



## ANNUAL COUNCIL MEETING - 30 MAY 2007

<u>ITEM</u>		<u>PAGE</u>
1	<b>ELECTION OF MAYOR 2007/08</b>  To receive nominations for the election of a Mayor for the 2007/08 Municipal Year.  To appoint a Deputy Mayor for the 2007/08 Municipal Year.	
2	<b>MINUTES – 28 FEBRUARY 2007</b>  To approve and sign as an accurate record, the Minutes of the Budget Council meeting held on 28 February 2007.	Circulated separately
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 2007/08</b>  To note the Chief Executive's report on the various appointments made by the Party Groups on the Council for the 2007/08 Municipal Year.	
7	<b>COUNCIL CONSTITUTION 2007/ 08</b>  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.	Constitution circulated separately to members
8	<b>THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007 – ADOPTION OF A NEW COUNCILLORS' CODE OF CONDUCT</b>  To note and adopt the new Model Code of Conduct for Councillors.	

**9 MEMBERS' ALLOWANCES SCHEME 2007/08**

To agree a Scheme of Allowances for Councillors for 2007/08

[Note: This report supersedes the earlier report agreed by Budget Council on 28 February 2007, which due to clerical error, was incorrect.]

**10 BUSINESS SPECIAL MOTIONS**

[Special Motion No.1 – Appointment of a Leader, Deputy Leader & Executive Cabinet Members; and Chairs & Memberships of Regulatory & Overview & Scrutiny Committees 2007/08](#)

[Special Motion No.2 – Council Appointments to Outside Bodies 2007/08](#)

[Special Motion No.3 – Council Calendar 2007/08](#)

**11 COUNCILLORS' REPORTS TO COUNCIL**

To receive the Hammersmith & Fulham Annual Report (Oral report)

[To receive the Scrutiny Chairmen's' reports of work undertaken by Scrutiny Committees in the 2006/07.](#)

To note the Councillors' Summary of Activity of work undertaken in 2006/07 (To follow)

**30 MAY 2007**

**CHIEF EXECUTIVE**

**PARTY APPOINTMENTS FOR THE 2007/08  
MUNICIPAL YEAR**

**WARDS  
All**

The Council is asked to note the following Party appointments have been made for the Municipal Year 2007/08:

**ADMINISTRATION**

Chief Whip – Councillor Frances Stainton  
Dep. Whip – Councillor Donald Johnson

**OPPOSITION**

Leader – Councillor Stephen Cowan  
Dep. Oppos. Leader – Councillor Michael Cartwright  
Opposition Whip – Councillor Colin Aherne  
Dep. Oppos. Whip – Councillor Jean Campbell

**CONTRIBUTORS**

**RECOMMENDATION:**

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**That the appointments made by the Party Groups  
on the Council be noted.**

**30 MAY 2007**

**CONTRIBUTOR: ANNUAL REVIEW & ADOPTION OF THE COUNCIL'S  
CONSTITUTION**

**ALL WARDS**

**ACE**

The Council's Monitoring Officer (currently the Assistant Chief Executive) 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. The Council adopted a new style Constitution in May 2002, with a Leader, Executive Cabinet, and Overview & Scrutiny Committees.

The Constitution was last reviewed in detail in early 2003 by the (then) Leadership Scrutiny Panel. A number of changes followed from that review - e.g. the re-introduction of Public Question Time, and a reduction in the number of Full Council meetings held per year. No further significant changes have been made to the Council's Constitution since that time.

For the forthcoming year (2007/08), the Administration propose to vary the responsibilities of a number of the Cabinet Portfolios.

A number of other technical and minor drafting changes are proposed to the Constitution by way of updating or amendments to reflect in-year internal Departmental re-organisations and staffing changes, and/or officer responsibilities (in particular, establishment of the Assistant Chief Executive Department and a Residents' Services Department), minor re-wordings to improve clarity, and other administrative matters. These minor changes and amendments proposed to the Constitution are shown in the schedule attached 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 been assessed by the Audit Commission under its new harder CPA test as a 4–Star authority, with a direction of travel which is “improving well”.

The standards of conduct by both Councillors and officers within the authority remain high, and no matters have been referred by the Standards Board for England for investigation by an Ethical Standards Officer, the Monitoring Officer or the Council’s Standards Committee.

**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. These have been included in the Constitution circulated separately to members.

**Contracts Standing Orders**

The former Contracts Code has been revised and updated to reflect changes in EU procurement legislation and has been renamed Contract Standing Orders. A full copy has been published in the Council’s Constitution for ease of reference.

**RECOMMENDATIONS**

- 1. That the minor updates, amendments and corrections proposed to the Council Constitution, as set out in Annex 1 to the report, be agreed.**
- 2. Subject to agreement of the above, that the Council’s Constitution be re-approved and re-adopted for the 2007/08 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	Lesley Courcouf, Asst. Chief Executive (Organisation Development) X 2100	Mezzanine Floor, Hammersmith Town Hall

<b>PAGE</b>	<b>TITLE/SUBJECT</b>	<b>CURRENT WORDING</b>	<b>PROPOSED WORDING</b>	<b>REASON(S) FOR CHANGE</b>
32	Part 3 – Responsibility for Functions – The Executive	delete old Executive Portfolios	insert revised /new Portfolios	The Executive Portfolios have been revised and updated to include Departmental and functional responsibility changes, including re-titling of Portfolios, and the establishment of a new Cabinet Member Portfolio for Residents’ Services.
33	Part 3 – Responsibility for Functions – Committees & Memberships	delete and replace old lists of Committee memberships	replace with new Committee memberships	<p>Annual Council agrees the memberships for all Council Regulatory and Overview &amp; Scrutiny Committees.</p> <p>For 2007/08, it is proposed to increase the Audit Committee membership by one, giving a total of four members. This gives a political balance ratio of 3:1. The quorum of the Committee remains at 2 members. It is also proposed to increase the membership of the Pensions Fund Investment Panel to 8, giving a political balance ratio of 6:2. The quorum will become 3.</p> <p>There are no other changes to the numbers or make-up of other Committees proposed.</p>

39 -41	Part 3 – Committees Terms of Reference – Licensing Committee & Sub-Committee	Licensing Cttee para. 1.6 – amend wording  Licensing Sub-Cttee para.1.7 – amend wording	Insert new paragraph wording : “A member may consider any matter affecting his/her Ward, or in which he/she (or their spouse/partner) has a personal interest (but not a prejudicial interest), provided the interest is disclosed in the usual manner in line with the provisions of the Members’ Code of Conduct.”	The Budget Council meeting on 28 February 2007 approved new wording to the terms of reference of the Licensing Committee & Licensing Sub-Committee
45	Part 3 –Responsibilities for Functions - Committees Terms of Reference – Pensions Fund Investment Panel	delete old PFIP Terms of Reference	replace with new Terms of Reference	The Council on 20 September 2006 agreed new terms of reference for the Pensions Fund Investment Panel, to permit representatives from the admitted and scheduled bodies to attend and participate in meetings of the panel, and to reflect new statutory requirements.
75 - 220	Part 3 –Responsibilities for Functions - Council Schemes of Delegation to Chief Officers	delete and replace old Schemes of Delelgation	replace with updated Schemes of Delegation	The Chief Officer Schemes of Delegation have all been revised and updated to take account of new statutory functions, changes to legislation, and various Departmental reorganisations and mergers that have occurred in the past municipal year.

239	Part 4 – Rules of Procedure - Council Procedure Rules – Annex A Petitions & Deputations	Annex A – Petitions & Deputations – reword paragraph (f) (ii) and add new paragraph (f) (iii)	reword para.(f) (ii) to say: “The Chairman of a Committee or Panel reserves the right...  add new para.(f) (iii) to say: “The Chairman of a Committee or Panel may refuse a deputation where they consider it reasonable to do so in the circumstances (e.g. where it is premature).	To clarify the powers of a Committee or Panel Chairman in relation to receipt of deputations.
243	Part 4 – Rules of Procedure - Access to Information Procedure Rules	para.10.2 – add new wording to first paragraph	Para.10.2 addition to read: “The Press and Public may also be excluded from meetings where, as a result of disruption caused by them, the meeting is unable to properly discharge its functions”.	To clarify the right to exclude the public in the event of general disorder at meetings.
271	Part 4 – Rules of Procedure – Overview & Scrutiny Procedure Rules	para.24 – Deputations - reword paragraph (c )	insert new wording at paragraph (c ) – limitation on reception of deputation	In order to maintain consistency, the wording has been revised as a consequence of the change above.
278	Part 4 – Rules of Procedure - Contracts Code – Global changes	delete previous Contracts Code	replace with new Contracts Standing Orders	The Budget Council meeting on 28 February 2007 agreed to replace the previous Contracts Code with new Contracts Standing Orders.



295	Part 5 – Codes & Protocols Members' Code of Conduct	delete old members' Code of Conduct	replace with new members' Code of Conduct	The Government has recently issued the Local Authorities (Code of Conduct) Order 2007 which includes a new Members' Code of Conduct for adoption by all Councils in England. The Order came into force on 3 May.
376	Use of IT Equipment, Email & the Internet Local Protocol	delete and replace current text (v.7)	insert revised protocol (v.10)	The Local Protocol has been revised and updated in the light of the Data Protection Act 1998, Human Rights Act 1998, Regulation of Investigatory Powers Act 2000, and Telecommunication (Lawful Business Practice) Interception of Communications Regulations 2000.
391	Members' Allowances Scheme 2007/08	delete previous Members' Allowances Scheme	insert new Scheme for 2007/08	The Members' Allowances Scheme is reviewed annually. The scheme must have regard to an independent remunerator's report. The four year period covered by the previous report has now expired, and a new independent remunerator's report was issued in December 2006. The Council's scheme of allowances is linked to the previous year percentage increase in the local government pay settlement (in this case 2.95%), and it has been decided

				to retain this link rather than follow the recommendations of the independent remunerator's report. This Scheme supersedes and replaces any earlier Scheme agreed by the Council on this subject.
394	Part 7 – Management Structure	delete previous Council organisational structure charts	replace with new structure charts	The Council's management structure has been re-organised and the new management structure is reflected in the revised charts.

jpc /AGM / 30 May 2007

**30 MAY 2007**

**LEADER**

*Councillor Stephen  
Greenhalgh*

**REVISED MEMBERS' CODE OF CONDUCT**

This report summarises the changes made to the Code of Conduct for elected members by the Local Authority (Model Code of Conduct) Order 2007 which must be adopted by the Council no later than 1<sup>st</sup> October 2007.

**WARDS**

All

**CONTRIBUTORS**

**ACE  
HLS**

**RECOMMENDATIONS:**

1. That the Council adopt the model Code of Conduct set out in the Local Authority (Code of Conduct) Order 2007 with immediate effect.
2. That Members note the changes to the Code summarised in this report.
3. That Members note that advice on the Code of Conduct is available from the Head of Legal Services.
4. That the Assistant Chief Executive take all necessary steps to advertise the adoption of the Code.

## 1.0 **Background**

- 1.1 The Council is required to adopt a code of conduct which contains the provision of the Model Code issued by the Secretary of State under the Local Government Act 2000. The Council's existing Code was adopted in 2002 and has remained in force since. Following the experience of operating under the new ethical framework introduced by the 2000 Act and a number of Court and Adjudication Panel decisions, the Secretary of State has consulted on proposed revisions to the Code, and implemented a number of changes which are summarised below. The new model code must be adopted by Full Council by no later than 1<sup>st</sup> October 2007. The Standards Board for England have asked authorities to adopt the Code at the earliest opportunity.

## 2. **General Conduct Rules**

- 2.1 These have been expanded to specifically include bullying and intimidation. Under the new code a member must:-

### Conduct towards others

- Not do anything which seriously prejudices the authority's compliance with equality enactments
- Treat others with respect
- Not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority
- Not bully any person
- Not intimidate a complainant, witness or other party to standards proceedings

## 2.2 Confidentiality and Access to Information

These rules have been modified to include exemptions for disclosures in the public interest and for the purposes of obtaining professional advice. A member must not:-

- (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, except:
- (i) with the consent of a person authorised to give it,
  - (ii) where required by law to do so, or
  - (iii) where the disclosure is reasonable and in the public interest
  - (iv) in good faith and in accordance with the authority's reasonable requirements; nor
- (b) prevent another person from gaining access to information to which that person is entitled by law.

### 2.3 Disrepute

A member must not in his official capacity, or any other circumstances, conduct himself in such a manner which could reasonably be regarded as bringing his office or authority into disrepute. Subject to the enactment of the Local Government and Public Involvement in Health Bill, the Code will apply where criminal activity has been committed in a private capacity, but not in relation to other conduct which solely concerns a member's private life.

### 2.4 Improper Use of Position

This now includes a requirement for members to consider guidance in relation to publicity when using the Authority's resources. A member must when using or authorising the use of resources of the authority:

- (i) act in accordance with the authority's requirements,
- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes),
- (iii) have regard to the Local Authority Code on Publicity (Circular 20/88)

### 2.5 The Duty to Complain

The duty to report another Councillor for failure to comply with the Code of Conduct has now been removed.

## 3. **Changes on Interests**

- 3.1 The rules on interests have been recast to enable Members' representative role.
- 3.2 Membership of another local authority, public authority or body to which the member has been appointed as a representative only needs to be disclosed when speaking.
- 3.3 Membership of another local authority, public authority or body to which the member has been appointed as a representative, a charity, a lobbying or philanthropic body, will only give rise to a prejudicial interest if it relates to a financial interest or the determination of any approval, consent, license, permission or registration.
- 3.4 The definition of "Relative" becomes "Family", and "Friend" becomes "Friend, or person with whom the member has a close personal association". Further guidance on these definitions is expected from the Standards Board for England.
- 3.5 The definition of personal interest has been relaxed. Interests that are shared with most people in the ward or electoral division affected by the decision will not have to be declared.

- 3.6 Dual-hatted members and those members appointed or nominated by the authority to outside bodies will also benefit from changes to the rules regarding declaration of interests. Where a matter that affects the other body is being discussed at a meeting of the authority, these members will not be required to declare that they have a personal interest in the matter before they vote, unless they wish to speak on the matter or where the personal interest is also a prejudicial interest.
- 3.7 Prejudicial interests now only arise if a matter affects a member, their family, or their close associates in the following ways:-
- It relates to their finances or well-being
  - It concerns regulatory functions such as licensing or planning which affect them
  - And a reasonable member of the public with knowledge of the facts would believe their ability to judge the public interest would be impaired.
- 3.8 Gifts and hospitality over the value of £25 must now be included in the member's register of interests. This means that a personal interest must be declared at any meeting where a matter relating to that interest is discussed.
- 3.9 "Sensitive information" may be kept off the register of interests where the Monitoring Officer agrees that its availability to the public creates a serious risk of violence or intimidation to you or a person who lives with you.

#### 4. **COMMENTS OF THE HEAD OF LEGAL SERVICES**

- 4.1 The changes to the Code are outlined above and Members are advised to familiarise themselves with the new Code. Further advice and guidance is available from the Head of Legal Services.
- 4.2 Failure to comply with the Code of Conduct can result in a complaint to the Standards Board for England and ultimately serious sanctions may be imposed including disqualification.
- 4.3 The Council must notify the Standards Board for England once it has adopted the Code and publish a notice in a local newspaper.

### **LOCAL GOVERNMENT ACT 2000** **LIST OF BACKGROUND PAPERS**

<b>Description of Background Papers</b>	<b>Name/Ext of Holder of File/Copy</b>	<b>Department/Location</b>
Local Authorities (Model Code of Conduct) Order 2007	Michael Cogher, Head of Legal Services, Ext 2700	Room 133a, HTH

# **THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007**

## **THE NEW MODEL CODE OF CONDUCT**

### Part 1

#### General provisions

#### **Introduction and interpretation**

1. —(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State<sup>[13]</sup>.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

#### **Scope**

2. —(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## **General obligations**

**3.** —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006<sup>[14]</sup>);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,



(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

**4. You must not—**

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.**

**6. You—**

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986<sup>[15]</sup>.

**7.** —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

## Part 2

### Interests

#### **Personal interests**

**8.** —(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision;  
or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

### **Disclosure of personal interests**

**9.** —(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000<sup>[16]</sup>.

### **Prejudicial interest generally**

**10.** —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

## **Prejudicial interests arising in relation to overview and scrutiny committees**

**11.** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

### **Effect of prejudicial interests on participation**

**12.** —(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

## Part 3

### Registration of Members' Interests

#### **Registration of members' interests**

**13.** —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

#### **Sensitive information**

**14.** —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

**30 MAY 2007**

**LEADER**  
*Councillor Stephen  
Greenhalgh*

**COUNCILLORS' ALLOWANCES SCHEME:  
ANNUAL REVIEW**

**WARDS**  
**All**

Synopsis

This report performs the statutory annual review of Councillors' allowances for the 2007-2008 financial year, and takes into account the recommendations made in the Independent Remunerator's report to London Councils (December 2006).

**[Note: This report supersedes the earlier report agreed by the Budget Council on 28 February 2007, which due to clerical error, was incorrect.]**

**CONTRIBUTORS**

ACE , FD, HLS

**RECOMMENDATION:**

**That the Councillors' Allowances Scheme 2007-08, as set out in Appendix 1, be approved.**



## **1. BACKGROUND**

- 1.1 The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake an annual review of its members' allowances scheme.
- 1.2 The Council's proposed Scheme for the financial year 2007/8 is set out at **APPENDIX 1** to this report. The Council's Scheme broadly remains the same as in previous years, and retains the provision for an automatic inflation uplift, which links Councillors' allowances to the previous year's national Local Government Pay Settlement.

## **2. INDEPENDENT REMUNERATOR'S REPORT**

- 2.1 The Council is formally required to undertake a review of its members' allowances scheme each financial year. Any changes in allowances are required to take into account the recommendations of a local independent panel on remuneration for Councillors. Where a scheme includes a provision for an automatic uplift, the operation of this provision may only be relied on for a period of four years before reference must again be made to a local independent remunerator's report and recommendations.
- 2.2 In the case of London, there is a standing report produced by the local remuneration panel appointed by London Councils (formerly known as the Association of London Government or ALG) which is applicable to all London Borough Councils. This independent remunerator's report was previously known as the Grant Report after its author, Professor Malcolm Grant.
- 2.3 The four-year period to which the Grant Report and its recommendations applied has now expired, and a further independent remunerator's report, co-authored by Rodney Brooke, Drew Stevenson and Jo Valentine, has recently been produced (December 2006) as the reference report.
- 2.4 In accordance with the Members' Allowances Regulations, the Council must have regard to the independent remunerator's report but is not required to adopt its recommendations. The Council is therefore free to determine its own levels of allowances payable to members. The proposals contained within this report are broadly consistent with the independent remunerator's report and recommendations.

## **3. COMMENTS OF THE HEAD OF LEGAL SERVICES**

- 3.1 The proposals contained within the report are in line with the Local Government Act 2000 and appropriate regulations.

## **4. COMMENTS OF THE DIRECTOR OF FINANCE**

- 4.1 The Director of Finance can confirm that all allowance budgets have been inflated for 2007/08 and that sufficient provision exists to fully fund the costs as contained in this report

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext. of Holder of File/Copy</b>	<b>Department/ Location</b>
1.	The Remuneration of Councillors in London: 2006 Review (December 2006)	John Cheong, ext 2062	ACE/ Room 230, Hammersmith Town Hall
2.	Previous Members' Allowances reports	John Cheong, ext 2062	ACE/ Room 230, Hammersmith Town Hall

# APPENDIX 1

## Members' Allowances Scheme 2007-08

[to be backdated to the start of the financial year]

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This scheme is made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for 2007 –2008 and subsequent years. The allowances scheme has been prepared having regard to the report of the Independent Panel on the Remuneration of Councillors in London established by London Councils (formerly known as the Association of London Government or ALG) on behalf of all London Councils, co-authored by Rodney Brooke, Drew Stevenson and Jo Valentine, and published in December 2006.

### 1. BASIC ALLOWANCE

- 1.1 The independent remunerator's report suggests a flat-rate basic allowance be paid to each member of the authority of £9,964 per annum to be paid in 12 monthly instalments on the 15<sup>th</sup> of each month.
- 1.2 The Council has taken into account the independent remunerator's recommendation but has decided to retain its own basic rate allowance, uplifted in line with the previous year's Local Government Pay Settlement by 2.95%. The basic rate allowance for all LBHF Councillors will therefore be:

£8,725 - to be paid in 12 monthly instalments on the 15<sup>th</sup> of each month.

Where a Councillor's term of office begins or ends otherwise than at the beginning or the end of the municipal year, the entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which the term of office as member subsists bears to the number of days in that municipal year.

### 2. SPECIAL RESPONSIBILITY ALLOWANCES

- 2.1 Regard has been had to the recommendations in the independent remunerator's report for differential banding in relation to the payment of Special Responsibility Allowances (SRA's), but in the interest of maintaining a low Council Tax, it has been decided to retain the Council's own scheme of SRA's (uplifted by 2.95% in line with the previous year's Local Government Pay Settlement ) and not to follow the independent remunerator's recommendations which would have proved considerably more costly to local council taxpayers.
- 2.2 The following Special Responsibility Allowances shall therefore be paid to Councillors holding the specified offices indicated :

The Leader	£34,900
Deputy Leader	£29,081
Other Cabinet members (6)	£23,261
Chief Whip (where not a member of Cabinet)	£23,261
Deputy Chief Whip	£6,034
Chairmen of Overview & Scrutiny Committees (6)	£6,034
Leader of the Opposition	£17,446
Deputy Leader of the Opposition	£6,034
Opposition Whip	£6,034
Chairmen of Planning Applications Committee, Personnel Appeals Panel, Audit Committee and Licensing Committee	£6,034
The Mayor	£11,633
Deputy Mayor	£6,034

Where a Councillor does not hold throughout the municipal year any such office the entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which the term of office subsists bears to the number of days in that municipal year.

## 1. OTHER ALLOWANCES

### 1.1 Dependent carer allowance

Dependant carer allowance is payable in respect of expenses incurred for the care of a member's children or dependants in attending meetings of the authority, its executive, committees and sub-committees and in discharging the duties set out in paragraph 7 of the Regulations.

- £4.08 per half hour before 10 p.m.; £5.19 per half hour after 10 p.m. (not payable in respect of a member of the councillor's household).

### 1.2 Travel & Subsistence

Allowances are payable (at the same rates as employees) only for duties undertaken away from the Town Halls when discharging duties under paragraph 8 of the Regulations.

- **Public Transport**  
Actual travel costs (second class only) will be reimbursed.
- **Car mileage**

Cc	first 8500 miles (pence per mile)	above 8500 miles (pence per mile)
Below 1000	39.7	12.1
1000 or more	43.1	12.0

- **Cycle allowance**  
£36.93 per month – where this is claimed, no other travel claims are permissible.

- **Subsistence**

Allowance payable at same rates and conditions as employees.  
Payment is only made for expenses incurred outside the Borough, and is subject to a maximum of £5.00 per claim.

## 2. ANNUAL INCREASE

The allowances in this scheme apply to the financial year 2007-08, and shall be increased by the same percentage rate of increase as the previous year's national Local Government Pay Settlement in each subsequent year until 2010-11. The up-rating shall be applied to these allowances at the same time as the employees' pay award.

## 3. ELECTION TO FOREGO ALLOWANCES

In accordance with the provisions of regulation 13, a Councillor may, by notice in writing to the Chief Executive or Assistant Chief Executive, elect to forgo any part, or all, of his or her entitlement to an allowance under this scheme.

## 4. TIME LIMIT FOR CLAIMS

The majority of allowances are payable monthly, but where allowances are the subject of claims, these claims should be made in the agreed form with the appropriate declaration within six months of the duty to which they relate.

## 5. WITHHOLDING OF ALLOWANCES

In the event of a Councillor being suspended or partially suspended, the Standards Committee shall have the power to withhold the allowances payable to that Councillor either in whole or in part for the duration of that suspension.

## 6. MEMBERS' PENSIONS

Previously, Councillors could only join the authority's pension scheme if they were aged under 70 and could only pay contributions and accrue benefits until their 70<sup>th</sup> birthday. However, under new pensions regulations, the situation has changed, and the independent remunerator's report now recommends all Councillors under the age of 75 years be entitled to join the London Borough of Hammersmith & Fulham Pension Scheme, and have their basic allowance and special responsibility allowances treated as pensionable. This recommendation is accordingly proposed for adoption.

## 7. MEMBERSHIP OF MORE THAN ONE AUTHORITY

A member may not receive allowances from more than one authority (within the meaning of the regulations) in respect of the same duties.

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## **ALLOWANCES FOR CO-OPTED MEMBERS AND INDEPENDENT MEMBERS OF STANDARDS COMMITTEE**

### **Co-optees**

The independent remunerator's report recommends a rate of allowance for co-opted members of £117 per meeting, to be calculated on an annualised basis by the number of meetings. This recommended figure has not been adopted. The Council's own figure, uplifted by the previous year's national Local Government Pay Award of 2.95%, works out at an annualised co-optees allowance of £900.16 p.a., payable by equal monthly instalments of £75.01 on the 15<sup>th</sup> of each month.

Co-opted members shall be entitled to the same travel allowances as Councillors, but shall not be entitled to subsistence payments

### **Standards Committee independent members**

The independent remunerator's report also recommends the independent Chairman of a Standards Committee be paid an allowance of £240 per meeting, calculated on an annualised basis by the number of meetings, to reflect not just attendance at meetings, but related and incidental additional activity carried out by this particular postholder. This recommendation has not been adopted. The Council's own figure, uplifted by the previous year's national Local Government Pay Award of 2.95%, works out at an annualised allowance for all independent Standards Committee members of £447.80 p.a, payable by equal monthly instalments of £37.31 on the 15<sup>th</sup> of each month.

In all cases, the allowances given in this scheme shall be uprated by the same percentage rate of increase as the national Local Government Pay Settlement and at the same time as the employees' pay award is implemented.

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

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Standing in the names of:

- (i) Councillor Stephen Greenhalgh
- (ii) Councillor Nick Botterill

"This Council agrees the following appointments under its Constitution for the Municipal Year 2007/08:

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

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

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LEADER	-	Councillor Stephen Greenhalgh
DEPUTY LEADER (+ CM ENVIRONMENT)	-	Councillor Nick Botterill
CABINET MEMBER FOR COMMUNITY & CHILDREN'S SERVICES	-	Councillor Antony Lillis
CABINET MEMBER FOR CRIME & ANTI-SOCIAL BEHAVIOUR	-	Councillor Greg Smith
CABINET MEMBER FOR CULTURE & HERITAGE (+ CHIEF WHIP)	-	Councillor Frances Stainton
CABINET MEMBER FOR HOUSING	-	Councillor Adronie Alford
CABINET MEMBER FOR RESIDENTS' SERVICES	-	Councillor Paul Bristow
CABINET MEMBER FOR STRATEGY	-	Councillor Mark Loveday

[NOTE: The following are Assistants to the above Cabinet Members, but do not have a Cabinet vote, are not deputies or substitutes for Cabinet Members, nor are they able to take executive decisions on behalf of the Cabinet Member:

Community & Children's Services – Councillor Jeanette Bentley  
Crime & Anti-Social Behaviour – Councillor Belinda Donovan  
Culture & Heritage – Councillor Donald Johnson (+ Dep.Whip)  
Environment – Councillor Aidan Burley  
Housing – Councillor Harry Phibbs  
Residents' Services – Councillor Caroline Ffiske  
Strategy – Councillor Andrew Johnson



## ANNEX 2

### REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2007 / 2008

[ \* 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 Lucy Ivimy - Chairman  
Councillor Alex Karmel - Vice-Chairman  
Councillor Will Bethell  
Councillor Helen Binmore  
Councillor Andrew Johnson  
Councillor Steve Hamilton  
Councillor Eugenie White  
Councillor Colin Aherne  
Councillor Michael Cartwright  
Councillor Wesley Harcourt

#### 2. LICENSING COMMITTEE\*^

Councillor Alex Karmel - (Chairman)  
Councillor Adronie Alford (Vice-Chairman)  
Councillor Victoria Brocklebank-Fowler (Vice-Chairman)  
Councillor Gavin Donovan  
Councillor Steve Hamilton  
Councillor Lucy Ivimy (Vice-Chairman)  
Councillor Antony Lillis (Vice-Chairman)  
Councillor Alexandra Robson  
Councillor Minnie Scott Russell  
Councillor Greg Smith  
Councillor Eugenie White (Vice-Chairman)  
Councillor Colin Aherne  
Councillor Michael Cartwright  
Councillor Gill Dickenson  
Councillor Wesley Harcourt

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

Councillor Alex Karmel - Chairman  
Councillor Greg Smith - Vice-Chairman  
Councillor Colin Aherne

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

4. PERSONNEL APPEALS PANEL\*

Councillor Adronie Alford - Chairman  
Councillor Victoria Brocklebank- Fowler  
Councillor Colin Aherne

5. APPOINTMENTS PANEL\*

Leader – (Chairman)  
Deputy Leader - (Vice-Chairman)  
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. Aherne, Cartwright, Homan, & Nandy )

6. PENSIONS FUND INVESTMENT PANEL\*

Leader (Chairman)  
Deputy Leader (Vice-Chairman )  
Councillor Mike Adam  
Councillor Will Bethell  
Councillor Robert Iggulden  
Councillor Eugenie White  
Councillor (Opposition)  
Councillor Michael Cartwright

7. STANDARDS COMMITTEE\*\*

3 Independent Members (Steven Moussavi (Chairman),  
Grace Moody-Stuart, Christopher Troke )

2 Administration members (Cllrs. Botterill & Donald Johnson)  
1 Opposition member (Cllr. Lisa Homan )

8. STANDARDS COMMITTEE APPOINTMENTS PANEL\*

Leader - (Chairman)  
Deputy Leader – (Vice-Chairman)  
Leader of the Opposition

[+ Chair of Standards Committee *ex officio* ]

9. AUDIT COMMITTEE\*

Non-Cabinet Administration member – Cllr. Will Bethell - (Chairman)  
Non-Cabinet Administration member – Cllr. Mike Adam  
Non-Cabinet Administration member – Cllr. (Administration)  
Non-Cabinet Opposition member – Cllr. Cartwright (Vice-Chairman)

NON-STATUTORY CONSULTATIVE BODIES

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

10. FULHAM PALACE MANAGEMENT BOARD

Councillor Frances Stainton - (Chairman)  
+ One Administration member (Cllr. Donald Johnson )  
+ One Opposition member (Cllr. Michael Cartwright )

11. TRAFFIC MANAGEMENT ADVISORY PANEL

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

12. LEAD MEMBER FOR RECRUITMENT

Lead Member for recruitment – Councillor Stephen Greenhalgh

To review all proposed recruitment and to advise the Assistant Chief Executive (Organisational Development) and other Directors as to which posts should be recruited to having regard to the key drivers of needing to provide value for money and benefit to local residents.

**OVERVIEW & SCRUTINY COMMITTEES MEMBERSHIP 2007 / 08**

(a) CLEANER & GREENER OVERVIEW & SCRUTINY COMMITTEE

- (i) 9 voting Councillors including the Chair and Vice Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Eugenie White - (Chairman)  
Councillor Belinda Donovan  
Councillor Aidan Burley  
Councillor Rachel Ford  
Councillor Andrew Johnson  
Councillor Alexandra Robson  
Councillor Wesley Harcourt (Vice-Chairman)  
Councillor Lisa Homan  
Councillor Gill Dickenson

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

(b) EDUCATION AND CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE

- (i) 9 voting Councillors including the Chair and Vice-Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Helen Binmore - (Chairman)  
Councillor Alex Karmel  
Councillor Donald Johnson  
Councillor Harry Phibbs  
Councillor Minnie Scott Russell  
Councillor Eugenie White  
Councillor Reg McLaughlin (Vice-Chairman)  
Councillor Gill Dickenson  
Councillor Lisa Nandy

- (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.

(c) HEALTH & ADULT SOCIAL SERVICES OVERVIEW & SCRUTINY COMMITTEE

- (i) 9 voting Councillors including the Chair and Vice Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Peter Tobias - (Chairman)  
Councillor Jane Law  
Councillor Belinda Donovan  
Councillor Lucy Gugen  
Councillor Robert Iggulden  
Councillor Jeanette Bentley  
Councillor Rory Vaughan (Vice-Chairman)  
Councillor Reg McLaughlin  
Councillor Sally Powell

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

(d) HOUSING SCRUTINY COMMITTEE

- (i) 9 voting Councillors including the Chair and Vice Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Gavin Donovan - (Chairman)  
Councillor Helen Binmore  
Councillor Alex Chalk  
Councillor Andrew Johnson  
Councillor Robert Iggulden  
Councillor Jane Law  
Councillor Lisa Nandy (Vice-Chairman)  
Councillor Jean Campbell  
Councillor Michael Cartwright

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

(e) LOCAL NEIGHBOURHOODS OVERVIEW & SCRUTINY COMMITTEE

- (i) 9 voting Councillors including the Chair and Vice Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Caroline Ffiske - (Chairman)  
Councillor Jeanette Bentley  
Councillor Aidan Burley  
Councillor Stephen Hamilton  
Councillor Gavin Donovan  
Councillor Harry Phibbs  
Councillor Lisa Homan (Vice-Chairman)  
Councillor Jean Campbell  
Councillor Ed Owen

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

(f) VALUE FOR MONEY OVERVIEW & SCRUTINY COMMITTEE

- (iii) 9 voting Councillors including the Chair and Vice Chair in the ratio of 6 Administration members and 3 Opposition members.

Councillor Victoria Brocklebank-Fowler (Chairman)  
Councillor Mike Adam  
Councillor Will Bethell  
Councillor Peter Tobias  
Councillor Rachel Ford  
Councillor Donald Johnson  
Councillor Stephen Cowan (Vice-Chairman)  
Councillor Mercy Umeh  
Councillor Rory Vaughan

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

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**SPECIAL MOTION NO. 2 – COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2007/08**

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Standing in the names of:

- (i) Councillor Stephen Greenhalgh
- (ii) Councillor Frances Stainton

"This Council agrees the Council's appointments to Outside Organisations for 2007/08, as set out in the Schedule ***attached***".

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**COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2007/08**

<b><u>NAME OF OUTSIDE ORGANISATION</u></b>	<b><u>NUMBER OF REPS/RATIO</u></b>	<b><u>NOMINATION</u></b>	<b><u>TERM/EXPIRES</u></b>
<b><u>London Councils (formerly ALG)</u></b> Leader's Committee	1 Rep. + 2. Deps. (1 vote per authority)	Rep: Cllr. Stephen Greenhalgh  (Dep.1 Cllr.Alex Karmel) (Dep.2 Cllr. Nicholas Botterill)	1 year to 31.05.08
<b><u>London Councils Transport and Environment Committee</u></b> (Assoc. Joint Cttee )	1 Rep + up to 4 Deps.	Rep. Cllr. Nick Botterill  (Dep. Cllr.Lucy Ivimy)	1 year to 31.05.08
<b><u>London Councils Grants Committee</u></b> (Assoc.Joint Cttee)	1 Rep. + up to 4 Deps.	Rep: Cllr. Antony Lillis (Dep1. Cllr.Alex Karmel) (Dep2 . Cllr.Greg Smith)	1 year to 31.05.08
<b><u>London Councils Forums</u></b> [+ = Nominations only]	1 Rep.+ 1 Dep.		1 Year to 31.05.08
+ Housing Forum	[Nomination]	[Cllr.Adronie Alford ]	
+ Health & Adult Services	[Nomination]	[Cllr.Peter Tobias ] Dep. Cllr.Jeanette Bentley	
+ Culture, Tourism & 2012	[Nomination]	[Cllr.Lucy Ivimy ] Dep.Cllr.Antony Lillis	
+ Crime & Public Protection	[Nomination]	[Cllr.Greg Smith ]	
+ Economic Development	[Nomination]	[Cllr. Mark Loveday ]	
+ Children & Young People	[Nomination]	[Cllr.Antony Lillis] Dep.Cllr.Victoria Brocklebank-Fowler	
<b><u>Greater London Employment Forum (GLEF)</u></b>	1 Rep + 1 Dep  [Nomination]	[Cllr.Alex Karmel ]	1 year to 31.05.08
<b><u>Greater London Provincial Council (GLPC)</u></b> (Appointment will be made from Leader's Cttee + GLEF nominated members)	[Nomination]	[Cllr.Alex Karmel]	1 year to 31.05.08



<p><b><u>London Housing Unit Committee (LHUC)</u></b> (Sectoral Joint Cttee)</p> <p>[NB: To be abolished 2008]</p>	<p>1 Rep. + 2 Deps.</p>	<p>Rep: Cllr. Stephen Greenhalgh</p> <p>(Dep. Cllr. Alex Karmel )</p>	<p>1 year to 31.05.08</p>
<p><b>LHUC Exec. Sub Cttee</b> (LHUCExec)</p> <p>[NB: To be abolished 2008]</p>	<p>1 Rep + 2 Deps</p>	<p>Rep: Cllr. Alex Karmel</p>	<p>1 year to 31.05.08</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. Greenhalgh 2. Cllr. Botterill 3. Cllr. Stainton 4. Cllr. Loveday*</p> <p>[* Cllr.Loveday currently holds the 4 votes]</p> <p>[Cllr. Loveday ] [Cllr. Ivimy ] [Cllr. Lillis ] [Cllr. Lillis ] [Cllr. Iggulden ]</p>	<p>1 year to 22.07.08</p>

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**SPECIAL MOTION NO. 3 – COUNCIL CALENDAR 2007/08**

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Standing in the names of:

- (i) Councillor Frances Stainton
- (ii) Councillor Donald Johnson

"This Council agrees that, for the Municipal Year 2007/08, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar (***attached***).

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2007		COUNCIL CALENDAR												2008	
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY		
MONDAY			2 CB CG(S)		3 ECSSC	1 PARTY		3 CB/CABIN						MONDAY	
TUESDAY	1		3		4 HASCSC	2 CON -		4	1 BANK HOLIDAY		4 VFMSC	1 HASCSC		TUESDAY	
WEDNESDAY	2		4 LNSC	1	5 CGSC	3 FERENCES		5 AC	2		5 PAC	2 STC		WEDNESDA	
THURSDAY	3		5	2	6 CG(S)	4	1	6	3		6	3	1 GLA ELECTION	THURSDAY	
FRIDAY	4	1	6	3	7	5	2	7	4	1	7	4	2	FRIDAY	
MONDAY	7 BANK HOLIDAY	4 CB	9 CGSC	6	10 CB/CABINE	8 CB/CABINE	5 CB/CABIN	10 PFIP	7 CB/CABIN	4 CB/CABIN	10	7 ECSSC	5 BANK HOLIDAY	MONDAY	
TUESDAY	8	5 PAC	10 ECSSC	7 PAC	11 VFMSC	9 PAC	6 HSC	11 PAC	8 LG(P/C)	5 PFIP	11 HSC	8 VFMSC	6	TUESDAY	
WEDNESDAY	9 LNSC	6 LG(P/C)	11	8	12 LNSC PFIP	10 LNSC	7 LG(P/C)	12	9 LNSC	6 LG(P/C)	12 AC	9 CGSC	7 PAC	WEDNESDA	
THURSDAY	10	7	12	9	13 CG	11 ECSSC	8	13	10 CG(S)	7	13	10	8	THURSDAY	
FRIDAY	11	8	13	10	14	12	9	14	11	8	14	11	9	FRIDAY	
MONDAY	14 CB/CABIN PAC	11 ECSSC	16 CB/CABIN	13	17 LG	15	12 ECSSC	17 CB	14 CGSC	11 LNSC	17 CB CG(S)	14 CB	12 CB	MONDAY	
TUESDAY	15	12 PFIP	17 PAC	14	18 PAC HSC	16	13	18	15 ECSSC	12 HSC	18 LNSC	15	13 LG AGM	TUESDAY	
WEDNESDAY	16 CGSC	13 CGSC	18	15	19 COUNCIL	17 CGSC	14 LNSC	19	16 HSC	13 PAC	19 PFIP	16 PAC	14	WEDNESDA	
THURSDAY	17	14	19	16	20	18	15	20	17	14	20	17	15	THURSDAY	
FRIDAY	18	15	20	17	21	19	16	21	18	15	21 GOOD FRIDAY EASTER MONDAY	18	16	FRIDAY	
MONDAY	21 HSC	18 CB/CABIN	23 HSC	20	24 CB PARTY	22 CB	19 CB	24	21 CB STC	18 CB	24	21	19	MONDAY	
TUESDAY	22 HASCSC	19	24 HASCSC	21	25 CON -	23 HASCSC	20 PAC	25 XMAS DAY	22 HASCSC	19 ECSSC	25	22 HSC	20	TUESDAY	
WEDNESDAY	23 VFMSC	20 VFMSC	25	22	26 FERENCES AC	24 VFMSC	21	26 BOXING DAY	23 PAC	20 CGSC	26 PAC	23 LNSC	21 CG	WEDNESDA	
THURSDAY	24 ECSSC	21 CG	26	23	27	25	22	27	24 CG	21 CG	27	24	22	THURSDAY	
FRIDAY	25	22	27	24	28	26	23	28	25	22	28	25	23	FRIDAY	
MONDAY	28 BANK HOLIDAY CG/LG	25 LG	30 CB STC	27 BANK HOLIDAY	29 STC	26 VFMSC	31	28 LG	25 LG	31 CB/CABIN	28 CB/CABINE	26 BANK HOLIDAY LG	27	MONDAY	
TUESDAY	29	26 PAC HSC	31 VFMSC	28	30 PAC	27 HASCSC		29 VFMSC	26 HASCSC		29	27	28	TUESDAY	
WEDNESDAY	30 ANNUAL COUNCIL	27 COUNCIL		29	31	28 CGSC		30 COUNCIL	27 BUDGET COUNCIL		30	28 ANNUAL COUNCIL	29	WEDNESDA	
THURSDAY	31	28 HASCSC AC		30		29		31	28			29	30	THURSDAY	
FRIDAY		29		31		30			29			30		FRIDAY	

## **ABBREVIATIONS USED IN THE COUNCIL CALENDAR :**

(Meetings start at 7.00pm and are open the public except where otherwise indicated on the Statutory Notice)

### **Open Meetings**

**COUNCIL** - (Full Council meeting)

**CABINET** - Cabinet meeting (at 7.00pm)

**CGSC** – Cleaner & Greener Scrutiny Committee

**ECSSC** - Education & Children’s Services Scrutiny Committee

**HASCSC**- Health & Adult Social Care Scrutiny Committee

**HSC** - Housing Scrutiny Committee

**LNSC** – Local Neighbourhoods Scrutiny Committee

**VFMSC** – Value for Money Scrutiny Committee

**STC** – Standards Committee

**PAC** – Planning Applications Committee\*

(\* followed by Traffic Management Advisory Panel – non-statutory advisory body)

**PFIP** - Pensions Fund Investment Panel

**AC** – Audit Committee

### **Meetings not open to the public (includes Political Group meetings)**

**CB - Cabinet briefing** (with Corporate Management Team)

**CG** - Conservative Group meeting

**CG(S)** – Conservative Group (Strategy)

**LG** - Labour Group meeting

**LG (P/C)** – Labour Policy & Campaign Group



London  
Borough of Hammersmith  
and Fulham

**Scrutiny Report  
2006/7**

## **SCRUTINY IN HAMMERSMITH & FULHAM 2006 - 2007 ANNUAL REPORT**

### **1. Introduction**

- 1.1 This is the eighth annual report on the scrutiny process in Hammersmith and Fulham. It is also the fifth year of the scrutiny arrangements by the Council under its Local Government Act 2000 Constitution (adopted May 2002). The 2000 Act required all Councils to introduce new Constitutions involving executive arrangements in one of three forms. The "Leader and Cabinet" type Constitution adopted by the Council in May 2002 replaced the previous traditional Committee system and the transitional decision-making system operated by the Council during the period 1998-2002, which was the first trial by any authority of a form of executive and scrutiny arrangements developed within the framework of the 1972 Local Government Act.
- 1.2 This fifth year of scrutiny under the LGA 2000 Constitution has been one of consolidation. Performance review and monitoring of council services and functions has continued to play a key role for all Scrutiny Committees, with scrutiny of the budget being of particular importance, given the new Conservative Administration's election pledge to cut council tax and to provide excellent value for money services.
- 1.3 Scrutiny Committees have continued to benefit from the publication of the Forward Plan (those key decisions which the executive is planning to take in the future). This has enabled them to plan out their individual work programmes, selecting those key executive decisions which they considered to be most significant and to which they wished to input and/or scrutinise more closely.
- 1.4 Scrutiny Committees have also had a wider role in policy development, originating topics of public interest and feeding views back to external partners, service providers and the executive. With the publication of the Government's White Paper "*Strong & Prosperous Communities*", published in October 2006, this key role is set to expand, and in the case of health scrutiny, is already a legal responsibility and reality.
- 1.5 The Health and Social Care Act 2001 included powers in relation to NHS scrutiny. Information and participation can be required from local NHS bodies, and a response has to be made to local authority Scrutiny Committee recommendations. The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 gave statutory powers to the Health and Adult Social Care Scrutiny Committee from 1 January 2003 to review and scrutinise local health matters, and to make reports and recommendations to local NHS bodies.

- 1.6 The Government White Paper "*Strong & Prosperous Communities*" makes proposals to further extend the role of Scrutiny Committees. It will do so by increasing the number of external bodies which can be subject to local authority scrutiny, and it will also include a new power - the "Community Call for Action" (CCfA) - as a means by which local people can trigger action on issues of local concern via their local Ward Councillor. It is also proposed that public agencies involved in Local Area Agreements would be required to provide information to Scrutiny Committees, and to have regard to Scrutiny Committee observations and recommendations.
- 1.7 Alongside this, new powers and responsibilities for the scrutiny of Crime and Disorder Reduction Partnerships (involving the Council, Police, Primary Care Trust, Fire Authority and Police Authority) will be brought in under the Police and Justice Act 2006 from the Spring of 2008, to complement the scrutiny proposals set out in the White Paper above. We look forward in anticipation to implementing these positive and enhancing changes to the scrutiny process.

## **2. The Work of the Scrutiny Committees 2006/07**

### **Cleaner & Greener Scrutiny Committee (Chairman : Councillor Eugenie White)**

The Cleaner and Greener Scrutiny Committee held its first meeting post the change of Administration, in July 2006. Its remit incorporated all aspects of Environment and Regeneration, as previously, and the public realm more generally, with a focus aligned to outcomes for residents. It chose not to appoint any co-optees, allowing for the newly formed committee within its remit, to identify and develop its working relationships. It has actively encouraged contact ahead of and between meetings on scrutiny agenda items and on wider issues, and seen active participation by resident and special interest groups, and individual residents, during meetings.

This has created a solid, constructive, and open forum for informing, debating, challenging and making recommendations, within the function of scrutiny of officers and cabinet members. This assures the execution of policy and strategy so as to impact most widely and effectively the broad, and where possible, individual, needs of the community, with a view to the best long term outcomes, and value for money, for the borough's residents.

Agenda items have been determined by the need for scrutiny input and debate on departmental policies developed for Cabinet approval, and for an update on previous policies.

- Borough Tree Policy - for retention, plantings, maintenance and all aspects associated with enhancing the green environment - were informed and widely discussed.
- Market Testing of Street Cleansing and Waste Collection, and Grounds Maintenance - Initial exploration, and subsequent updates, on the plans, aims, and specifications of the process, the development in

internal expertise and a client side function; and its delineation into two aligned services for testing - Street Cleansing and Waste Collection; and Grounds Maintenance. The disability forum made representations at various stages.

- Regeneration of King Street in Hammersmith - looking at the completed Phase 1, and how aspects could be further developed for Phases 2 and 3 – bus shelters, seating, traffic flows, community involvement.
- Byelaws for Parks and Open Spaces was reviewed within the context of legislation changes, with scrutiny able to identify specific recommendations for Wormwood Scrubs.
- Proposals for new Dog Control Orders - were debated, with specific focus on dog fouling, controlling dogs on leads, and dogs in parks and open spaces, ahead of public consultation.
- Next Steps to Cleaner Streets – looked at the need for improvement in areas of systems, procedures, and communication when responding to reported environmental problems in the borough, for example – graffiti; dog fouling-bin emptying routines; street wardens, and enforcement of street trading and flytipping.
- Town Centre Management and Visitor Development – a focus on strategies for encouraging tourism across the borough and specifically into town centres, with a particular focus on the possible impact of the new Shepherds Bush Shopping Centre.
- Reduce, Reuse, Recycle – presented in cooperation with London Remade and Waste Watch, the two consultants working with Western Riverside Waste Authority, the borough's waste disposal authority. Many initiatives for increasing the penetration of recycling and waste reduction awareness were debated and all concepts were encouraged by the committee to be pursued, with a specific request to investigate dual capacity bins for waste and recyclables in parks and at tube stations
- Revenue Budget for 07/08 – was discussed. The committee requested that it be informed and involved in the debate at an earlier stage in future.
- Economic Development and Regeneration Policy – the new approach, where the council acts as a facilitator, rather than a provider, of strategies, within this aspect of creating a borough of opportunity, was discussed and encouraged.
- Cycling update – with a particular recommendation focus on priority signing in shared pedestrian/cycling areas; training and safe cycling; and remedies for reducing cycle theft.
- Parking policy development - with a focus on the need for strategies, consultation and trialling, in zones affected by increases in levels of parking stress eg match day parking and the impact on the disabled; blue badge permit enforcement strategies; town centre shopping impacts; the congestion charge zone extension. This is to be executed by using more variable and flexible pay and display approaches, and a visitor parking scheme.
- Options from the first stage of consultation for the Local Development Framework, which will replace the current planning guidelines within the Unitary Development Plan - were considered, with a



recommendation to research live/work trends for informing accommodation styles, zoning and infrastructure.

- Environmental Services Dept Business plan 2007/10 focussing on environmental outcomes - cleaner and greener streets and open spaces, and planning objectives; and value for money objectives - efficiency gains, market testing, and optimising asset use.
- Risk Based Assessment Plan for Highway maintenance – routines and benchmarks for assessing and reacting to pavement and road surfaces within the borough, to reduce accidents, and maximise the maintenance and repair budget
- Performance Indicators – were narrowed in number to be more focussed towards those issues that are meaningful to residents. They continue to be addressed in terms of the relative value of those needed by central Govt and what impacts residents. Development of the client side for market testing will provide monitorable and relevant benchmarks going forward.
- A joint working party was also formed, with members of the RB of Kensington and Chelsea Public Realm Scrutiny Committee, to look at operational and financial aspects of Western Riverside Waste Authority. This has involved meetings and site visits to various parts of the WRWA facilities.

Eugenie White

Chairman, Cleaner and Greener Scrutiny Committee

May 2007

### **Education & Children's Services Scrutiny Committee (Chairman: Councillor Helen Binmore)**

The Committee has considered a wide range of issues during its meetings this year, following the creation of a unified Children's Services Department which brought together the previously separate departments of Education and the Children's Trust. The Committee's work, which involves the scrutiny of both educational matters and services for children, fell within three main categories. Firstly, it has selected items for pre-decision scrutiny from the Forward Plan, including the Education Budget 2007/08. It has also reviewed the Primary and Secondary School Strategies, and received two deputations on the proposals for individual schools. Secondly, the Committee has continued to scrutinise OfSTED inspection reports, a total of 24 this year. Thirdly, it has scrutinised a number of key areas, as follows: -

- Adult Education progress
- Annual Performance Assessment
- Children & Young People's Plan 2006 -8
- Secondary School Provision
- Public Libraries Standards 2006
- Children's Homes and Family Centre Performance Review
- Attainment and Achievement 2006
- Primary and Secondary School Strategies
- Life Chances of Looked After Children
- Youth Service Curriculum

- Early Years Service
- Youth Offending Service
- Ofsted Inspection Reports

Members of the Committee also visited the borough's children's homes.

The Education and Children's Services Scrutiny Committee has greatly benefited from the expertise of its co-opted members (diocesan, parent governor, and headteacher representatives).

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

Helen Binmore

Chairman, Education & Children's Services Scrutiny Committee

May 2007

### **Health and Adult Social Care Scrutiny Committee (Chairman: Councillor Peter Tobias)**

A total of eight Health and Adult Social Care Scrutiny Committee (HASCSC) meetings will have been held in the Council year ending May 2007. In addition to performance monitoring and scrutiny of the budget proposals, the HASCSC considered the following key issues:

- White Paper: "Our Health, Our Care, Our Say"
- Direct Payments – Progress on Take-Up
- Redevelopment of the Specialist Community Mental Health Services for Children and Young People in Hammersmith and Fulham
- Voluntary and Community Sector Funding Review
- Older People in Hammersmith and Fulham – Future Nursing Home Provision
- Mental Health Investments and Developments
- Responding to the Re-Housing and Adaptations Needs of Disabled People
- Ravenscourt Park Hospital Closure
- Implications of the Reduction in Bed Numbers at Hammersmith Hospitals NHS Trust
- Re-commissioning Day Opportunity Services for People with Mental Health Needs
- Annual Health Check of the Borough's Primary Care, Mental Health and Hospital Trusts (conducted over two OSC meetings)
- Home Care Reorganisation: Update
- Public Health Report 2006
- Progress and readiness in implementing the coming into force on 1<sup>st</sup> July 2007 of the smoking ban in enclosed and public places, and the increase in the legal age for buying tobacco

## **Notes/Comments on HASCSC activities**

- The White Paper “Our Health, Our Care, Our Say” had been considered by the HASCSC’s predecessor panel. However, as the issue is so vast and had involved an unprecedented amount of consultation and deliberation, the HASCSC saw fit to receive a presentation at its first meeting under the new Administration.
- As part of the National Health Scrutiny Support Programme, the HASCSC requested support to assist in the further development of the health scrutiny function. This was provided at no expense by the Centre for Public Scrutiny. An adviser from the Centre presented his report which outlined the core work undertaken on health scrutiny in the borough over the previous year and set out areas for development in the future and suggested areas for action. The same adviser was called upon, again at no cost to the Council, for ad hoc support on other occasions, most notably in respect of:
  - advising the HASCSC at its hearing of the Ravenscourt Park Hospital closure
  - conducting a workshop for HASCSC members ahead of the Annual Health Check
- The HASCSC responded to the Annual Health Checks for the Hammersmith and Fulham PCT, Hammersmith Hospitals NHS Trust and West London Mental Health Trust. It is committed to ensuring a positive, long-term working partnership with the Trusts, and welcomes their positive approach in engaging with the HASCSC. The HASCSC submitted to each of the Trusts a commentary for inclusion in their submission to the Department of Health.
- The Chairman wrote a letter, copied to the Secretary of State for Health amongst others, to the newly appointed Chief Executive of NHS London to express the HASCSC’s serious concerns over the manner of the closure of Ravenscourt Park Hospital and its implications for the future. The purpose in writing following the closure was to seek the support of NHS London in ensuring that future consultation and engagement exercises by Hammersmith Hospitals NHS Trust are conducted in a manner that is more meaningful and respectful of local people, including the Overview and Scrutiny Committee and the Patient & Public Involvement Forum, Hammersmith Hospitals.
- In 2005/06, the reduction in the number of beds by Hammersmith Hospitals NHS Trust was the largest of any trust in London and one of the highest in England. The Council’s Principal Policy Officer provided a statistical analysis of the bed capacity managed by the trust, with particular regard to the implications of the bed losses and highlighting the impact on day care provision. The Chief Executive of Hammersmith Hospitals NHS Trust gave a commitment to consult with members of the public and patients on any major, future proposed changes.
- The HASCSC received a report on the re-commissioning of day services for people with mental health needs, following a review concluded in early 2006, led by Hammersmith and Fulham PCT and involving the Council,

West London Mental Health Trust, voluntary sector and service users. In the light of the review, revisions were suggested for the Tamworth Road site and plans for alternate care have been formulated. A further report will be scrutinised by the committee, once a clear commissioning plan has been devised.

- At the request of the Cabinet member, Community and Children's Services, the Chairman agreed to defer scrutiny of a report entitled 'Consultation on Service User Contributions for Adult Social Care'. There was considerable public interest in the report. Revised options are to be brought to the HASCSC in September, prior to presentation to Cabinet for decision.
- At its May 2007 meeting, the HASCSC is to scrutinise the Council's & PCT's plans in respect of preparations for the introduction of provisions in the Health Act 2006 on the prohibition of smoking and for amending the minimum age of persons to whom tobacco may be sold.
- During the year, the HASCSC appointed a total of four co-optees in a non-voting capacity representing: Better Government for Older People, Hammersmith and Fulham Action on Disability, the former chair of the local community health council and, recently, the Patient and Public Involvement Forum Hammersmith Hospitals Trust.

### **Other Activities**

During the year, the Chairman undertook additional activities in reinforcement of the scrutiny function, in particular and among others:

- Met on different occasions with the Chairs and Chief Executives of the Hammersmith Hospitals, Mental Health and Primary Care Trusts to better understand their strategies and initiatives and to develop a relationship within which the HASCSC takes a longer term, positive perspective on scrutiny
- Met counterparts at Royal Borough of Kensington & Chelsea (RBK&C) and Westminster and attended some of their Scrutiny meetings
- Met on various occasions with the Director and Officers of Community Services
- Went on a tour of Hammersmith Hospital, kindly guided by Derek Smith its Chief Executive
- Organised for co-Councillors a separate tour of Hammersmith Hospital
- Visited HAFAD and set up initiatives for employment opportunities for the disabled
- Attended meetings of the Patient & Public Involvement Forums
- Attended and contributed, in his capacity as one of three Chairs of Joint Scrutiny, at meetings of the Stakeholder Group in respect of the formation of the first Academic Health Science Centre in the UK (proposed merger of Hammersmith Hospitals Trust with St. Mary's Hospital Trust and Imperial College)
- With Health Chairs of RBK&C and Westminster, set up and attended tri-borough Joint Scrutiny dealing with and resolving issues of common concern

- Otherwise attended:
  - regular meetings of the Chairs' Joint Scrutiny Network
  - Scrutiny Chairmen's workshop
  - ALG London Summit
  - seminar on Leadership Challenges in transforming Social Care
  - the Centre for Public Scrutiny Conference
  - CCA Setting your Budget workshop
  - seminar on Informing Healthier Choices
  - Health in London seminar
  - Healthcare Commission's Annual Health Check Conference

Peter Tobias  
 Chairman, Health & Adult Social Care Scrutiny Committee  
 May 2007

**Housing Scrutiny Committee  
 (Chairman: Councillor Gavin Donovan)**

In addition to performance monitoring and scrutiny of the budget proposals, the Committee considered the following key issues this year:

- The National and Local Housing Picture
- Housing Repairs Developments
- Horticultural Service Review
- Homelessness Strategy and Action Plan
- Hammersmith & Fulham Anti-Social Behaviour Update
- Leasehold Services and Home Ownership Unit review
- Decent Homes and Housing Capital Programme Update
- Update on Private Housing Services
- Investment and Maintenance Strategy
- Sheltered Housing Report
- Housing Strategy Review
- Community Services Departmental Plan
- H&F Delivery Plan 2007/08
- Decent Homes Update

At its first meeting, the Committee received a presentation providing an overview of the range of housing and housing support services available in the Borough and setting out the national, regional and local housing challenges and priorities. This gave members the opportunity to identify issues that they wished to explore in future meetings.

There has been continued scrutiny of both H&F Homes (HFHMS) and council services including the Decent Homes Programme.

Anti-Social Behaviour continues to be of greatest public concern, and the Committee received a report on the future direction, new legislation and how both general problems and specific issues are being targeted through partnership working.

The Chairman attended a meeting of the Value for Money Scrutiny Committee (VFMSC), at which the agenda included a report entitled 'H&F Homes – Value for Money'. The VFMSC agreed that future monitoring should be the responsibility of the Housing Scrutiny Committee.

The Borough's housing forums and organisations have been well represented by the co-opted members of H&F Federation of Tenants & Residents' Associations (HAFFTRA), the Housing Association Forum, the Leaseholder Panel, the Borough Forum Housing Association Tenants and Sheltered Housing Forum. During the year, the Chairman invited the Chief Executive, Shepherds Bush Housing, and Director of Operations, Notting Hill Housing (both co-optees) to give the Committee the Registered Social Landlord view point on subjects discussed, in order to gain a more rounded viewpoint on housing issues in the Borough.

Gavin Donovan  
Chairman, Housing Scrutiny Committee  
May 2007

### **Local Neighbourhoods Scrutiny Committee (Chairman : Councillor Caroline Ffiske)**

The Local Neighbourhoods Scrutiny Committee held its first meeting on 19<sup>th</sup> July 2006. The remit of the Committee relates to any aspect of policy and provision relating to quality of life including policing, community safety and tackling anti-social behaviour; employment and regeneration; and public consultation on how licensing objectives are being met. This committee provides an opportunity for local residents to bring key concerns regarding their local neighbourhood.

The Committee has considered a wide range of issues during its meetings this year and these have included:

- The overview of the Safer Communities Division
- Neighbourhood engagement
- The borough wide Controlled Drinking Area
- The implementation of Dispersal Zone Orders
- Key proposals to reduce the level and impact of street populations in Hammersmith & Fulham
- Substance misuse treatment for adults in Hammersmith and Fulham
- Revenue budget and council tax 2007/2008
- Overview of Neighbourhood Watch activity
- The Congestion Charge Western Extension
- Overview of the crack house protocol
- Youth engagement and crime prevention
- Review of use of tenants halls
- The implementation of the Licensing Act 2003
- Regeneration Local Performance Indicators
- Review of 6 month evaluation of the borough wide Controlled Drinking Area

- Street Populations update
- Working towards a core business plan for the borough public space integrated CCTV network

It has been a successful year for the Committee and it has dealt with a number of key issues which are high on the agenda for many people in the borough. Over the next year the Committee will continue to examine key issues and will monitor the progress of the core initiatives which have been put in place to improve the quality of life of the borough's residents.

Caroline Ffiske  
Chairman, Local Neighbourhoods Scrutiny Committee  
May 2007

### **Value for Money Scrutiny Committee (Chair: Councillor Robert Iggulden)**

The Value for Money Scrutiny Committee held its first meeting on 31st July 2006. The remit of the Committee relates to any aspect of the council's strategic policy formulation, corporate budget (setting and monitoring), performance management, human resources, customer first and the e-government strategic partnership.

The Committee has considered a wide range of issues during its meetings this year and these have included:

- Customer access strategy
- Monitoring the Council's performance
- Corporate revenue monitoring
- Capital Monitoring
- Managing Sickness Absence
- Local Area Agreement Annual Report 2005/2006
- High-level capital and revenue budget monitoring
- Treasury management outturn
- Improvement and Development Agency efficiency peer review
- Invest to Spend and Modernisation Fund
- E-procurement programme
- Revenue budget and council tax 2007/08
- Treasury Management Strategy
- H&F Homes – Value For Money
- Management of agency staff across the Council
- Annual letter and use of resources assessment
- Council tax and spending comparisons

It has been a successful year for the Committee and it has dealt with a number of key issues in relation to the Council's delivery of value for money. Over the next year the Committee will continue to examine further key issues and will monitor the progress of the core initiatives which have been put in

place in order to continue to improve the level of value for money that the Council delivers to the borough's residents.

Robert Iggulden  
Chairman, Value for Money Scrutiny Committee  
May 2007

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