b>5,147</b>	<b>3,206</b>	<b>3,495</b>	<b>2,655</b>	<b>22,665</b>

Note \*

The total cost of the Nubian Life scheme is £2.375m of which £1.6m is due to be recouped through external fund raising. Temporary prudential borrowing may be necessary pending the receipt of such external funds.

## PRUDENTIAL INDICATORS

## CAPITAL EXPENDITURE

The proposed indicative capital programme for the current financial year and the forthcoming financial years built upon the assumed level of resources is as follows:

	<b>Forecast 2004-05 £000</b>	<b>Estimate 2005-06 £000</b>	<b>Estimate 2006-07 £000</b>	<b>Estimate 2007-08 £000</b>
Housing Revenue Account	27,704	56,708	62,016	64,920
General Fund (Non-HRA)	42,448	40,019	18,732	16,651
<b>TOTAL</b>	<b>70,152</b>	<b>96,727</b>	<b>80,748</b>	<b>81,571</b>

## CAPITAL FINANCING REQUIREMENT

As a consequence of the proposed indicative capital programme, it is envisaged that the capital financing requirement, which reflects the underlying need to borrow to finance the capital programme, will be as follows:

	<b>Forecast 2004-05 £000</b>	<b>Estimate 2005-06 £000</b>	<b>Estimate 2006-07 £000</b>	<b>Estimate 2007-08 £000</b>
Housing Revenue Account	185,876	225,291	275,365	328,152
General Fund (Non-HRA)	175,006	186,319	187,382	188,792
<b>TOTAL</b>	<b>360,882</b>	<b>411,610</b>	<b>462,747</b>	<b>516,944</b>

## NET BORROWING AND THE CAPITAL FINANCING REQUIREMENT

This is the key indicator of prudence. Its purpose is to ensure that net borrowing is only for capital purposes. This is achieved by measuring net external borrowing against the capital financing requirement. Estimates of net external borrowing for the preceding year, the current year, and the next two financial years indicate that net borrowing will be less than the capital financing requirement. The Council is forecast to meet the demands of this indicator. The projections are:

	<b>Forecast 2004-05 £000</b>	<b>Estimate 2005-06 £000</b>	<b>Estimate 2006-07 £000</b>	<b>Estimate 2007-08 £000</b>
Net Borrowing	296,020	344,250	395,520	449,520
Capital Financing Requirement (CFR)	360,882	411,610	462,747	516,944
<b>Net Borrowing Less than CFR</b>	<b>-64,862</b>	<b>-67,360</b>	<b>-67,227</b>	<b>-67,424</b>

## **RATIO OF FINANCING COSTS TO THE NET REVENUE STREAM**

This indicator demonstrates the percentage of the HRA budget and GF budget that is consumed by financing the capital programme.

	<b>Estimate 2005-06 %</b>	<b>Estimate 2006-07 %</b>	<b>Estimate 2007-08 %</b>
Housing Revenue Account	22.44	24.56	26.91
General Fund (Non-HRA)	4.65	4.39	4.07

## **INCREMENTAL IMPACT OF CAPITAL SPENDING ON THE GENERAL FUND AND HOUSING REVENUE ACCOUNT.**

The estimate of the incremental impact of capital decisions proposed over and above capital investment decisions that have already been taken by the council are as follows:

	<b>Estimate 2005-06 £</b>	<b>Estimate 2006-07 £</b>	<b>Estimate 2007-08 £</b>
Housing Revenue Account – rent £ per household per week	0.00	0.00	0.00
General Fund (Non-HRA) – council tax £ per Band D home per annum	3.84	10.24	11.58

The impact on the Housing Revenue Account is shown as nil. It is anticipated that all the new investment will either be fully funded through housing subsidy or from other specific funding allocations.

## **BORROWING – AUTHORISED LIMIT & OPERATIONAL BOUNDARY**

The prudential indicators concerning the authorised limit for borrowing, and other treasury management activities, are set out in the Treasury Management Strategy report presented elsewhere on this agenda.



---

## CHIEF EXECUTIVE'S REPORT TO ANNUAL COUNCIL - 25 MAY 2005

---

The Council is asked to note that the following Party appointments have been made:

### ADMINISTRATION (LABOUR)

Chief Whip	-	Councillor Colin Aherne
Deputy Whip	-	Councillor Fiona Evans

### OPPOSITION (CONSERVATIVE)

Leader	-	Councillor Stephen Greenhalgh
Deputy Leader	-	Councillor Nick Botterill
Opposition Whip	-	Councillor Frances Stainton
Opposition Dep. Whip	-	Councillor Michael Adam

jpc/ AGM 2005

# MONITORING OFFICER REPORT TO COUNCIL

**25 MAY 2005**

**CONTRIBUTOR: ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION ALL WARDS**

**DPA**

The Council's Monitoring Officer (currently the Director of Policy & Administration) is required 'to review the Council's Constitution each year to ensure that its aims and principles are given full effect'. A report on this subject is therefore included on the Annual Council Meeting agenda each year.

The Council's Constitution is based on a model published by the Government following the introduction of the Local Government Act 2000. In May 2002, at the start of the current 4-year term, the Council adopted a LGA 2000 Constitution with a Leader, an Executive Cabinet, and Scrutiny Panels.

In early 2003, the Constitution was reviewed in detail by the Leadership Scrutiny Panel. A number of changes followed from this review (re-introduction of Public Question Time and reduction in number of full Council meetings).

No further significant changes to the Constitution were proposed by the Administration in May 2004. For the coming year (2005/6), no significant changes are proposed to the workings of the Council, its regulatory or quasi-judicial Committees, or to the scrutiny system.

The Administration is however proposing certain changes to Executive members' responsibilities, as follows:

- a) Readjustment of the Leader's Portfolio, to strengthen responsibility for external and internal communications, the Customer First programme and IT investment.
- b) changes to the portfolio of the Deputy Leader, to incorporate specific responsibility for Housing and some activities previously vested in the Leader's portfolio including organisational development, financial monitoring/audit/probity, and the shared responsibility for equalities (with Cabinet Member for Social Inclusion).
- c) creation of an executive post with responsibility for performance and procurement.
- d) abolition of a separate executive member post with responsibility for Housing

The size of the Council's Executive will therefore remain unchanged, with a Leader and 6 other Executive Councillors.

As a corollary to these changes, it is also proposed in future to adopt the terminology of "Cabinet member" in place of the former 'Deputy', given that the former title has become much more commonplace and easily recognised across Local Government since 2002. One further change in terminology is also to revert to the more standard title of Chief Executive, in place of the former "Managing Director".

A number of other technical and minor drafting changes are proposed to the Constitution by way of updating or amendments to reflect internal Departmental staffing changes and/or structural responsibilities, minor re-wording to improve clarity, or other administrative matters.

Developments in the Borough's local strategic partnership arrangements, to reflect new Government initiatives including Local Area Agreements, are referred to in the initial summary to the Constitution. The changes and amendments proposed to the Constitution are shown in the schedule at **Annex 1** to this report.

### **Comments of Monitoring Officer**

The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.

The Council's Executive and Scrutiny processes have continued to operate as intended, and as laid out in the Constitution, over the past year. The Council has retained for a third year its 'excellent' CPA status, as assessed by the Audit Commission.

The proposed re-arrangement of Portfolio responsibilities within the Executive reflects a shift of roles rather than any fundamental changes to how the Executive is designed to work. The size of the Executive remains unchanged.

District Audit has carried out an external "health-check" of the operation of the Council's ethical framework over the past year. The findings were discussed at the Leadership Scrutiny panel and at the Council's Standards Committee. The standards of conduct by both Councillors and officers remain high.

## **Schemes of Delegation**

As in previous years, the detailed Schemes of Delegation (which set out how responsibilities are assigned from the Council to its Directors and other officers) have been reviewed and updated where necessary.

The more substantive changes reflect the creation of a Community Services Department, two Assistant Chief Executive's Departments, Customer First Department, and the winding up of the former Policy and Administration Department. The consequences of the setting up of Hammersmith and Fulham Housing Management Services have also been taken into account. No other changes have been made in the levels of function or financial limits delegated by the Council to Officers.

## **Contracts Code**

The Contracts Code has been revised and updated for 2005/06 and the proposed changes are shown at **Annex 2** to this report. The Contracts Code is available in electronic format and hard copy from the Performance & Procurement Unit.

## **RECOMMENDATIONS**

- 1. That the minor updates, amendments and corrections proposed to the Constitution, as set out in Annex 1 to the report, be agreed.**
- 2. That the proposed changes and updates to the Contracts Code, as set out in Annex 2 to the report, be agreed.**
- 3. Subject to agreement of the above, that the Council's Constitution be re-approved and re-adopted for the 2005/06 Municipal Year.**

## **LOCAL GOVERNMENT ACT 2000 - BACKGROUND PAPERS**

<b>No.</b>	<b>Brief Description of Background Papers</b>	<b>Name/Ext. of holder of file/copy</b>	<b>Department/Location</b>
1.	Review of the Constitution Working papers/file	Henry Peterson, Director of Policy & Administration X 2100	Mezzanine Floor, Hammersmith Town Hall

**AMENDMENTS TO COUNCIL CONSTITUTION - ( ANNUAL COUNCIL MEETING - 25 MAY 2005)**

<b>PAGE</b>	<b>TITLE/SUBJECT</b>	<b>CURRENT WORDING</b>	<b>PROPOSED WORDING</b>	<b>REASON(S) FOR CHANGE</b>
All	Changes to titles, etc used in the Constitution	Delete references to – Managing Director, Deputy/Deputies & Directors of Policy & Administration, Social Services, Housing.	Replace with - Chief Executive, Cabinet member(s), Assistant Chief Executives (Policy & Partnerships) and (Organisation Development), Director of Community Services.	In order to reflect agreed organisational changes (Leader’s Committee 5/7/04 & 15/2/05), and to realign the titles used in the Council’s Constitution with those used by other authorities operating executive arrangements.
3 & 4	Summary & Explanation	Amend paragraphs on local strategic partnerships and citizens’ rights	Replace with new paragraph wording	These paragraphs have been updated to take account of the new Local Area and Public Service Agreements, and greater citizens’ rights gained under the Freedom of Information Act 2000.
10	Article 3 - Citizens & the Council	Amend para.3.01(b)(iv)	Replace with new wording	Updated to take account of greater citizens’ rights gained under the Freedom of Information Act 2000.
10	Article 3 - Citizens & the Council	Para.3.01 (d)	Add new para. 3.01(d)(iv) – “(iv) the Information Commissioner in relation to the Freedom of Information Act 2000 and the Data Protection Act 1998”.	Updated to take account of greater citizens’ rights gained under the Freedom of Information Act 2000

12	Article 4 – The Full Council	Para.4.01(a) - delete references to:  Community Care plan, Local Transport Plan and Youth Justice Plan	Replace text after list of plans with:  “The Secretary of State has the power to relax requirements in relation to plans and strategies. Accordingly, the plans and strategies set out above shall only form part of the Budget & Policy Framework and be approved by Full Council to the extent required by law.”	These plans are no longer required under the Council’s “excellent” CPA assessment rating.
19	Article 7 – The Executive	Paras.7.02, 7.04, & 7.06 – replace references to “Deputy” or “Deputies”.	Replace with:  “Cabinet Member”.	Realignment of the Constitution wording with that used by other authorities operating executive systems of governance.
26	Article 12 – Officers & Employees of the Council	Para.12.01 - amend current paragraph	Replace with revised wording to reflect organisational changes.	Article 12 – para.12.01 has been updated to reflect structural changes that have taken place within the organisation, particularly in respect to the functions of the Monitoring Officer.
33	Article 15 – Review & Revision of the Constitution	Para. 15.01 – delete references to:  “Director of Policy & Administration”	Replace with  “Monitoring Officer”	To reflect the structural changes that have taken place within the organisation in respect to the functions of the Monitoring Officer.

33	Article 15 – Review & Revision of the Constitution	Para.15.02 – delete sub- paras. (b) & (c)	No replacement – sub para.(d) becomes new (b)	Sub paras.(b) & (c) deal with Mayoral forms of executive which do not apply in Hammersmith & Fulham
35	Article 16 – Suspension, interpretation & publication of the Constitution	Para. 16.03 – delete references to “Director of Policy & Administration”	Replace with “Assistant Chief Executive (Policy & Partnerships)”	To reflect the structural changes that have taken place within the organisation.
37-60	Part 3 – Responsibility for Functions	Delete old executive portfolios	Replace with new executive portfolios	To reflect the new structural and political changes that have taken place within the organisation.
73 - 81	Committee Terms of Reference – CSJ & CMACE	delete current wording for CSJ and C/MACE	replace with new terms of reference for CSJ due to single status being achieved.	Agreement under single status has finally been reached, and the terms of reference of CSJ has been amended by joint agreement with the trades unions to reflect this fact. (C/MACE no longer exists as a separate negotiating body.)
88 – 89	Committee Terms of Reference – Standards Committee	Amend current Committee terms of reference	Wording has been revised and updated	The wording used in the Standards Committee terms of reference has been updated to take account of the new local determination / investigation regime and other recent changes in the ethical governance framework.

98 – 232	Schemes of Delegation – General Scheme & Chief Officers Detailed Schemes of Delegation	Delete old schemes of delegation and replace.	The General Scheme and individual Chief Officer Schemes of Delegation have been revised and updated	The General Scheme and individual Chief Officers Detailed Schemes of Delegation have been revised and updated to take account of the structural and organisational changes that have taken place within the authority over the last year.
233 – 252	Council Procedure Rules	Replace references to “Deputy” or “Director of Policy & Administration” in Council Procedure Rules.	Wording has been updated to reflect new nomenclature	The nomenclature used within the authority has changed, and the Council Procedure Rules have been revised to reflect this fact accordingly.  <b>(NB: No other changes have been made to any of the Rules or their provisions.)</b>
255 & 265	Access to Information Procedure Rules	Para 10.4	Para.10.4 - Add after the word “condition” –  “ ...as may be amended from time to time by Regulations.”  Add new para.22.4 –	The wording has been revised in order to bring it into line with the Freedom of Information Act 2000 which came into force 1/1/05.



			<p><b>“Freedom of Information Act 2000</b></p> <p>Members also share the same rights of access to information as members of the public under the Freedom of Information Act 2000. A request for information under the act must :</p> <ul style="list-style-type: none"> <li>• Be in writing (electronic requests acceptable)</li> <li>• Contain a name &amp; address for correspondence</li> <li>• Describe the information requested</li> </ul> <p>The Council will comply with all requests for information under the Act unless one or more of the statutory exemptions apply”.</p>	
283	Overview & Scrutiny Procedure Rules	Para.18(k) – delete wording:  “not wholly inconsistent with the Budget”.	Replace with:  “not wholly in accordance with the Budget”.	For clarification purposes
284	Overview & Scrutiny Procedure Rules	Para.22(c) – amend wording:  “If member is involved...”	Replace with:  “A member must, if s/he is involved...”	To correct a typographical error.

292-304	Contracts Procedure Rules (Contracts Code)	Delete and replace existing wording	Replace with revised wording	The Contracts Code has been revised and updated
337	Codes & Protocols – Use of IT Protocol	delete current wording	replace with new wording (Version.5)	This protocol has been revised and updated
348-350	Codes & Protocols – Use of Councillors’ Secretariat -	Para.8 – Bulk mail-out / word-Processing  Amend current wording	Replace with:  “The Council’s Standards Committee reviewed the bulk mail-out provision on 10 November 2004 and decided that, on balance, the provision should cease with immediate effect. Councillors will of course be able to continue to use Secretariat facilities to correspond with residents. Where a Ward Councillor needs to send a letter to a limited number of named residents (i.e. not unsolicited mail), this will also be allowed.”	The local protocol was reviewed by the Standards Committee on 10 November 2004, and the decision taken that the bulk mail-out facility should cease with immediate effect from that date.
403 - 416	Management Structure	Delete current structure charts	Replace with revised structure charts	The management structure of the Council has changed, and these changes are reflected in the new management structure charts.

## APPENDIX 2

### SCHEDULE OF PROPOSED CHANGES TO THE CONTRACTS CODE

1. Replace the whole of Chapter 2 which sets out the Council's Procurement Strategy with the revised version approved by Leader's Committee on 27 July 2005.
2. Consequential changes to the Code that relate to the proposed reorganisation of Leader's Committee and the corporate management structure. These will be global changes relating to the change of titles of Executive Members, officers, or functions.

#### All references to :-

Deputy Leader

appropriate Deputy or Deputies

Managing Director

Director of Policy &  
Administration

Director or Directors

Head of the Best Value Unit

Best Value Unit

Policy & Performance Group

#### To be replaced with:-

Cabinet Member for  
Performance & Procurement

appropriate Cabinet Member or  
Cabinet Members

Chief Executive

Director of Finance **or** Assistant  
Chief Executive (Policy &  
Partnerships).

Chief Officer or Chief Officers

Assistant Director  
(Performance & Procurement)

Performance & Procurement  
Division (Finance Department)

Procurement Strategy Board

3 There are 5 specific changes being recommended-

Ref	Current wording	Proposed wording
Chapter 3 para 8.5	<p>The procedure to be followed in the appointment of external consultants will depend upon the estimated value of the commission:</p> <p>(a) less than £3,000 may be by a single quotation;</p> <p>(b) £3,000 or more but less than <b>£10,000</b> by 3 quotations (or tenders); or</p> <p>(c) <b>£10,000</b> or more by obtaining a minimum of 3 tenders</p>	<p>The procedure to be followed in the appointment of external consultants will depend upon the estimated value of the commission:</p> <p>(a) less than £3,000 may be by a single quotation;</p> <p>(b) £3,000 or more but less than <b>£20,000</b> by 3 quotations (or tenders); or</p> <p>(c) <b>£20,000</b> or more by obtaining a minimum of 3 tenders</p>
<p><b>Reason for change</b></p> <p>To bring the threshold for tendering of consultancy services into line with the tendering threshold used elsewhere in the Contracts Code. This change is recommended by the Director of Finance.</p>		

Ref	Current wording	Proposed wording
Chapter 4 para. 9.1.3	<p>Member approval is required for all schemes that involve negotiations leading to Strategic Partnership and other service delivery arrangements. Such approval must be obtained prior to the commencement of any tendering process. For schemes that</p> <p>(a) involve “Egan” principles the process is outlined in <a href="#">Chapter 6 section 2</a></p> <p>(b) involves a contract with an estimated value below £1,000,000 and/or which is less than four years in duration (including joint working with another council), approval through a Deputy’s Decision report signed by the Deputy Leader and the</p>	<p>Member approval is required for all schemes that involve negotiations leading to Strategic Partnership and other service delivery arrangements. Such approval must be obtained prior to the commencement of any tendering process. For schemes that</p> <p>(a) involve “Egan” principles the process is outlined in <a href="#">Chapter 6 section 2</a></p> <p>(b) involves a contract with an estimated value below £1,000,000 (including joint working with another council), approval through a Cabinet Member’s Decision report signed by the Cabinet Member for Performance &amp; Procurement and the relevant Cabinet Member or Cabinet</p>

	<p>relevant Deputy or Deputies for the service;</p> <p>(c) involves a contract with estimated value of £1,000,000 or more and/or which is expected to run for more than four years (including joint working with another council), approval through a report approved by Leaders Committee.</p>	<p>Members for the service;</p> <p>(c) involves a contract with estimated value of £1,000,000 or more (including joint working with another council), approval through a report approved by Leaders Committee.</p>
<p><b>Reason for change</b></p> <p>This removes an ambiguity as to the level of approval required where contracts are (a) worth less than £1 million but last more than four years and (b) are worth over £1 million but last less than four years. The “and/or” reference to the four year time-scale has been removed so that the level of approval required is determined solely by financial value.</p>		

<b>Ref</b>	<b>Current wording</b>	<b>Proposed wording</b>
Chapter 7 para. 3.4	Tenders will as soon as they are received at the office of the Director of Policy & Administration, be endorsed with the date and time of receipt.	Tenders envelopes will, as soon as they are received within the Post Room at the Town Hall, be endorsed with the date and time of their receipt.
<p><b>Reason for change</b></p> <p>To reflect the changes to the Council’s Management Structure.</p>		

<b>Ref</b>	<b>Current wording</b>	<b>Proposed wording</b>
Chapter 7 para. 7.3.2	<i>new paragraph</i>	Where a tender is considered to be abnormally low the Tender Appraisal Panel (or Chief Officer in the absence of a TAP) may seek advice from the Head of Legal Services and the Assistant Director (Performance & Procurement) as to whether or not it is appropriate to reject it. Further clarification may be sought from the bidder, if necessary.

<p><b>Reason for change</b> To deal with low tenders that would not be sustainable if accepted and which may lead to the eventual renegotiation of contract terms if awarded.</p>		

<b>Ref</b>	<b>Current wording</b>	<b>Proposed wording</b>
Chapter 9 para. 3.1	<i>new paragraph</i>	Unless already covered by another report both (a) awards of grants to voluntary organisations by the Council and (b) receipt of grants by the Council from other bodies should be approved by Leader's Committee/ the relevant Cabinet member(s) (as appropriate), in accordance with the relevant contract value where conditions are attached.
<p><b>Reason for change</b> This clarifies that contracts for grants are also covered by the Code.</p>		

---

**SPECIAL MOTION NO. 1 – APPOINTMENT OF A LEADER, DEPUTY LEADER  
& EXECUTIVE, AND CHAIRS & MEMBERSHIPS OF REGULATORY  
COMMITTEES & SCRUTINY PANELS.**

---

Standing in the names of:

- (i) Councillor Stephen Burke
- (ii) Councillor Stephen Cowan

"This Council agrees the following appointments under its Constitution for the Municipal Year 2005/06:

- a) The Leader & Executive (**Annex 1**);
- b) Chairs & Memberships of Regulatory and other Committees (**Annex 2**);
- c) Chairs & Memberships of Scrutiny Panels (**Annex 3**)

and notes their respective Portfolios / Terms of Reference, as set out in the Council's Constitution."

jpc/AGM 2005

LEADER	-	Councillor Stephen Burke
DEPUTY LEADER	-	Councillor Stephen Cowan
CABINET MEMBER FOR EDUCATION	-	Councillor Melanie Smallman
CABINET MEMBER FOR ENVIRONMENT & CONTRACT SERVICES	-	Councillor Michael Cartwright
CABINET MEMBER FOR PERFORMANCE & PROCUREMENT	-	Councillor Christine Graham
CABINET MEMBER FOR REGENERATION	-	Councillor Dame Sally Powell
CABINET MEMBER FOR SOCIAL INCLUSION	-	Councillor Reg McLaughlin

jpc/AGM 2005



**REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2005 / 2006**

[ \* s.101 Committee LGA 1972, \*\* s.53 Committee LGA 2000, ^ s.6 Licensing Act 2003,  
# s.9 Licensing Act 2003 ]

1. **PLANNING APPLICATIONS COMMITTEE \***

Councillor Wesley Harcourt - Chair  
Councillor Charlie Treloggan - Vice-Chair  
Councillor Colin Aherne  
Councillor Michael Cartwright  
Councillor Jafar Khaled  
Councillor Dame Sally Powell  
Councillor Frances Stainton  
Councillor Will Bethell  
Councillor Caroline Donald  
Councillor Alex Karmel

2. **LICENSING SUB-COMMITTEE\*#**

Councillor Chris Allen - Chair  
Councillor Aherne  
Councillor Khaled

[Members and substitutes for the above must be drawn from the full membership of the Licensing Committee ]

3. **LICENSING COMMITTEE\*^**

Councillor Chris Allen (Chair)  
Councillor Colin Aherne  
Councillor Brendan Bird  
Councillor Min Birdsey  
Councillor Michael Cartwright  
Councillor Dominic Church  
Councillor Huw Davies  
Councillor Fiona Evans  
Councillor Wesley Harcourt  
Councillor Jafar Khaled  
Councillor Reg McLaughlin  
Councillor Colin Pavelin  
Councillor Melanie Smallman  
Councillor Charlie Treloggan  
Councillor David Williams

4. PERSONNEL APPEALS PANEL\*

Councillor Colin Aherne - Chair  
+ One member drawn from the Administration  
+ One member drawn from the Opposition (Cllr.Mrs.Alford)

5. APPOINTMENTS PANEL\*

Leader – (Chair)  
Deputy Leader  
Cabinet member\* relevant to area of appointment  
(NB: \* Where an appointment relates to the portfolios of two Cabinet members, both will be members of the panel)

Leader of the Opposition (or a named substitute)  
1 Other relevant Opposition member

Exceptions : Appointment of Chief Executive  
All members of Executive  
Leader of the Opposition  
4 Other Opposition members (Cllrs.Botterill, Stainton, Alford & Lillis)

6. PENSIONS FUND INVESTMENT PANEL\*

Leader (Chair)  
Deputy Leader (Vice-Chair)  
Councillor Melanie Smallman  
Councillor Michael Adam  
Councillor Greg Hands

7. STANDARDS COMMITTEE\*\*

2 Administration members (Councillors Aherne and Allen)  
1 Opposition member (Councillor Botterill)

3 Independent Members (Steven Moussavi (Chair),  
Christopher Troke, Vacancy )

8. STANDARDS COMMITTEE APPOINTMENTS PANEL\*

Leader (Chair)  
Deputy Leader  
Leader of the Opposition

9. APPROVAL OF ACCOUNTS COMMITTEE\*

Leader (Chair)  
Deputy Leader  
Leader of the Opposition

STAFF JOINT COMMITTEES

10. COUNCIL AND STAFF JOINT COMMITTEE (CSJ)

Leader  
Deputy Leader  
1 other Cabinet member (who may vary according to the item under discussion)  
Councillor Charlie Treloggan  
Councillor Amanda Lloyd-Harris  
Councillor Charles Boyle

11. JOINT JOB EVALUATION APPEALS PANEL (JJEAP)

2 Administration members  
1 Opposition member

[Membership to be appointed from among the full and deputy members of the Personnel Appeals Panel]

12. JOINT HEALTH, SAFETY AND WELFARE COMMITTEE (JHSW)

Councillor Jafar Khaled - Chair  
Councillor Wesley Harcourt  
Councillor Charlie Napier  
Councillor Mercy Umeh  
Councillor Caroline Donald  
Councillor Gavin Donovan

13. LOCAL JOINT NEGOTIATING COMMITTEE FOR CHIEF OFFICERS (JNC)

Leader (Chair)  
Deputy Leader  
2 other Cabinet members or Chief Whip  
Leader of the Opposition  
One other Opposition member

## NON-STATUTORY CONSULTATIVE BODIES

[Note: The bodies below are Advisory Bodies only and have no legal decision-making powers]

14. FULHAM PALACE MANAGEMENT BOARD

Councillor Chris Allen (Chair)  
+ One Administration member  
+ One Opposition member

15. TRAFFIC MANAGEMENT ADVISORY PANEL

(same membership as Planning Applications Committee, with the exception of the Cabinet member for Environment & Contract Services if s/he is also a member of the Planning Applications Committee)

16. LBHF / AGILISYS STRATEGIC PARTNERSHIP BOARD

Lead Member Customer First / Chair - Councillor Siobhan Coughlan

jpc/AGM 2005

**OVERVIEW & SCRUTINY PANELS MEMBERSHIP 2005 / 06**

(a) EDUCATION AND LEISURE SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice-Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Chris Allen (Chair)  
Councillor Dominic Church  
Councillor Jafar Khaled  
Councillor Charlie Napier  
Councillor Mercy Umeh  
Councillor Mark Loveday  
Councillor Amanda Lloyd-Harris  
Councillor Sian Dawson

- (ii) The panel shall appoint co-opted members (up to a maximum of 8). At least two, but no more than five, shall be parent governor representatives. Members who have been co-opted as representatives of Diocesan bodies and as parent governor representatives shall have voting rights on education matters. All other co-optees shall be non-voting.

(b) ENVIRONMENT AND REGENERATION SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Huw Davies (Chair)  
Councillor Min Birdsey  
Councillor Wesley Harcourt  
Councillor Andrew Jones  
Councillor Ghassan Karian  
Councillor Nick Botterill  
Councillor Michael Adam  
Councillor Jolyon Neubert

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(c) HEALTH AND SOCIAL CARE SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Colin Pavelin (Chair)  
Councillor Chris Allen  
Councillor Dominic Church  
Councillor Huw Davies  
Councillor David Williams  
Councillor Antony Lillis  
Councillor Emile Al-Uzaizi  
Councillor Amanda Lloyd-Harris

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(d) HOUSING SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Charlie Napier (Chair)  
Councillor Min Birdsey  
Councillor Fiona Evans  
Councillor Jafar Khaled  
Councillor Tim Stanley  
Councillor Mrs. Adronie Alford  
Councillor Charles Boyle  
Councillor Gavin Donovan

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

(e) LEADERSHIP SCRUTINY PANEL

- (i) 8 voting Councillors including the Chair and Vice Chair in the ratio of 5 Administration members and 3 Opposition members.

Councillor Siobhan Coughlan (Chair)  
Councillor Dominic Church  
Councillor Andrew Jones  
Councillor Jafar Khaled  
Councillor Jenny Vaughan  
Councillor Stephen Greenhalgh  
Councillor Jolyon Neubert  
Councillor Gavin Donovan

- (ii) The Panel may appoint a maximum of 8 co-opted members who shall be non-voting.

jpc/AGM 2005

---

**SPECIAL MOTION NO. 2 – COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2005/06**

---

Standing in the names of:

- (i) Councillor Colin Aherne
- (ii) Councillor Fiona Evans

"This Council agrees the Council's appointments to Outside Organisations for 2005/06, as set out in the Schedule ***attached***".

jpc/AGM 2005



**COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2005/6**

**(Annual Meeting - May 2005)**

<b>NAME OF OUTSIDE ORGANISATION</b>	<b>NUMBER OF REPS/RATIO</b>	<b>NOMINATION</b>	<b>TERM/EXPIRES</b>
<b><u>Association of London Government (ALG)</u></b> Leader's Committee	1 Rep. + 2. Deps. (1 vote per authority)	Rep. Cllr. Dame Sally Powell  (Dep.1 Cllr. Stephen Burke) (Dep.2 Cllr. Colin Aherne)	1 year to 31.5.06
<b><u>ALG Transport and Environment Committee</u></b> (Assoc. Joint Cttee )	1 Rep + up to 4 Deps. Ratio (1:0)	Rep. Cllr.Michael Cartwright  (Dep. Cllr.Jafar Khaled)	1 year to 31.5.06
<b><u>ALG Forums</u></b> [+ = Nominations only]	1 Rep.+ 1 Dep.		1 Year to 31.05.06
+ Housing Forum	[Nomination]	[Cllr. Stephen Cowan] (Dep. Cllr.Charlie Treloggan)	
+ Health & Social Care Forum	[Nomination]	[Cllr.Stephen Burke] (Dep. Cllr.Reg.McLaughlin)	
+ Culture & Tourism	[Nomination]	[Cllr.Melanie Smallman]	
+ Crime & Public Protection	[Nomination]	[Cllr.Reg McLaughlin]	
+ Economic Development	[Nomination]	[Cllr.Dame Sally Powell]	
+ Children, Young People & Families	[Nomination]	[Cllr.Melanie Smallman] (Dep.Cllr.Reg McLaughlin)	
+ Lead Member, Equalities	[Nomination]	[Cllr.Sanjay Dighe - L.B. Harrow]	
<b><u>ALG Grants Committee</u></b> (formerly London Boroughs Grants Cttee)	1 Rep. + up to 4 Deps. Ratio (1:0)	Rep: Cllr. Reg Mclaughlin (Dep. Cllr. Chris Allen)	1 year to 31.5.06
<b><u>Greater London Provincial Council</u></b>  (Council nomination only - Appointments made by ALG Leader's Cttee)	1 Nomination + 2 Deps. (Ratio 1:0)	Rep. Cllr. Colin Aherne (Dep. Cllr. Charlie Treloggan)	1 year to 31.05.06

<p><b><u>LHUC</u></b></p> <p><b>LHUC Exec. Sub Cttee</b> (LHUESC)</p>	<p>1 Rep. + 2 Deps. (Ratio 1:0)</p> <p>1 Rep + 2 Deps (Ratio 1:0)</p>	<p>Rep. Cllr.Stephen Cowan (Dep. Cllr.Charlie Treloggan)</p> <p>Rep. Cllr.Stephen Cowan</p>	<p>1 year to 31.05.06</p> <p>1 year to 31.05.06</p>
<p><b><u>Local Government Association (LGA)</u></b></p> <p>- General Assembly</p> <p><b><u>LGA Panels/Committees</u></b> [** = Council Nomination only]</p> <p>** Policy and Strategy ** Planning ** Social Affairs ** Education ** Equalities</p>	<p>Up to 4 Reps &amp; 4 Votes</p> <p>[ Nomination] [ Nomination] [ Nomination] [ Nomination] [ Nomination]</p>	<p>1. Cllr. Stephen Burke 2. Cllr. Stephen Cowan 3. Cllr. Dame Sally Powell 4. Cllr. Colin Aherne*</p> <p>* (Cllr. Aherne holds 4 votes on Assembly)</p> <p>[Cllr.Dame Sally Powell] [Cllr. Michael Cartwright] [Cllr. Reg McLaughlin] [Cllr. Melanie Smallman] [Cllr.Sanjay Dighe - L.B.Harrow]</p>	<p>1 year to 22.07.06</p>

jpc/May 2005

---

**SPECIAL MOTION NO. 3 – COUNCIL CALENDAR 2005/06**

---

Standing in the names of:

- (i) Councillor Colin Aherne
- (ii) Councillor Fiona Evans

"This Council agrees that, for the Municipal Year 2005/06, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar ***attached***.

jpc/May 05

2005

COUNCIL CALENDAR

2006

DRAFT V.6

2006

2005		COUNCIL CALENDAR												2006		DRAFT V.6		2006	
		MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUAR	MARCH	APRIL	MAY					
MONDAY	2	BANK HOLIDAY								BANK HOLIDAY				BANK HOLIDAY	MONDAY				
TUESDAY	3							ERSP							TUESDAY				
WEDNESDAY	4	HSCSP			PAC		STC	LSP		PAC	HSP	ELSP			WEDNESDA				
THURSDAY	5	GENERAL ELECTION													THURSDAY				
FRIDAY	6														FRIDAY				
MONDAY	9	HSP	ELSP	CSJ		HSP	PAC		PFIP	HSP	ELSP	PAC CTB			MONDAY				
TUESDAY	10	PAC		JHSW		LCTTEE JHSW	(LC/CMT)	(LC/CMT)	(LC/CMT)	HSCSP	ERSP	HSCSP	LCTTEE		TUESDAY				
WEDNESDAY	11	ELSP	HSCSP	ELSP		HSCSP	HSCSP		JHSW	ELSP	HSCSP	LSP			WEDNESDA				
THURSDAY	12														THURSDAY				
FRIDAY	13														FRIDAY				
MONDAY	16	ERSP		HSP		ELSP CTB	HSP	HSP	PAC CTB	LCTTEE	PAC		GOOD FRIDAY EASTER MONDAY		MONDAY				
TUESDAY	17	LCTTEE	ERSP	ERSP		(LC/CMT) ERSP	LCTTEE	LCTTEE	LCTTEE	(LC/CMT) ERSP	LCTTEE	LCTTEE	LCTTEE		TUESDAY				
WEDNESDAY	18	LSP	HSP	PAC		PAC	ELSP	HSCSP	LG(AH)	LSP	LSP	JHSW			WEDNESDA				
THURSDAY	19														THURSDAY				
FRIDAY	20														FRIDAY				
MONDAY	23	LG CG	LSP	LSP		LG CG	LG(AH)	LG(AH)		LG CG	LG CG	LG(AH)		LG CG	MONDAY				
TUESDAY	24	(LC/CMT)	(LC/CMT)	(LC/CMT)		LSP	CSJ	PAC		PAC	(LC/CMT)	(LC/CMT)			TUESDAY				
WEDNESDAY	25	ANNUAL COUNCIL	PAC	STC		COUNCIL				COUNCIL	BUDGET COUNCIL	ERSP	PAC	ANNUAL COUNCIL	WEDNESDA				
THURSDAY	26			HSCSP											THURSDAY				
FRIDAY	27														FRIDAY				
MONDAY	30	BANK HOLIDAY	LG CG	LG(AH)	BANK HOLIDAY	PARTY CON- FERENCES	PAC	ELSP	XMAS HOLIDAY BANK HOLIDAY	CSJ	HSP PFIP	ELSP		BANK HOLIDAY	MONDAY				
TUESDAY	31	PFIP	LCTTEE	LCTTEE				ERSP		STC	ERSP	HSCSP			TUESDAY				
WEDNESDAY			COUNCIL	PFIP				LSP				LSP			WEDNESDA				
THURSDAY															THURSDAY				
FRIDAY															FRIDAY				

---

**SPECIAL MOTION NO. 4 – RE: COUNCILLOR JOSIE WICKS**

---

Standing in the names of:

- (i) Councillor Stephen Burke
- (ii) Councillor Stephen Cowan

1. Councillor Wicks remains unwell, although making slow recovery.
2. The Council therefore approves Councillor Wicks' continued non-attendance at meetings of the Authority due to illness, pursuant to s. 85(1) of the Local Government Act 1972.

jpc/10/05/05

**Councillors: summary of activity 2004-05**

	Adam	Aherne	Alford	Allen	Al-Uzaizi	Bethell	Bird	Birdsey	Botterill	Boyle	Burke	Cartwright	Church	Coughlan	Cowan	Davies	Dawson	Donald	Donovan	Evans
<b>Council</b>	6	6	3	6	3	5	5	3	3	4	4	6	6	5	6	5	4	4	6	6
<b>Leader's Committee</b>												12			8			1		
<b>Scrutiny Panels*</b>	6	1	8	14	8			9	9	7	15	8	20	9	12	18	6	3	5	
<b>Standards Committee</b>		2		2					2											
<b>PAC (incl TMAP)</b>		11				8						12							8	
<b>Pensions Fund Investment Panel</b>	2																		2	
<b>Licensing Committee</b>		1		1			1					1	1			1				
<b>Licensing Panel/Sub-committee</b>		3	1	20	1		2	5	2				2	1						
<b>Appointments Panel</b>			2		2				1			1			1		1			
<b>Personnel Appeals Panel</b>		3	1									2		1						1
<b>Fostering Panel</b>																				
<b>Adoption Panel*</b>		19		22																
<b>CSJ etc</b>										1										
<b>JHSW</b>																			1	1
<b>Fulham Palace Management Board</b>				3																
<b>Children's Trust Board</b>																				

**Notes:**

\* includes all meetings attended by Councillors up to, and including, 18/05/05.





# London Borough of Hammersmith and Fulham

## **Scrutiny Report 2004/5**

Contact:  
Maira McNeil  
Head of Scrutiny and Research  
LB Hammersmith and Fulham  
Tel. 020 8753 2024  
[moira.mcneil@lbhf.gov.uk](mailto:moira.mcneil@lbhf.gov.uk)



## **SCRUTINY IN HAMMERSMITH & FULHAM 2004/2005 ANNUAL REPORT**

### **1. Introduction**

- 1.1 This is the sixth annual report on the scrutiny process in Hammersmith and Fulham. It is also the third year of the scrutiny arrangements established by the council in its new constitution of May 2002 under the Local Government Act 2000. This Act required councils to introduce new constitutions involving executive arrangements in one of three forms. The leader and cabinet constitution adopted by the council in May 2002 replaced the decision-making system operated during the 1998-2002 council, which was an innovative form of executive and scrutiny arrangements, developed within the framework of the 1972 Local Government Act.
- 1.2 The council was therefore in a strong position to build on past scrutiny experience and to develop it under the new constitution, with minor amendments in 2003 and 2004. This third year of the new arrangements has been one of consolidation as well as innovation. Scrutiny panels have continued to benefit from the publication of the Forward Plan of Key Decisions (those key decisions which the executive is planning to take in the future). This has enabled scrutiny panels to plan their work programmes, selecting for scrutiny those key executive decisions which they considered most significant and which they wished to influence and shape; and to monitor the outcome of their recommendations in Leader's Committee reports.
- 1.3 The panels have also taken a wider role in policy development, originating topics of public interest and feeding their views as relevant to external partners, service providers and the executive. This is an expanding role and in the case of health scrutiny, a legal responsibility. The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 has given statutory power from 1 January 2003 to the Health and Social Services Scrutiny Panel to review and scrutinise health matters and to make reports and recommendations to NHS bodies.
- 1.4. The establishment of the Children's Trust and the development of the the arms-length management organisation for housing services have been two key areas in which the scrutiny panels have been closely involved.
- 1.5 Performance review and monitoring has continued to be a key role for all scrutiny panels. Budget scrutiny has been of particular importance building on the training undertaken by the Chairs of Scrutiny Panels and scrutiny councillors in early January 2004 entitled "Effective Scrutiny - Adding Value to the Financial Planning Process".

- 1.6 This report is motivated, as in previous years, by the belief that the scrutiny function needs to turn the spotlight on itself to review what has worked well and what could work better. This paper aims to fulfil that need by offering a factual record of scrutiny activity and an assessment of successes and improvement opportunities.
- 1.7 The report covers the work of each of the five scrutiny panels, concluding with a summary of strengths and areas for development.

## **2. The work of the Scrutiny Panels**

### **Education and Leisure Scrutiny Panel (Chair: Councillor Chris Allen)**

The Panel has considered a wide range of issues during its meetings this year, within three main categories. Firstly, it has selected items for pre-decision scrutiny from the Forward Plan, in particular the Education Budget 2005/06. Secondly, the Panel has continued to scrutinise OfSTED inspection reports, 10 in all this year. Thirdly, it has reviewed a number of key areas:

- Adult Education progress
- Draft Arts Strategy 2005 -10
- Draft Transitional Business Plan 2005/06
- Education Department Performance Plan 2004/5 and Review 2003/4
- Key Stage 3 Strategy
- KS3, KS4 and post-16 results
- Monitoring and Intervention: the LEA's relationship with its schools
- Public Libraries Standards Report 2004
- School Governance
- Special Educational Needs Review
- Special Educational Needs Funding
- Sports and Physical Activity 2003/04
- Underachievement of Black Caribbean Boys

In October and March the panel held joint meetings with the Health and Social Care Scrutiny Panel to consider the cross-cutting issues listed below:

- Adoption Inspection and Implementation
- Best Value Review of Services for Looked After and Disabled Children
- Children's Trust Plan 2005
- Life Chances of Children in Care in Hammersmith & Fulham
- Report on Progress to Respond to the Bichard Report
- Young People's Sexual Health and Teenage Pregnancy

The joint scrutiny was found to be useful to both panels and it is proposed that they continue to meet together in 2005/6 on a twice-yearly basis.

The Education and Leisure Scrutiny Panel has greatly benefited from the expertise of its co-opted members - diocesan, parent governor, teacher, headteacher, and Hammersmith and West London College representatives.

Public interest in the issues raised by the panel has been maintained, particularly through the scrutiny of individual schools' Ofsted reports.

### **Environment and Regeneration Scrutiny Panel (Chair: Councillor Huw Davies)**

The panel has had a very productive year of meetings, the highlight of which was a single-issue event on "tube services - the future". Continuing the focus on public transport, the panel invited key speakers from London Underground - the Managing Director and the managers of all tube lines servicing the borough, as well as the London Transport Users Committee - to participate in the scrutiny of tube service provision. This event created considerable public interest and around 60 members of the public and representatives from interested organisations were able to put questions direct to the speakers. One of the key outcomes of this meeting was to assess the impact of Transport for London's current programme of investment that will hopefully result in significant changes in terms of accessible services, better communication and consultation and improved quality of travel on the tube. The panel will monitor progress on the action arising from the key findings of the meeting.

The panel continued its more detailed examination of regeneration focusing on employment projects in White City opportunity area, Work Directions and Job Centre Plus. The panel achieved their objective of gaining insight into borough wide regeneration projects and how these were managed. Another valuable area of work was to consider service plans for the Environmental Protection Division. Service profiling of the different units allowed the panel the opportunity to examine more closely the functions and responsibilities of each regulatory unit.

The Panel has very much appreciated the commitment and expertise of its co-optees, representing a diverse range of local organisations (Brook Green Association, Friends of the Earth, Local Agenda 21, Hammersmith and Fulham Action on Disability (HAFAD), Hammersmith and Fulham Community Trust, Richford Street Residents' Association and Hammersmith and Fulham Chamber of Commerce). The attendance of expert witnesses, including London Underground, Transport for London, London Transport Users' Committee, Work Directions and Job Centre Plus has enhanced the quality of the debate and the effectiveness of the outcomes.

In addition to performance monitoring and scrutiny of budget proposals, the panel has considered the following issues:-

- Borough Street Cleansing
- Draft Statement of Licensing Policy

- Departmental Service Plans 2004/05
- Departmental Performance Plans 2005/06
- Direct Services Update
- Consultation Response: Night Flying Restrictions At Heathrow, Gatwick and Stansted Airports
- Environmental Protection Division Service Plan
- Environmental Protection Division – Service Profile of Environmental Health
- Environmental Protection Division – Service profile of Food Safety Unit
- Environmental Protection Division – Service Profile of Trading Standards
- Environmental Protection Division – Service Profile of Pollution Control
- Filming In The Borough
- Financial Performance Plans Budget Report
- Local Development Framework
- Planning Best Value Review
- Regeneration – Borough Employment Services Provision
- Review of Neighbourhood Renewal Funding
- Review Of the Air Quality Action Plan 2002-05
- Smarter Borough 2005 community Engagement Strategy
- Transport Borough Spending Plan 2005/06
- Transport for London 5-Year Investment Plan
- Transport Local Implementation Plan 2005/06
- Tube services – the future (single-issue meeting)
- White City Opportunity Area Development Framework – Report on Consultation and Revisions to the Consultation Draft

### **Health and Social Care Scrutiny Panel (Chair: Councillor Colin Pavelin)**

While health issues have been scrutinised over the past few years, this panel was given the major new statutory power from 1 January 2003 to scrutinise and make reports and recommendations to local NHS bodies. This has been much in evidence over the last year.

In addition to performance monitoring generally and children's homes in particular, and scrutiny of the budget proposals, the panel has considered the following key issues

- Access to Dental Services in Hammersmith and Fulham
- NHS New Dental Contract
- Hammersmith Hospitals Trust – Updates on the CHI Review Action Plan; Progress towards achieving a three star rating from the Healthcare Commission and the Trust's Patient and Public Involvement Strategy
- Mental Health Investment and Developments
- Mental Health Investment and Developments - Update

- Financial Position of Hammersmith and Fulham PCT
- PCT Patient and Public Involvement Strategy
- PCT Proposed Savings and Implications for Service Delivery
- PCT's Protocol for Patient and Public Consultation
- PCT Public Health Report
- Suicide Prevention Strategy
- Best Value Review of Services for Physically Disabled People
- Carers' Strategy
- Draft Vision for the Delivery of Adult Health and Social Care
- Performance Assessment of Adults and Children's Social Care Services
- Proposals for the Development of Improved Electronic Information Systems in Children's Social Care Services 2005
- Response to the Consultation on Respite Charges
- Strategic Service Development Plan for LIFT
- Supporting People Five Year Strategy
- Update on the Proposals for the Development of Improved Electronic Information Systems in Children's Social Care Services

A key feature of this panel's meetings has been the involvement of service users and carers in the scrutiny of relevant reports. Their views have very much informed the debate. They include officers from the Hammersmith and Fulham Carers' Centre on the Carers' Strategy; mental health users and carers, and the mental health carers' project on Mental Health Investment and Developments

In addition to those above, a number of organisations such as MIND, HAFAD and Parents Active have joined in debates on a variety of issues. Their expertise has complemented that of the co-opted members from Better Government for Older People (BGOP), HAFAD and the former Community Health Council. Members of the Patients' Forums for the Hammersmith Hospitals Trust and Hammersmith and Fulham Primary Care Trust have also been attending scrutiny panel meetings and may each accept the offer to have a representative co-opted to the panel.

The Hammersmith and Fulham Primary Care Trust has been very much involved in the majority of the meetings, with the Chair, Chief Executive and officers attending on a regular basis. The Chairs, Chief Executives and officers of the West London Mental Health Trust and Hammersmith Hospitals Trust have also participated in relevant items.

As set out above, the Health and Social Care Scrutiny Panel has joined with the Education and Leisure Scrutiny Panel to consider the following:-

- Best Value Review of Services for Disabled Children
- Life Chances of Looked After Children
- Children's Trust Performance Plan
- Implementation of the Bichard Report
- Best Value Review of Looked After Children
- Young People's Sexual Health and Teenage Pregnancy
- Adoption Service Inspection Report and Action Plan

It is proposed that the panels will hold two joint meetings in the next year to consider Children's Trust issues.

### **Housing Scrutiny Panel (Chair: Councillor Melanie Smallman)**

In addition to performance monitoring and scrutiny of the budget proposals, the Panel considered the following key issues last year:-

- Allocations Plan 2005/6
- Allocations Policy: Locata Choice Based Lettings Scheme
- Anti-Social Behaviour Unit (HFHMS) Report
- Benefit Service Action Plan
- Best Value Review of Parking (housing )
- BME Housing Strategy (draft)
- Equalities – report of the Equalities Advisor
- Hammersmith and Fulham Housing Management Services (HFHMS) – Improvement Plan, Update Report and Audit Commission Inspection Report
- Housing Benefits Customer Satisfaction Survey 2003/04
- Housing (Human Resources) Diversity Initiatives
- Housing Need Survey 2004
- Housing Strategy Review
- Key Worker Housing Strategy
- Local Housing Allowance
- Older People's Housing Strategy
- Private Sector House Condition Survey 2004
- Pupil Mobility and Housing Placement
- Supporting People Update
- Tenancy Checks and Illegal Occupation
- Tenancy Satisfaction Survey
- West London Housing Strategy

The last year has been a busy one for the Housing Scrutiny Panel, with the commencement of the Council's Arms Length Management Organisation (ALMO) - Hammersmith and Fulham Housing Management Services (HFHMS) in June 2004, and the incorporation of the Housing Services Department into the larger Community Services Department.

Panel meetings are attended by the Chief Executive of HFHMS and a number of reports have been taken on the progress of the ALMO and the work it has undertaken. These included a report on the Audit Commission's inspection of the ALMO, which led to it being awarded two stars and triggered £78m funding from the government to meet the decent homes standard.

There has also been continued scrutiny of equalities and diversity issues within housing, relating to both staff and service users, and the Panel has considered new strategies for key workers and older people.

The borough's housing forums and organisations have been well-represented by the co-opted members, HAFFTRA, HAFNEP (Non-estate properties), Sheltered Housing Forum, Borough Forum for Housing Association Tenants and Housing Association Forum.

### **Leadership Scrutiny Panel (Chair: Councillor Siobhan Coughlan)**

The Panel has considered a wide range of corporate issues over its meetings this year within its extensive terms of reference. In addition to considering regular corporate performance monitoring information, audit reports, revenue and capital monitoring, the Panel has also examined:

- Annual Complaints report
- Anti-Social Behaviour Select Committee Inquiry update
- Audit Commission Annual Letter
- Autumn Citizens' Panel survey 2004
- Community Strategy Mid Term Review
- Council's Ethical Framework
- Development of a Risk Management Framework
- Disabled Access to Council buildings
- Equalities update 2004
- Human Resources and Training Best Value Review update
- Human Resources Strategy
- Human Resources Strategy – Action Plan
- Internal Audit Annual report
- IT & E-Government update
- Local Area Agreement
- Local Procurement Strategy
- Managing Absence
- Revenue Budget & Council Tax 2005/06
- Review of Controlled Drinking Area
- Strategic Partnership and e-government update
- Treasury Management Strategy

The Panel has continued to take a prominent role in monitoring Council performance particularly with regard to financial management and audit controls. In addition, the Panel has engaged local partners, with the Metropolitan Police attending to provide key input into the reviews of the Council's Controlled Drinking Area and the mid term review of the Community Strategy.

The Panel invited the Audit Commission to provide presentations on their review of the Council's Ethical Framework and the Annual Comprehensive Performance Assessment.

Scrutiny of the Council's strategic IT and e-government partnership with Agilisys has been on-going with the Panel keen to ensure that the partnership modernises customer services and enables internal business processes to be

more efficient. The Panel also concluded scrutinising the progress made implementing the recommendations of the Select Committee Inquiry Report in 2002 into tackling Anti-social behaviour.

### **3. Summary evaluation**

#### **3. 1 Strengths**

Previous years' annual reports have highlighted a series of strengths that has characterised the Council's approach:

- Breadth of subject coverage;
- Ability to air issues that are 'important but not urgent';
- Range of scrutiny techniques;
- Willingness to innovate;
- Quality of questioning and challenge;
- Development of non-executive member knowledge across subject areas and cross-cutting themes;
- Ability to engage with the detail;
- Bipartisanship; and
- Involvement of stakeholders.

All of these contribute towards the key measure of scrutiny effectiveness: the ability to shape and influence executive policy and operations; and those of NHS and other bodies. Scrutiny can not only add value to policy making but act as a catalyst for change, innovation and constructive challenge.

The strengths listed above have been built upon in the past year.

Over the last twelve months we believe we have made strong progress in a number of key areas:

- *the ability of panels to shape and influence policy;* both in the recommendations put forward to the executive in relation to key decisions, and in those topics originated by the panel. These include filming in the borough, pupil mobility and housing placement, and controlled drinking areas. Health has been a key area where the Health and Social Care Scrutiny Panel has engaged with health partners in examining the implications for service delivery of proposals and strategies.
- *the ability and willingness of the panels to experiment with a range of scrutiny techniques; and the development of knowledge across subject areas and cross-cutting themes:* for example, the joint meetings held by Education and Leisure Scrutiny Panel with Health and Social Care Scrutiny Panel to consider children's issues under the wide remit of the Children's Trust.



- *the quality of questioning and challenge:* for example, budget scrutiny and regular financial monitoring has been enhanced by the training undertaken by the Institute for Public Finance for scrutiny councillors and chairs.
- *the ability of the scrutiny process to attract public interest and engagement:* for example, transport-related issues have attracted considerable interest from individuals and groups within the borough at the meetings of the Environment and Regeneration Scrutiny Panel. The single issue event on tube transport gave around 60 people the opportunity to directly engage with key senior staff from London Underground. Service users and carers regularly give their views at Health and Social Care Scrutiny Panel, The involvement of the 22 co-opted members of scrutiny panels, with a wide range of expertise and interest, considerably benefits the scrutiny process.
- *the capacity to plan for the future:* for example, in the development of scrutiny of health, the Children's Trust and HFHMS; and in the increasing range of partnership arrangements for service delivery.

### **3.2 Areas for further development**

We have identified two main areas for further development

- *Deepening coverage* – panels have aimed to restrict the number of subjects covered in each meeting and have been more selective in their approach to pre-decision scrutiny of key decisions from the Forward Plan. However all panels need to continue to balance their work programmes in such a way as to avoid agenda overload whilst keeping a close connection between what is being scrutinised and what members of the public are raising as concerns.

We feel that occasional single issue meetings are a good means of achieving in-depth scrutiny. We are also keen to undertake a select committee style inquiry. Although resource intensive, we believe that it is an extremely effective method of scrutiny. The previous inquiries (arts and social inclusion; and tackling anti-social behaviour) have been extremely successful in assisting policy development and effecting change. The majority of the inquiries' recommendations have been implemented and their progress monitored by the relevant scrutiny panels.

- *Public involvement* - while we have been successful at attracting a wide range of co-opted members and many service users for specific topics, particularly in health and transport, members of the public have mainly attended meetings where contentious issues were being discussed. This is a pattern in most authorities however we will continue to develop innovative ways of working including single issue meetings to encourage greater public participation. We will also continue to publicise our

meetings as widely as possible, including targeted and improved information on our website pages .

#### **4. Conclusion**

- 4.1 This has been a challenging year, being the second full year of the statutory power, given in January 2003 to local authorities' overview and scrutiny committees (OSC) - in Hammersmith and Fulham , the Health and Social Services Scrutiny Panel - to review and scrutinise health matters and make reports and recommendations to NHS bodies. There has been increased liaison with NHS bodies and a shared appreciation of the structures, developments and issues within the NHS and the local authority. Much of the health scrutiny has involved the chairs and chief executives of the hospitals trust, mental health trust and primary care trust. In addition, scrutiny links have been created with patients' bodies, including the year-old Patients' Forums; and with overview and scrutiny committees in neighbouring authorities.
- 4.2 Scrutiny has also been very involved in two key developments - the establishment and progress of the Children's Trust in Hammersmith and Fulham and the Arms Length Management Organisation (ALMO) - Hammersmith and Fulham Housing Management Services.
- 4.3 We feel that we have improved agenda management in general and will wish to continue to look at issues in greater depth, either at single issue meetings or over a period of time, or in a select committee style inquiry.
- 4.4. We believe the quality of our scrutiny work is high and that we can point to real results as a consequence of our efforts. At its best, scrutiny can be a highly effective way for non-executive councillors to exercise real influence and help advance the interests of the people who elected them. We hope that the scrutiny arrangements in Hammersmith & Fulham continue to provide these opportunities to members and these benefits to the local community.

***Councillor Chris Allen, Chair Education and Leisure Scrutiny Panel***

***Councillor Siobhan Coughlan, Chair Leadership Scrutiny Panel***

***Councillor Huw Davies, Chair Environment and Regeneration Scrutiny Panel***

***Councillor Colin Pavelin, Chair Health and Social Services Scrutiny Panel***

***Councillor Melanie Smallman. Chair Housing Scrutiny Panel***