



ANNUAL COUNCIL MEETING - 28 MAY 2008

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COUNCIL MINUTES

(BUDGET COUNCIL MEETING)

WEDNESDAY 27 FEBRUARY 2008



PRESENT:

The Mayor (Councillor Minnie Scott Russell)
Deputy Mayor (Councillor Andrew Johnson)

Councillors:

Colin Aherne
Mrs Adronie Alford
William Bethell
Nicholas Botterill
Paul Bristow
Victoria Brocklebank-
Fowler
Aidan Burley
Jean Campbell
Michael Cartwright
Alex Chalk
Stephen Cowan
Gill Dickenson
Belinda Donovan

Gavin Donovan
Rachel Ford
Sarah Gore
Stephen Greenhalgh
Steve Hamilton
Wesley Harcourt
Lisa Homan
Robert Iggulden
Lucy Ivimy
Donald Johnson
Alex Karmel
Jane Law
Antony Lillis
Mark Loveday

Lisa Nandy
Ed Owen
Harry Phibbs
Dame Sally Powell
Alexandra Robson
Greg Smith
Frances Stainton
Peter Tobias
Mercy Umeh
Rory Vaughan
Eugenie White

54. MINUTES – 30 JANUARY 2008

7pm - The minutes of the Ordinary Council Meeting held on 30 January 2008 were confirmed and signed as an accurate record, subject to the amendment to page 271, Special Motion No.3, to replace the number of votes recorded for the motion to “27” instead of “28”.

55. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Adam, Bentley, Binmore, Ffiske, Gugen and McLaughlin. Apologies for lateness were received from Councillor Dickenson and Phibbs.

56. MAYOR’S ANNOUNCEMENTS

The Mayor’s Announcements were circulated and tabled at the meeting. (Copy attached as Appendix 1 to these minutes).

57. DECLARATIONS OF INTEREST

The Mayor advised Councillors that, in relation to agenda item 6.4 – Councillors’ Allowances Scheme: Annual Review, the Standards Board had advised that it was necessary for all Councillors to declare their allowances as personal interests under the Code of Conduct. In order to manage this with the minimum of disruption, all Councillors present in the Chamber would be deemed as having declared a personal interest in this item (unless the Councillor objects), and this fact would be duly noted and recorded in the Minutes. This was agreed unanimously.

58. PUBLIC QUESTIONS

7.05pm - The Mayor called on those members of the public who had submitted questions to the Leader or to Cabinet Members to ask their questions:

Question 1 – Mr Jon Burden, 82a Minford Gardens, London W14 0AP

Question 2 - Mr John O’Callaghan-Williamson, 33 William Banfield House, Munster Road, Fulham, London, SW6 4EX

Question 3 – Mr John Griffiths, 122c Edith Road, West Kensington, London, W14 9AP

Public Question No.2 was not asked and a written reply would be sent to the questioner following the meeting.

(Copies of all public questions submitted and the replies given are attached as Appendix 2 to these minutes.)

59. ITEMS FOR DECISION / COMMITTEE REPORTS

7.13pm – Revenue Budget and Council Tax Levels 2008/09

The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Greenhalgh.

An amendment to Appendix G of the report was circulated and tabled at the meeting.

In accordance with Council convention, the Leader of the Administration, Councillor Greenhalgh, and the Leader of the Opposition, Councillor Cowan, were given unlimited time to speak on the Budget report.

The report and recommendations were put to the vote:

FOR	27
AGAINST	0
ABSTENTIONS	11

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

8.43pm - RESOLVED:

- (1) To note the Council Tax decrease, for the Hammersmith and Fulham element, of 3% for 2008/09 and the planned decrease of 3% for 2009/10 and 2010/11;
- (2) The Council Tax be set for 2008/09 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 of the report:
 - (a) The element of Council Tax charged for Hammersmith and Fulham Council will be £862.77 per Band D property in 2008/09.
 - (b) The element of Council Tax charged by the Greater London Authority will be £309.82 per Band D property in 2008/09.
 - (c) The overall Council Tax to be set will be £1,172.59 per Band D property in 2008/09.

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	575.18	671.04	766.91	862.77	1,054.50	1,246.22	1,437.95	1,725.54
b)GLA	206.55	240.97	275.40	309.82	378.67	447.52	516.37	619.64

c)Total (Draft)	781.73	912.01	1,042.31	1,172.59	1,433.17	1,693.74	1,954.32	2,345.18
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- (3) The Council's own total net expenditure budget for 2008/09 is set as £186.502m;
- (4) That fees and charges are approved as set out in paragraph 5.1 of the report;
- (5) That the Director of Finance's budget projections to 2010/11 be noted;
- (6) 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 and 7 of the report);
- (7) 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;
- (8) That all Chief Officers be required to report monthly on their projected financial position compared to their revenue estimates (as part of the Corporate Monitoring Report); and
- (9) That all Chief Officers be authorised to implement their service spending plans for 2008/09 in accordance with the recommendations within the report and the Council's Standing Orders, Financial Regulations and relevant Schemes of Delegation.

8.44pm – **Capital Programme 2008/09 to 2012/13**

The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Greenhalgh.

The report and recommendations were put to the vote:

FOR	27
AGAINST	0
ABSTENTIONS	10

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

8.44pm - **RESOLVED:**

- (1) To note that the General Fund Capital Programme for 2008/9 is £27.115m. (Appendix 1 of the report);
- (2) To note the level of capital receipts needed to support the capital strategy (detailed in Table 1 of the report);

- (3) To agree that capital contingency of £2m be retained to meet unforeseen and unavoidable expenditure (paragraph 2.6 of the report refers);
- (4) To approve the following initiatives within the Capital Programme:
 - The continuation at current funding levels of the uncommitted mainstream capital schemes for Expansion of Wendell Park School (£1.1m), The modernisation of secondary schools (£1.074m), White City Community Centre and Nubian Life (£0.733m) and Park Improvements (£1.5m).(paragraph 3.3 of the report refers)
 - The continuation, at current funding levels, of the rolling programmes for Corporate Planned Maintenance, repairs to Carriageways and Footways, private sector housing grant and Disabled Access Works.(paragraph 3.4 of the report refers);
- (5) To approve that £10.059m be set aside for debt reduction in 2008/09;
- (6) To approve the position where the Council does not increase its borrowing by the amount the government assumes in its Formula grant calculation;
- (7) To approve that the capital bids evaluation process will not be undertaken for 2008/09;
- (8) To approve that the following provision be set aside for new investment:
 - £0.5m for repairs to the Thames River wall.
 - £2m as a match funding contribution to a lottery bid for the restoration of Bishops Park and Fulham Palace.
 - The progression of both these schemes will be subject to final cost confirmation and separate Member approval;
- (9) To note the level of resource forecast as detailed in Table 3 of the report and indicative expenditure for the Housing regeneration programme;
- (10) To approve the annual drawdown of £1m from Parking Reserve;
- (11) To note the updated HRA resource forecast as detailed in Table 5 of the report and indicative capital programme as detailed in Appendix 2 to the report;
- (12) To note, given the forecast level of overprogramming, that a further report will be presented to Members regarding the HRA capital programme following the finalisation of the 2007/08 outturn;
- (13) To approve the prudential indicators as detailed in Appendix 3 to the report; and
- (14) To approve the following Annual Minimum Revenue Provision Statement from 2007/08 onwards;
 - For debt which is supported by Revenue Support Grant this authority will calculate the Minimum Revenue Provision in accordance with current regulations (namely 4% of the Capital Financing Requirement net of Adjustment A)

- For debt which has arisen through prudential borrowing it shall be written down in equal instalments over the estimated asset life. The debt write-off will commence the year after an asset comes into use.

8.45pm – **Treasury Management Strategy**

The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Greenhalgh.

The report and recommendations were put to the vote:

FOR	27
AGAINST	0
ABSTENTIONS	10

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

8.45pm - **RESOLVED:**

- (1) To approve the future borrowing and investment strategies;
- (2) In relation to the Council's overall borrowing for the financial year 2008/09, approve the Prudential Indicators as set out in Section 3 of the report;
- (3) To approve the Lending List of Financial Institutions;
- (4) To authorise the use of LOBO's as described in paragraph 12.2 and Appendix C of the report; and
- (5) To authorise the use of Certificate of Deposits and Government Gilts as described in paragraphs 8.3 and 8.4 of the report.

8.46pm – **Councillors' Allowances Scheme: Annual Review**

The report and recommendation was formally moved for adoption by the Leader of the Council, Councillor Greenhalgh.

The report and recommendation was put to the vote:

FOR	27
AGAINST	0
ABSTENTIONS	10

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

8.46pm - **RESOLVED:**

That the Councillors' Allowances Scheme 2008-09 as set out in Appendix 1 of the report be approved.

60. SPECIAL MOTIONS

There was none.

61. INFORMATION REPORTS TO COUNCIL (IF ANY)

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

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

Meeting ended: 8.47pm – Wednesday 27 February 2008.

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MAYOR

APPENDIX 1

**ANNOUNCEMENTS BY
THE MAYOR**

1. On 2 February 2008, I attended a farewell service for Bishop Michael and Cynthia Colclough. The thanksgiving service was held at St Mary Abbots Church, Kensington. The service marked the end of Bishop Michael's ministry as Bishop of Kensington. Bishop Michael will be installed as Residentiary Canon of St Paul's Cathedral on 20 April 2008.
2. On 5 February I visited the High Sheriff for London, Jan Pethick at King Edward Street, EC1.
3. On 6 February I hosted a visit to Hammersmith Town Hall for representatives of the Westminster Squadron Royal Yeomanry, 10 Coy 4 Para, and the RFCA.
4. On 7 February, I attended a retirement party for Special Inspector Cynthia Hatcher, held at QPR. Cynthia Hatcher became a Special Constable in 1974 and was posted to Shepherds Bush Police station in 1975, where she has worked ever since.
5. On 19 February, accompanied by my consort, I visited St James School for senior girls.
6. On 19 February, I attended LAMDA's, final year, performance of Cole Porter's Can Can, held at the MacGowan Theatre, Logan Place W8.
7. On 20 February, I hosted a presentation ceremony for the New Year's Day Parade special award winners, Albert and Friends, at Hammersmith Town Hall.
8. On 25 February, accompanied by my consort, I attended the Girl Guiding Thinking Day Celebrations, hosted by the Rainbows, Brownies and Guides of the Fulham Division, held at All Saints Church Hall, Fulham High Street, SW6.
9. On 26 and 27 February, I attended the H & F Primary Schools' Sports Association, Skittleball Championships 2008, held at Hammersmith Town Hall.

APPENDIX 2

No. 1

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 27 FEBRUARY 2008

Question by: Mr Jon Burden, 82a Minford Gardens, London W14 0AP

To the: Deputy Leader of the Council and Cabinet Member for Environment

QUESTION

“What are the Council’s policies regarding recycling of car batteries, in particular providing other options than going to recycling facilities in Wandsworth?”

RESPONSE:

The vast majorities of car batteries are collected when owners have a replacement fitted at a garage. Dangers arising from the acid contained in car batteries mean they must be collected, transported and disposed of responsibly and totally separately from other materials. They cannot be added to the range of materials collected from households through the existing “Smart Sack” kerbside recycling scheme as these materials are collected mixed, compacted within the collection vehicles and then sorted, post collection, at a remote site. The presence of car batteries in this process would contaminate the other materials and present a danger to collection and processing staff.

The disposal of car batteries is most suited to static and secure reception facilities like Civic Amenity sites of which there are none within Hammersmith & Fulham. For this reason Hammersmith & Fulham residents are entitled to use the public tip facilities provided at Smugglers’ Way and Cringle Dock, in Wandsworth.

Although the Council has no plans either to offer separate doorstep collections for car batteries or to provide secure facilities within the borough at which they may be deposited, various local car accessory and tyre retailers like Halfords and Kwikfit do provide facilities through which batteries may be safely disposed of.

- Budget Council Minutes – 27 February 2008 -

Halfords stores located in Chiswick (512-518 Chiswick High Road (Tel: 0208 7476110) and at 59 Lombard Road Battersea SW11 (Tel: 0207 223 7780) will take unwanted batteries regardless of whether a replacement has been purchased at the store.

Kwikfit will also take batteries, although they may levy a charge of £1 per battery for doing so. Their nearest local outlets are located as follows:

332-336, Goldhawk Road,
London W6 0XF **Tel: 020 8748 4955**

231, The Vale
Acton London
W3 7QE **Tel: 020 8743 0645**

763 Fulham Road
London
SW6 5UQ **Tel: 020 7736 1114**

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 27 FEBRUARY 2008

Question by: Mr John O’Callaghan-Williamson, 33 William Banfield House, Munster Road, Fulham, London. SW6 4EX

To the: Leader of the Council

QUESTION

“Does the current administration propose, during the course of its current term in office to make an additional charge to council tenants, in addition to rent, for the provision of Estate Maintenance and up keep? If so, when?”

RESPONSE:

There have been no proposals put to my Administration either by Hammersmith & Fulham Homes or by Council Officers recommending separate service charging for services provided to Council tenants although of course council leaseholders are already separately service charged for a range of housing and estate management services.

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 27 FEBRUARY 2008

Question by: John Griffiths, 122c Edith Road, West Kensington, London, W14 9AP

To the: Deputy Leader and Cabinet Member for the Environment

QUESTION

“Westfield have designed the Southern Interchange to accommodate predicted traffic and bus flows. LBHF are using the designs presented to them by Westfield, or more precisely by their transport consultants Halcrow. Westfield have conducted a Non-Motorised User audit for that part of the Southern Interchange that is on Westfield land, to seek out and reveal dangers to vulnerable road users. Westfield have not conducted a Non-Motorised User audit for that part of the Southern Interchange that is on LBHF land.

The proposed Toucan Crossing across the Uxbridge rd and Shepherds Bush Green, part of the Southern Interchange, has been designed by Westfield to cater for pedestrians and cyclists on LBHF land. Cyclists will be using the carriageway designed by Westfield on LBHF land.

Has LBHF conducted a Non-Motorised User audit for that part of the Southern Interchange covered by the Planning Application 2007/02266/FUL that is on LBHF land, and if not when will it be completed, and what figures are LBHF using for the predicted pedestrian and cyclist flows on the crossing, and, for cyclists, on the carriageway and cycle tracks?”

RESPONSE:

Non motorised road user audits are used to assess performance and conflict within pedestrianised areas such as town centres and transport interchanges. It is not a recognised approach to apply them to strategic road junction redesigns where the standard road safety audit procedures will pick up any conflict points between non motorised users and motorised traffic.

The final design of the southern interchange was the result of over six months worth of multi agency discussion, modelling and negotiation involving the developer, the local and strategic road authority, London Buses, London Underground and Transport for London's traffic signal management team. Many design options were deliberated over and investigated until the final design was agreed upon, based on the results of many performance indicators.

The predicted levels of pedestrian and cyclist activity through the southern interchange has been supplied by the developer based on industry recognised methods, and agreed by the both the relevant highway, traffic and transport authorities, Hammersmith and Fulham Council and Transport for London. The resulting design is one that can achieve the best use of the limited available road space to accommodate all road users.

28 MAY 2008

SANDS END WARD BY-ELECTION

WARDS

ALL

Summary

As Returning Officer for the Authority, I have to report that Councillor Ali de Lisle the Conservative Party candidate, was elected as Ward Councillor to the vacancy in Sands End Ward at the By-election held on 1 May 2008.

**GEOFF ALLTIMES,
RETURNING OFFICER**

CONTRIBUTORS
CE

RECOMMENDATION:

That the above information be noted.

28 MAY 2008

**PARTY APPOINTMENTS FOR THE 2008/09
MUNICIPAL YEAR**

**WARDS
All**

The Council is asked to note the following Party appointments that have been made for the Municipal Year 2008/09:

ADMINISTRATION

Leader – Councillor Stephen Greenhalgh

Deputy Leader – Councillor Nicholas Botterill

Chief Whip – Councillor Frances Stainton

Deputy Whip – Councillor Jane Law

OPPOSITION

Leader – Councillor Stephen Cowan

Deputy Opposition Leader – Councillor Michael Cartwright

Opposition Whip – Councillor Colin Aherne

Deputy Opposition Whip – Councillor Jean Campbell

CONTRIBUTORS

CE

RECOMMENDATION:

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

28 MAY 2008

**ANNUAL REVIEW AND ADOPTION OF THE COUNCIL'S ALL WARDS
CONSTITUTION**

Summary

The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution. 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, Cabinet and Overview and Scrutiny Committees.

The Constitution was last reviewed at the Annual Council on 30 May 2007.

CONTRIBUTOR: RECOMMENDATIONS

HLS

- 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 2008/09 Municipal Year.**

1. COMMENTS OF MONITORING OFFICER

- 1.1 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.
- 1.2 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 proposed changes and the reasons for them are set out in Annex 1.
- 1.3 Significant changes to the role and makeup of the Standards Committee are required due to the introduction of local assessment from 8 May 2008 and this is dealt with by a separate report.

2. SCHEMES OF DELEGATION

- 2.1 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. These amendments particularly reflect the changes to the Council's departmental structure and the responsibilities of individual directors. These have been included in the Constitution circulated separately to Members.

3. CONTRACTS STANDING ORDERS

- 3.1 These have also been reviewed and updated where necessary and included in the Constitution circulated separately to Members.

LOCAL GOVERNMENT ACT 2000 - BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1.	Review of the Constitution Working papers/file	Michael Cogher Head of Legal Services, Ext 2700	First Floor, Hammersmith Town Hall, Room 133a

AMENDMENTS TO COUNCIL CONSTITUTION (ANNUAL COUNCIL MEETING 28 MAY 2008)

ANNEX 1

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 1	Summary and Explanation	Standards Committee	<p>Add to its role “and considers complaints against Councillors and co-opted members.”</p> <p>Amend reference to Standards Board for England to “the Council’s Standards Committee” as the recipient of complaints</p>	Procedural update
Part 2	Article 3 - Citizens and the Council	(c) Participation. Citizens have the right to submit a deputation request to a Scrutiny Committee and to contribute to and participate in its investigations.	<p>Add: “(iv) Speak at a meeting of a Scrutiny Committee, at the discretion of the Chairman.”</p> <p>Amend reference to Standards Board for England to “the Council’s Standards Committee”.</p> <p>Add wording to para. 3.01(d) (iii) to clarify whom to send Standards Committee complaints to</p>	To bring the Article into line with Scrutiny Committee practice as set out in the Overview and Scrutiny Procedure Rules. Clarification.
Part 2	Article 6 - Overview and Scrutiny Committees	Local Neighbourhoods Scrutiny Committee – Terms of Reference	Add responsibility to scrutinise, in addition, employment, regeneration and adult education.	To bring these important matters under formal scrutiny

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 2	Article 6 - Overview and Scrutiny Committees	Cleaner and Greener Scrutiny Committee – Terms of Reference	Add responsibility for planning matters.	To allocate this function specifically to a Scrutiny Committee.
Part 2	Article 9 – The Standards Committee	9.03(f) dealing with local investigations and reports from a case tribunal or the Standards Board for England and any report from the monitoring officer on any matter which is referred to him/her.	<p>Amend “To carry out all the functions of a Standards Committee under the Standards Committee (England) Regulations 2008 including the consideration, investigation, determination and referral of complaints against elected members, and the establishment of sub-committees for these purposes.”</p> <p>Change the numbers of members on the Committee from 6 to 10.</p>	To accommodate legislative changes in the process for making complaints to an authority’s own Standards Committee.
Part 2	Article 12 - Officers and employees of the Council		<p>Amend reference to “Assistant Chief Executive” and replace with “Head of Legal Services.</p> <p>Add management of Corporate Services to remit of Director of Finance.</p> <p>Add provision for the Monitoring Officer to conduct investigations referred by Standards Committee and to appoint a deputy.</p>	<p>To accommodate changes in directorate responsibility.</p> <p>Correction.</p>

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 3	Responsibility for Functions - Leader	1.2. Representing and acting as ambassador for the Authority, providing community leadership (e.g. Borough Partnership), the development of a Local Strategic Partnership	Add: “and the approval of the Local Area Agreement.”	To accommodate guidance regarding the LAA process.
Part 3	Responsibility for Functions - Leader	Areas where power is shared with other Cabinet members	Add: “4. Area in which power is shared with the Cabinet Member for Community and Children’s Services 4.1. Adult education (incorporating local learning and skills)”	Adult education is an aspect of regeneration and therefore appropriate to the Leader’s portfolio, in consultation with the Cabinet Member for Community and Children’s Services.
Part 3	Part 3 – Responsibility for Functions - Community and Children’s Services	Areas where power is shared with other Cabinet members	Add: “4. Area in which power is shared with the Leader. 4.1. Adult education (incorporating local learning and skills) and change para. 3.1. accordingly”	To accommodate the change above.

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 3	Regulatory and other Committees – Terms of Reference Licensing Committee and Licensing Sub-Committee	Members may consider any matter affecting their Wards, or where there is a personal (but not a prejudicial) interest) provided the interest is disclosed in the usual manner.	Add: “(This provision takes precedence over the administrative arrangements set out in paragraph 19.2 of the Council’s Statement of Licensing Policy, November 2007).”	To clarify an anomaly in the Council’s Statement of Licensing Policy, November 2007.
Part 3	Standards Committee – Terms of Reference		Amend as shown above for part 2 Article 9. Amend the Chairing provisions to make clear that chairing shall be on rotation among the independent members only (para. 5.1).	To accommodate legislative changes in the process for making complaints to an authority’s own Standards Committee.
Part 3	Assistant Chief Executive - detailed Scheme of Delegation		Delete entire Scheme of Delegation and add to that of Director of Finance (see below)	To accommodate changes on management responsibility.

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 3	Monitoring Officer (ACE) - detailed Scheme of Delegation		<p>Amend responsibility to Head of Legal Services.</p> <p>Add reference to the Standards Committee (England) regulations 2008; amend procedure to allow direct reference of complaints to Standards Committee; add provision for substitute members to attend Standards Committee in default of appointed members.</p>	<p>To accommodate changes in management responsibility.</p> <p>Compliance with latest legislation; better Committee governance.</p>
Part 3	Head of Legal Services - detailed Scheme of Delegation		<p>Update post titles. Add Responsible Officer role for the Regulation of Investigatory Powers Act 2000; Add the authorisation of amendments to the Council's joint arrangements agreements for the ALG</p>	<p>To make provision for specific areas which require to be covered in this Scheme of Delegation.</p>
Part 3	Director of Residents' Services - detailed Scheme of Delegation		<p>Update post titles. Add responsibilities for cemeteries and Fulham Palace transferred from Environment Directorate. Add the power to offer redundancy or early retirement packages as agreed with the Corporate Adjudication Panel (and in consultation with the relevant Cabinet Member).</p> <p>Amend levels of responsibility for placing of orders</p>	<p>To accord with revised organisational structure.</p> <p>To bring redundancy/early retirement provisions up to date.</p> <p>To clarify responsibility for placing orders at various levels of cost.</p>

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 3	Director of Finance – detailed Scheme of Delegation		Change post title to Director of Finance and Corporate Services. Update other post titles. Add reference to latest pensions legislation (para. 17). Add corporate services responsibilities (transferred from ACE). Remove responsibility for Coroners Act functions.	To accord with revised director-level responsibilities. To accommodate latest pensions legislation and Coroners responsibilities.
Part 3	Director of Children’s Services – detailed Scheme of Delegation		Amend titles of department and of relevant Cabinet member.	Update to current nomenclature.
Part 3	Director of Community Services – detailed Scheme of Delegation		Add responsibility for relevant mortuary and Coroners functions	Correction
Part 3	Director of Environment – detailed Scheme of Delegation	Clause 264 - To agree terms for the letting/renewal of leases of less than 7 years to Council-funded voluntary organisations.	Amend post titles. Add power to agree best value leasing terms for advertising hoardings where planning permission has been obtained (new clause 275). Increase financial limit on write off of arrears from £45k to £50k. Add registered charities to Cl.264.	To accord with revised departmental organisation. To cover new requirement. To align with Directors’ financial limits Inclusiveness/consistency

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 4	Council Procedure Rules (passim)	Throughout the document “from the Leader, the Executive, and Overview & Scrutiny Committees*”	Add *”or other Committees of the Council”	Clarification that the relevant provisions apply to all Committees.
Part 4	Council Procedure Rules (passim)	References to” Overview and Scrutiny Committees” and to “Chair” instead of “Chairman”	Remove the words “Overview and” and change “Chair” to “Chairman” where appropriate.	Correction
Part 4	Council Procedure Rules	1.2(i) adopting an allowance scheme for members.	Amend “adopting” to “reviewing” Add as 1.2(l) “Reports from officers as required in the proper discharge of functions delegated by the Council.”	Correction. Correction.
Part 4	Council Procedure Rules	3(a) The Council shall hold a Budget meeting to determine the annual estimates and the Council Tax for the ensuing financial year, *at a time, date and place fixed by the Council.	Insert: * “and to adopt an allowance scheme for Councillors”.	To specify an appropriate meeting for approval of the Councillor allowance Scheme.
Part 4	Council Procedure Rules	Para. 7(a) - Restrictions on access by Councillors to documents on matters in which they have an interest	Delete para. 7(a).	This provision is obsolete.

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 4	Council Procedure Rules		Insert at 17.6 the precedence of Scrutiny Committee procedures in respect of the attendance of Chairmen and deputy Chairmen.	Clarification that the special arrangements for Scrutiny Committees override the general provisions.
Part 4	Council Procedure Rules		Clarify that the quorum of the Standards Committee is 4 including 1 independent member	Clarification.
Part 4	Council Procedure Rules	20(a) and (b). Declarations of Interest.	Replace with new wording to clarify the circumstances in which a Councillor must declare a prejudicial interest at a meeting.	To comply with latest governance standards.
Part 4	Council Procedure Rules	Annex A: Petitions and Deputations	Add wording to clarify who is responsible for receiving petitions and deputations and the timescale for submitting them.	Clarification.
Part 4	Overview and Scrutiny Procedure Rules		Add new para. 2.1(k) empowering Scrutiny Committees to establish sub-committees.	Updating to best practice

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 4	Contract Standing Orders		Amend post titles and change Procurement Strategy Board to Competition Board. Insert reference to Market Testing Toolkit and to keeping records of awarded contracts using the London Centre of Excellence Contracts Database (paras. 2.2.(l) and 6.3). Add to table 8.2 a footnote clarifying the need for prior approval to the normal requirements if fewer than 3 quotations are to be sought.	Updating to current practice. Clarification
Part 4	Financial Regulations		Amend post titles	To accommodate management changes.
Part 5	Member/officer Protocol		Delete reference to the proposals statutory Code of Conduct for Local Government Employees.	Update – the Code is now in force.
Part 5	Local Protocol for Leader and Cabinet Members		Add “and others” to the applicability of the Protocol in terms of the basic principles of relationships between Councillors and officers.	To clarify that the Protocol has wider applicability in terms of promoting effective working relationships.

SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 5	Local Protocol for Leader and Cabinet Members – Annex on Code of practice for the production of Press Releases		<p>Update in relation to the Code of Recommended Practice on Local Authority Publicity (circular 20/88).</p> <p>Delete specific advice on “political” press releases and Replace with a statement that each case will turn on the particular facts of the case.</p>	<p>Updating in relation to legislation.</p> <p>Experience shows that less specific advice is appropriate.</p>
Part 5	Local Protocol for Scrutiny Chairmen	<p>Press Office</p> <p>Scrutiny Panels</p>	<p>Change to Communications team.</p> <p>Change to Scrutiny Committees</p>	Nomenclature update.
Part 5	Councillors’ Secretariat and Other Facilities: Guidelines for Use		<p>Change title to “Councillors’ Support and Other Facilities : Guidelines for Use”.</p> <p>Delete reference to services no longer provided</p>	Updating to current practice
Part 5	Guidance on Dealing with Requests for Information by Members under Access to Information/Open Government legislation	Para. 13: “If a Councillor is in any doubt as to the uses to which information may be put,* he/she should seek advice from the Head of Legal Services”	Add as an example *(e.g. use of names and addresses, whether in hard copy or electronic form)”	Clarification

Part 5	IT Standards – Acceptable Use Policy		Substitute version 11, with minor nomenclature and editorial changes	Update
SECTION	TITLE/SUBJECT	CURRENT WORDING	PROPOSED WORDING	REASON(S) FOR CHANGE
Part 7	Management Structure	Organisation charts	Change all directorates' structure charts to reflect management responsibility and post title changes. Delete ACE structure chart.	Update in the light of structural changes.

28 MAY 2008

LEADER

*Cllr Stephen
Greenhalgh*

LOCAL AREA AGREEMENT 2008 -2011**Wards**

All

SYNOPSIS

This report presents the borough's first statutory Local Area Agreement (LAA), for submission to Government by 1 June. The indicators and targets set out within the LAA have been agreed with local partners and will be the focus of partnership activities over the next three years.

CONTRIBUTORS**RECOMMENDATION:****DF**

To agree the attached Local Area Agreement, subject to the proposed targets being finally agreed with Government.

1. BACKGROUND

- 1.1 The Local Government and Public Involvement in Health Act introduced a duty on local authorities and their strategic partners to sign up to a Local Area Agreement (LAA) with central Government. LAAs should include 16 statutory education indicators plus "up to 35" designated PIs/targets that are negotiated with Government. Following extensive consultation with partners and the Government Office for London we have now agreed a set of 27 key performance indicators to be monitored over the next three years as part of the new LAA. The indicators mainly reflect local priorities based on Hammersmith and Fulham's Community Strategy as agreed by the Borough Partnership. The attached table (see **Appendix 1**) shows the proposed targets for these indicators over the next three years. Under the legislation, these indicators and targets need to be ratified by Council.
- 1.2 The indicators and proposed targets have been agreed by council officers and key public sector partners and are consistent with targets agreed under other performance monitoring arrangements where these exist, e.g. Metropolitan Police or NHS set targets, Borough Partnership/Community Strategy. Success in meeting targets will attract Performance Reward Grant.
- 1.3 This first year of the new LAA is seen as a transitional one and there will be an opportunity to amend targets for 2009/10 where it becomes clear that performance has been affected by unforeseen circumstances.

2. COMMENTS OF THE DIRECTOR OF FINANCE

- 2.1 Success in meeting the targets set out in the LAA will attract Performance Reward Grant. The maximum amount of grant receivable, should all the targets be met, is estimated to be £1.1m. A lower amount of grant will be receivable should all the targets not be met. At least 70% of targets must be met for the Council to receive any grant. Payment of the grant is not expected until 2011/12.
- 2.2 Unlike the previous LAA no 'pump-priming' grant has been made available to help the Council meet the new targets. Targets will need to be met from within existing resources, including the new Area Based Grant and the Performance Reward Grant receivable from the previous LAA.

3. COMMENTS OF THE HEAD OF LEGAL SERVICES

- 3.1 Under the regulations laid down in Parliament in March, relating to the new statutory duty on all primary local authorities to agree an LAA, the indicators and targets set must be ratified by Council.

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

No	Description of background papers	Name/Ext of Holder of File/Copy	Department/Location
1.	Local Government and Public Involvement in Health Act 2007	Peter Smith 2206	Finance Department/ 6 th Floor HTHX
2.	Hammersmith and Fulham Story of Place submission to the Government Office for London	Peter Smith	Finance Department/ 6 TH Floor HTHX

LAA Improvement targets

Version: 7 May 2008

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
Strong Safe Communities	NI 16 - Serious acquisitive crime rate	40.2 / 12 month victimisation rate per 1000 population	39.0	37.7	36.6	MPS/ LBHF	David Page
	NI 17 - Perceptions of anti-social behaviour	06/07 General Survey = 31%	30%	29%	28%	MPS/ LBHF	David Page/ Peter Smith
	NI 20 - Assault with injury crime rate	10.2/ 12 month victimisation rate per 1000 population	9.89	9.60	9.31	MPS/ LBHF	David Page
	NI 28 - Serious knife crime rate	1.80/ 12 month victimisation rate per 1000 population	1.71	1.62	1.54	MPS/ LBHF	David Page
	NI 30 - Re-offending rate of prolific and priority offenders	Baseline being developed	-2% on baseline	-2% on 2008/09	-2% on 2009/10	Probation Service/ LBHF	David Page
	NI 38 - Drug-related (Class A) offending rate	Indicator deferred until 2009/10				MPS/ LBHF	David Page
	NI 39 - Alcohol-harm related hospital admission rates	1695 admissions	1661	1628	1595	MPS/ LBHF/ HFPCT	Sarah McClinton
	NI 47 - People killed or seriously injured in road traffic accidents	% var 04-06 = -6.1% Est % 05-07 = +2.2%	-6.1%	-11.2%	-5.0%	LBHF/ TfL	Graeme Swinburne

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
		Based on a 3 year rolling average					
	NI 49 - Number of primary fires and related fatalities and non-fatal casualties, excluding	Total number of: - Primary fires per 100,000 population = 213 (2006/7) - Fatalities due to primary fires per 100,000 population = 0.6 (2006/7) - Non-fatal casualties (excluding precautionary checks) per 100,000 population = 19.3 (2006/7)	Reduce the 3 year average of: - dwelling fires per 1000 population by 15%. - related injuries (excluding precautionary checks) per 1000 population by 15%			LFB/LBHF	Steve Lumb
Children & young people	NI 56 - Obesity among primary school age children in Year 6	23.2% (78% measured) Academic year 2006/07	22.3% (86% measured)	21.6% (87% measured)	20.7% (88% measured)	LBHF/HFP CT	Julia Shaw
	NI 68 – Referrals to children’s social care going on to initial assessment	Baseline and target being developed as this was a late addition to the list of indicators.				LBHF	Carole Bell

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
	*NI 72 - Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy	49 (Outturn 2006/07 AY) Target 2007/08)	52	51	51	LBHF	Janet Lewis
	*NI 73 - Achievement at level 4 or above in both English and Maths at Key Stage 2	72 (Outturn 2006/07)	75.5	79	79	LBHF	Janet Lewis
	*NI 74 - Achievement at level 5 or above in both English and Maths at Key Stage 3	72 (Outturn 2006/07 AY))	74.5	77	77	LBHF	Janet Lewis
	NI 75 - Achievement of 5 or more A-C grades at GCSE or equivalent including English and Maths	59.8 (Outturn 2006/07)	58	65	65	LBHF	Janet Lewis
	NI 79 - Achievement of a Level 2 qualification by the age of 19	73	74	75	76	LBHF	Janet Lewis
	*NI 83 - Achievement at level 5 or above in Science at KS 3	77 (Outturn 2006/07)	79	79	79	LBHF	Janet Lewis
	*NI 87 - Secondary school persistent absence rate	6.4	6.2	5.9	5.9	LBHF	Liz Spearman
	*NI 92 - Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage	37.5	33.7	35.0	35.0	LBHF	Janet Lewis

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
	Profile and the rest						
	*NI 93 - Progression by 2 levels in English between Key Stage 1 and Key Stage 2	88.1	90	92	92	LBHF	Janet Lewis
	*NI 94 - Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2	81.7	86	91	91	LBHF	Janet Lewis
	*NI 95 - Progression by 2 levels in English between Key Stage 2 and Key Stage 3	41.2	41.5	42	42	LBHF	Janet Lewis
	*NI 96 - Progression by 2 levels in Maths between Key Stage 2 and Key Stage 3	67.4	68.2	69	69	LBHF	Janet Lewis
	*NI 97 - Progression by 2 levels in English between Key Stage 3 and Key Stage 4	68.8	69.5	71	71	LBHF	Janet Lewis
	*NI 98 - Progression by 2 levels in Maths between Key Stage 3 and Key Stage 4	47.1	48	49	49	LBHF	Janet Lewis
	*NI 99 - Children in care reaching level 4 in English at Key Stage 2	40% (6 of 15) From CO2 (Oct 06 to Sept 07)	45	50	50	LBHF	Nova Levine/ Steve Andoe
	*NI 100 - Children in care reaching Level 4 in Maths at KS 2	60% (9 of 15) From CO2 (Oct 06 to Sept 07)	45	58	58	LBHF	Nova Levine/ Steve Andoe
	*NI 101 - Children in care achieving 5	15.0	12.5	15	15	LBHF	Nova

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
	A*-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths)						Levine/ Steve Andoe
	NI 108 - Key Stage 4 attainment for Black and minority ethnic groups	See Appendix 2					Janet Lewis
	NI 111 - First time entrants to the Youth Justice System aged 10-17	177 (2007/08) 182 (2006/07)	168	160	152	LBHF/ MPS	Larry Wright
Adult Health	NI 120 - All-age all cause mortality rate	Males: 633 (2006) Females: 410 (2006)	Males: 624 Females: 409 (2008)	Males: 593 Females: 393 (2009)	Males: 563 Females: 377 (2010)	HFPCT	Sarah McClinton Dagmar Zeuner
	NI 130 - Social Care clients receiving Self Directed Support	172	227	272	319	LBHF	Sarah McClinton
	NI 123 - 16+ current smoking rate	1701 (The baseline is high because the previous target had been set to deliver a stretch in performance for LPSA2).	1520	1530	1540	HFPCT/ LBHF	Sarah McClinton Dagmar Zeuner
	NI 135 - Carers receiving needs	22.5%	23.5%	24.5%	25.5%	LBHF	Sarah

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
	assessment or review and a specific carer's service, or advice and information						McClinton
	NI 141 - Number of vulnerable people achieving independent living	62.6%	67.6%	72.6%	78.0%	LBHF	Sarah McClinton
	NI 150 - Adults in contact with secondary mental health services in employment	10%	11%	12%	13%	LBHF/HFPCT	Sarah McClinton
Local Economy & Environment	NI 152 - Working age people on out of work benefits	13.0% (2007/8 prediction)	12.7%	12.4%	12.2%	JCP/LBHF	Kim Dero
	NI 153 -Working age people claiming out of work benefits in the worst performing neighbourhoods	28.7% (2007/8 prediction)	28.0%	27.5%	26.9%	JCP/LBHF	Kim Dero
	NI 154 – Net additional homes provided.	701	500	500	500	LBHF	Chris Jones
	NI 158 - % of non-decent council homes.	2007/8 Est = 25.4%	18.5%	8.0%	0.0%	LBHF	Chris Jones
	NI 179 - Value for money - total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year	Baseline budget £194million	3% savings (£5.8m)	6.1% savings (£11.8m)	9.3% savings (£18.1m)	LBHF	Andrew Lord

Appendix 1

Priority	Indicator(s) including mandatory education indicators (latter shown with a *)	Baseline	LAA Improvement Targets, including those to be designated & including mandatory education & early years target (indicated by *)			Lead partners	Owner
			08/09	09/10	10/11		
	NI 186 - Per capita CO2 emissions in the LA area	Currently revising the target to take account of new DEFRA guidance.			LBHF	Jon Whitwell	
	NI 192 -Household waste recycled and composted	2006/7 = 23.63% Est 07/8 = 26.5%	28%	29%	30%	LBHF	Dave Newman

Targets for NI 108 - Key Stage 4 attainment for Black and minority ethnic groups

	KS4 5 A*-C					KS4 5 A*-C inc. English & Mathematics				
	All pupils %					All pupils %				
	2005-06	2006-07	2007 England	Target 2007-08	Target 2008-09	2005-06	2006-07	2007 England	Target 2007-08	Target 2008-09
White British	66.7	72.0	60.2	75	Target not set in 2008-09	57.8	65.1	46.1	68	76
Irish	88.2	86.4	63.7	95		73.5	79.5	52.6	90	76
Gypsy/Roma	14.3	16.7	14.0			14.3	0.0	7.2		
Irish Traveller	.	X	16.8	74		.	X	8.7	65	73
Any other White background	73.6	75.2	62.2			55.5	67.9	48.6		
Total White	68.7	73.2	60.2	75		57.7	66.1	46.2	68	74
White and Black Caribbean	42.4	34.8	49.5	51		27.3	34.8	34.1	40	59
White and Black African	71.4	33.3	59.0			57.1	11.1	43.1		
White and Asian	90.9	100.0	70.4			81.8	100.0	59.1		
Any other Mixed background	66.7	54.5	62.2			45.8	50.0	48.9		
Total Mixed	60.0	48.3	58.7	63		44.0	43.3	44.7	51	69
Indian	87.5	78.6	75.4			75.0	78.6	62.5		
Pakistani	51.9	63.6	54.5			48.1	54.5	37.7		
Bangladeshi	66.7	68.0	60.0			33.3	36.0	42.1		
Any other Asian background	78.6	83.3	68.5	60		71.4	78.6	54.1	50	70
Total Asian	67.9	76.1	64.3	71		56.4	64.1	49.0	54	54
Black Caribbean	45.8	50.0	50.2	50		24.6	38.5	33.3	31	52
Black African	55.5	64.5	58.9	50		39.5	47.6	42.5	37	54
Any other Black background	37.5	24.0	51.4	46		31.3	24.0	34.3	28	50
Total Black	48.8	54.7	54.6	49		31.4	41.6	38.0	34	53

Appendix 1

Chinese	71.4	83.3	85.2		71.4	66.7	72.9		
Any other ethnic group	58.3	63.2	61.1	53	47.8	54.7	45.0	41	55
Unclassified	63.2	63.6	53.2		47.4	63.6	40.1		
All pupils	61.9	66.8	60.1	67	49.0	57.9	45.9	58	65

Note:

1. For the current academic year 2007-08, the targets were set for 5+A*-C only (this was the DCSF process) - these are in the first section of the table;
2. For the 5+A*-C including English and maths indicator, targets are for the current and following academic year - no further targets have yet been agreed with the DCSF. This is the new indicator for GCSE attainment though, so the 'old' 5+A*-C indicator does not have any real currency any more. Projected 2009-10 targets would, in the first instance, be held constant from the 2008-09 year.
3. DCSF rules stipulate that it cannot meaningfully be done until aggregated school targets are calculated. Since schools have not yet set targets for the 2009-10 academic year, we cannot realistically begin to look at ethnic group targets either.
4. Note that we do not set targets for any group of students whose total number is less than or equal to 30 - hence the gaps in the table for 'smaller' ethnic groups.

28 MAY 2008

**APPOINTMENT OF ADDITIONAL STANDARDS
COMMITTEE MEMBERS AND ARRANGEMENTS FOR
ASSESSING COMPLAINTS – LOCAL GOVERNMENT
& PUBLIC INVOLVEMENT IN HEALTH ACT 2007**

WARDS

ALL

Summary

The report recommends the enlargement of the Standards Committee by two additional Independent Members and two additional Councillors and sets out options to be considered by the Standards Committee for restructuring the Standards Committee to help it take on its new role of assessing complaints under the Local Government & Public Involvement in Health Act 2007.

CONTRIBUTORS

HLS

RECOMMENDATIONS:

That the Council:-

- (a) appoints Mrs Joyce Epstein and Miss Oluchi Onwere as Independent Members of the Standards Committee;
- (b) Re-appoints Mr Steven Moussavi, Mr Christopher Troke and Ms Grace Moody-Stuart as Independent Members;
- (c) Appoints three administration and two opposition members to the Committee; and
- (d) Notes the options set out in paragraphs 3.4 to 3.6 below which will be considered by the Standards Committee on 2 June 2008.

1. BACKGROUND

- 1.1 The Local Government and Public Involvement in Health Bill received Royal Assent in 2007 and came into operation on 4 March 2008. However, the changes to the standards framework were only brought into effect on 8 May 2008 under Guidance and Regulations recently published on 17 April 2008.
- 1.2 Until 8 May 2008 the Council had no jurisdiction to deal with complaints against its members in the first instance. Complaints had to be made to the Standards Board for England which decided whether to investigate and, if so, whether to undertake the investigation themselves or refer the matter to the local standards committee. Only in the case of local referrals did the Council's Standards Committee have jurisdiction.
- 1.3 Under the new system, which is usually referred to as the "local filter" or "local assessment" complaints must now be made to the Council's own Standards Committee in the first instance which must establish a sub-committee to decide whether to investigate the complaint. Where the complaint is investigated the Committee or a sub-committee conducts a hearing and decides whether there has been a breach of the Code and, if so, whether any sanctions should be imposed. The sanctions available to the Committee have been increased to suspension for a maximum of six months. In serious cases or cases in which serious conflicts of interest arise there is the facility to refer matters to the Standards Board or the Adjudication Panel for England. The latter retains its powers of disqualification for up to five years.
- 1.4 Where a sub-committee decides not to investigate the matter it may suggest alternative courses of action such as mediation. A complainant has a right of review where a sub-committee decides not to investigate a matter.

2. RECRUITING EXTRA INDEPENDENT MEMBERS

- 2.1 As a first step in the process, the Council agreed at its November 2007 meeting that membership of the Standards Committee should be increased by one independent member at a date to be fixed by Council at a future meeting.
- 2.2 An advertisement was placed in H&F News in January, following which two applications were received. These applications were considered by the Standards Committee Appointments Panel who met on 8 April 2008 and decided to recommend that both candidates, Mrs Joyce Epstein and Miss Oluchi Onwere, be appointed by the Council at its Annual Meeting.

3. ENLARGING THE COMMITTEE

- 3.1 Parallel with appointing the new Members, the Council is asked to consider enlarging the Standards Committee from its current membership of 6.
- 3.2 The current Standards Committee of three Independent Members and three Councillors is not large enough to deal effectively with its new responsibilities because of the need to involve an Independent Member on any sub-committee,

the fact that members involved in the filtering of complaints will be precluded from sitting on any review panel and the requirement to deal with complaints within the 20 working day period expected by the Standards Board.

- 3.3 The recommended option for enlarging the Committee would appear to be to raise its overall membership to ten. This would include the five Independent Members, three administration members and two opposition members. The aim would be to provide a pool of Members to enable three sub-committees be constituted as and when required which could take on the new roles under the Act. Each would be chaired by an Independent Member as required under the regulations and which can comprise different Members to deal with the three stages of Consideration, Review and Hearing.
- 3.4 The Committee would therefore operate on similar lines to the Council's Licensing Sub-Committee which has operated successfully in this manner since 2005. Ten members is a realistic number to develop and retain the necessary skills and experience which would be diluted if a larger pool were used. Delegated authority would be given to the Monitoring Officer to appoint the sub-committees and convene meetings as and when required in consultation with the Chairman of the Standards Committee. Full meetings of the Standards Committee would also be convened to consider general and strategic standards issues and to monitor performance as before.
- 3.5 A second option would be to appoint fixed sub-committees as follows;
 - Sub-Committee No. 1 [Initial Assessments] : Independent Member (1) [Chairman], Administration Member (1), Opposition Member (1)
 - Sub-Committee No. 2 [Reviews]: Independent Member (2) [Chairman], Administration Member (2), Opposition Member (2)
 - Sub-Committee No. 3 [Hearings]: Independent Member (3) [Chairman], Administration Member (3), Opposition Member (1)
- 3.6 In addition, the enlarged ten Member Standards Committee would be convened to consider any general Standards issues as before which would not involve individual complaints. To take advantage of the enlarged number of Independent Members, the chairmanships of the sub-committees set out above would be drawn from the pool of Independent Members following their initial training in the role.

4. COMMENTS OF THE HEAD OF LEGAL SERVICES

- 4.1 The Council is legally required to have a Standards Committee, 25% of whose members must be independent. At least one member must be a councillor and only one member may be a member of the executive (who may not be the Leader). As Standards Committees are expected to be above party politics the political balance rules do not apply. The Chairman of the Standards Committee and any sub-committees must be drawn from the Independent Members. The minimum legal quorum of the Committee and its sub-committees is three including at least one independent and one councillor member. Members who sit

on a sub-committee which carries out the initial assessment of a complaint may not sit on a sub-committee which reviews a decision not to investigate that complaint. There is no bar on members who have sat on a sub-committee which authorises an investigation from considering the report on that investigation.

- 4.2 The Standards Committee is legally required to establish sub-committees to consider initial complaints and to review decisions not to investigate complaints. This is a function which must be discharged by the Committee itself and not Full Council and therefore the options for the Committee to consider are included for information only.

LOCAL GOVERNMENT ACT 2000 BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1	Brent Networking Event Papers, 6 December 2007	David Bays x 2628	Committee Services Room 203, Hammersmith Town Hall
2	Report to Council 21 November 2007	Michael Cogher x2700	Legal Services
3	Report to Standards Committee 21 January 2008	David Bays x2628	Committee Services, Room 203, Hammersmith Town Hall.
4	Report to Standards Committee 2 April 2008	David Bays x2628	Committee Services, Room 203, Hammersmith Town Hall.
5	Standards Committee Bulletin 38 – April 2008	David Bays x2628	Committee Services, Room 203, Hammersmith Town Hall.

28 MAY 2008

LEADER

*Councillor Stephen
Greenhalgh*

**COUNCILLORS' ALLOWANCES SCHEME:
REVISION**

**WARDS
All**

SYNOPSIS

On the 27 February 2008, the Council agreed a Councillors' Allowance scheme for the 2008/9 municipal year. This report revises the scheme to include three additional special responsibility allowances (SRA) to reflect the work undertaken by the post holders to implement some key Council priorities.

CONTRIBUTORS

DF, HLS

RECOMMENDATION:

That the revised Councillors' Allowances Scheme 2008-09 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. On 27 February 2008, the Council agreed its Members' Allowance scheme for 2008/9.

1.2 Council is now requested to revise the Scheme set out at appendix 1 effective from 29 May 2009 to:-

a) Create 3 additional Lead Member posts which would be entitled to a special responsibility allowance payment. These post are :-

- Lead Member for ALMO VFM Scrutiny and Leaseholder Liaison
- Lead Member for Hammersmith and Fulham Federation of Tenants and Residents Associations (HAFFTRA) Liaison
- Lead Member for IT Projects

The activities of the posts holders are:-

- Lead Member for ALMO VFM Scrutiny and Leaseholder Liaison

To ensure H&F Homes delivers value for money (VFM) for tenants and leaseholders; to chair the Borough wide Leaseholders Forum and be responsible for co-ordinating the work programme of the Forum to ensure leaseholders receive VFM; to ensure that through the ALMO that the Council's responsibilities to and for the leaseholders are fulfilled and to advise and assist the Cabinet in relation to these matters. This is a non-executive role with no formal decision making powers.

- Lead Member HAFFTRA Liaison

To attend meetings with HAFFTRA and Tenants and Residents Association meetings regularly and brief and advise the Cabinet in respect of the activities of these bodies. This is a non executive role with no formal decision making powers.

- Lead Member for IT Projects

To review all aspects of IT utilisation across the Council in particular the emerging and developing situation in respect of parking; to liaise with officers to understand systems used and developments made; to commission reports and attend meetings on the effectiveness of IT systems and to advise and assist the cabinet in relation to IT matters. This is a non-executive role with no formal decision making powers.

b) Delete the Lead Member for Recruitment position.

c) To reduce the SRA paid to the Deputy Chief Whip and Chairmen of Overview and Scrutiny Committees from £6,034 to £5,000

- d) Note that there are no proposed changes to the approved basic allowance of £8,940.

Special Responsibility Allowance (Revisions)

SRA POSTS	Previous SRA	New SRA	Previous Cost	Revised Cost
Chairmen of Overview & Scrutiny Committees (6)	£6,183	£5,000	£37,098	£30,000
Deputy Chief Whip	£6,183	£5,000	£6,183	£5,000
Lead Member HAFFTRA Liaison	£0	£3,000	£0	£3,000
Lead Member for ALMO VFM Scrutiny and Leaseholder Liaison	£0	£5,000	£0	£5,000
Lead Member for IT Projects	£0	£5,000	£0	£5,000
Lead Member for Recruitment	£5,000	£0	£5000	£0

2. INDEPENDENT REMUNERATOR'S REPORT

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. The proposals contained within this report are broadly consistent with the independent remunerator's report.

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 2008/09 and that sufficient provision exists to fully fund the costs as contained in this report.

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

No.	Description of Background Papers	Name/Ext. of Holder of File/Copy	Department/ Location
1.	The Remuneration of Councillors in London: 2006 Review (December 2006)	Kayode Adewumi, ext 2499	ACE/ Room 202a, Hammersmith Town Hall
2.	Members' Allowance Scheme report 2008/9	Kayode Adewumi, ext 2499	ACE/ Room 202a, Hammersmith Town Hall

APPENDIX 1

Members' Allowances Scheme 2008-09

[Revised Scheme effective from 29 May 2008]

This scheme is made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for 2008 –2009 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 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 15th 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 2.475%. The basic rate allowance for all LBHF Councillors will therefore be:

£8,940 - to be paid in 12 monthly instalments on the 15th of each month.

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial 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 2.475% 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	£35,763
Deputy Leader	£29,796
Other Cabinet members (6)	£23,838
Chief Whip (where not a member of Cabinet)	£23,838
Deputy Chief Whip	£5,000
Chairmen of Overview & Scrutiny Committees (6)	£5,000
Leader of the Opposition	£17,874

Deputy Leader of the Opposition	£6,183
Opposition Whip	£6,183
Chairmen of Planning Applications Committee, Personnel Appeals, Appointments Panel, Audit Committee, Licensing Committee/Sub-Committee, & Councillor member on Adoption Panel	£6,183
The Mayor	£11,922
Deputy Mayor	£6,183
Lead Member HAFFTRA Liaison	£3,000
Lead Member for ALMO VFM Scrutiny and Leaseholder Liaison	£5,000
Lead Member for IT Projects	£5,000

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year.

3) OTHER ALLOWANCES

a) 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.

- (1) £4.18 per half hour before 10 p.m.; £5.31 per half hour after 10 p.m.
(not payable in respect of a member of the councillor's household).

b) Travel & Subsistence

Allowances are payable (at the same rates as employees) for duties undertaken away from the Town Halls when discharging duties under paragraph 8 of the Regulations. In addition, the cost of travel after late evening meetings from the Town Hall would be paid.

(1) Public Transport

Actual travel costs (second class only) will be reimbursed.

(2) 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

The figures above are the 2007/8 rates as car mileage is paid at the same rate as for officers. The 2008/9 rates are unknown as this is negotiated nationally so the new rates will not be agreed until later in the year. Once the figures are known they will be updated accordingly.

(3) Cycle allowance

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

(4) 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.

C) Sickness, Maternity and Paternity Allowance

Where a Member is entitled to a Special Responsibility Allowance, it will continued to be paid in the case of sickness, maternity and paternity leave in the same way as employees.

4) ANNUAL INCREASE

The allowances in this scheme apply to the financial year 2008-09, 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.

5) 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.

6) 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.

7) 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.

8) 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 70th 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.

9) 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.

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 2.475%, works out at an annualised co-optees allowance of £921.00 p.a., payable by equal monthly instalments of £76.75 on the 15th 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 2.475%, works out at an annualised allowance for all independent Standards Committee members of £459.00 p.a, payable by equal monthly instalments of £38.25 on the 15th of each month.

In all cases, the allowances given in this scheme shall be uprated by the same percentage rate of increase as the previous years national Local Government Pay Settlement.

12.1

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

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 2008/09:

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

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

THE EXECUTIVE – LEADER AND CABINET MEMBERS 2008/09

LEADER	-	Councillor Stephen Greenhalgh
DEPUTY LEADER (+ENVIRONMENT)	-	Councillor Nicholas 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 Lucy Ivimy
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, Olympics & Children's Services (Education)	-	Councillor Minnie Scott Russell
	-	Councillor Victoria Brocklebank-Fowler
Crime & Anti-Social Behaviour	-	Councillor Belinda Donovan
Environment	-	Councillor Harry Phibbs
Residents Services Strategy	-	Councillor Caroline Ffiske
	-	Councillor Ali de Lisle
Housing	-	Councillor Gavin Donovan

ANNEX 2

REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2008 / 2009

[* 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 Alex Chalk - Chairman
Councillor Victoria Brocklebank-Fowler - Vice-Chairman
Councillor Lucy Ivimy
Councillor Alex Karmel
Councillor Andrew Johnson
Councillor Ali de Lisle
Councillor Minnie Scott Russell
Councillor Colin Aherne
Councillor Michael Cartwright
Councillor Wesley Harcourt

2. LICENSING COMMITTEE*^

Councillor Victoria Brocklebank-Fowler - (Chairman)
Councillor Adronie Alford (Vice-Chairman)
Councillor Greg Smith (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 Alex Karmel
Councillor Eugenie White (Vice-Chairman)
Councillor Colin Aherne
Councillor Michael Cartwright
Councillor Gill Dickenson
Councillor Wesley Harcourt

3. LICENSING SUB-COMMITTEE*#

Councillor Victoria Brocklebank -Fowler - 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 (Councillors Aherne, Cartwright, Homan, and Nandy)

6. PENSIONS FUND INVESTMENT PANEL*

Leader (Chairman)
Deputy Leader (Vice-Chairman)
Councillor Mike Adam
Councillor Alexandra Robson
Councillor Robert Iggulden
Councillor Eugenie White
Councillor Colin Aherne
Councillor Michael Cartwright

7. STANDARDS COMMITTEE**

5 Independent Members (Steven Moussavi, Grace Moody-Stuart, Christopher Troke + 2 new members)

3 Administration members (Councillors Nicholas Botterill, Donald Johnson and Adronie Alford)

2 Opposition members (Councillor Lisa Homan) (TBA)

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 – Councillor Robert Iggulden (Chairman)
Non-Cabinet Administration member – Councillor Will Bethell
Non-Cabinet Administration member – Councillor Mike Adam
Non-Cabinet Opposition member – Councillor 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 (Councillor Donald Johnson)
+ One Opposition member (Councillor 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 ALMO VFM SCRUTINY AND LEASEHOLDER LIAISON

Councillor Adronie Alford

13. LEAD MEMBER HAMMERSMITH AND FULHAM FEDERATION OF TENANTS AND RESIDENTS ASSOCIATIONS (HAFFTRA) LIAISON

Councillor Gavin Donovan

14. LEAD MEMBER FOR IT PROJECTS

Councillor Stephen Hamilton

OVERVIEW & SCRUTINY COMMITTEES MEMBERSHIP 2008/09

(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 Jane Law
Councillor Rachel Ford
Councillor Aidan Burley
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 Sarah Gore
Councillor Donald Johnson
Councillor Harry Phibbs
Councillor Minnie Scott Russell
Councillor Alexandra Robson
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 Caroline Ffiske
Councillor Gavin Donovan
Councillor Eugenie White
Councillor Robert Iggulden
Councillor Sarah Gore
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 Adronie Alford - (Chairman)
Councillor Harry Phibbs
Councillor Lucy Gugen
Councillor Aidan Burley
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 Ali de Lisle
Councillor Gavin Donovan
Councillor Stephen Hamilton
Councillor Gavin Donovan
Councillor Alex Karmel
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

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

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

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

12.2

SPECIAL MOTION NO. 2 – COUNCIL APPOINTMENTS TO LONDON LOCAL GOVERNMENT ORGANISATIONS 2008/09

Standing in the names of:

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

"This Council agrees the Council's appointments to London Local Government Organisations for 2008/09, as set out in the Schedule ***attached***".

LONDON LOCAL GOVERNMENT ORGANISATIONS 2008/09

<u>NAME OF OUTSIDE ORGANISATION</u>	<u>NUMBER OF REPS/RATIO</u>	<u>NOMINATION</u>	<u>TERM/EXPIRES</u>
<u>London Councils)</u> 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 31.05.09
<u>London Councils Transport and Environment Committee</u> (Assoc. Joint Cttee)	1 Rep + up to 4 Deps.	Rep. Cllr. Nick Botterill (Dep. Cllr.Lucy Ivimy)	1 year to 31.05.09
<u>London Councils Grants Committee</u> (Assoc.Joint Cttee)	1 Rep. + up to 4 Deps.	Rep: Cllr. Antony Lillis (Dep1. Cllr.Greg Smith) (Dep2 . Cllr Alex Karmel)	1 year to 31.05.09
<u>London Councils Forums</u> [+ = Nominations only] + Housing Forum + Health & Adult Services + Culture, Tourism & 2012 + Crime & Public Protection + Economic Development + Children & Young People	1 Rep.+ 1 Dep. [Nomination] [Nomination] [Nomination] [Nomination] [Nomination] [Nomination]	 [Cllr.Adronie Alford] [Cllr.Peter Tobias] Dep. Cllr.Belinda Donovan Cllr.Antony Lillis Dep.Minnie Scott Russell [Cllr.Greg Smith] [Cllr. Mark Loveday] [Cllr.Antony Lillis] Dep.Cllr.Victoria Brocklebank-Fowler	1 Year to 31.05.09
<u>Greater London Employment Forum (GLEF)</u>	1 Rep + 1 Dep [Nomination]	 [Cllr.Alex Karmel]	1 year to 31.05.09
<u>Greater London Provincial Council (GLPC)</u> (Appointment will be made from Leader's Cttee + GLEF nominated members)	[Nomination]	[Cllr.Alex Karmel]	1 year to 31.05.09

<p><u>Local Government Association (LGA)</u></p> <p>- General Assembly</p>	<p>Up to 4 Reps & 4 Votes</p>	<p>1. Cllr. Greenhalgh 2. Cllr. Botterill 3. Cllr. Stainton 4. Cllr. Lillis*</p> <p>[* Cllr. Lillis currently holds the 4 votes]</p>	<p>1 year to 22.07.09</p>
<p><u>LGA Panels/Committees</u> [** = Council Nomination only]</p> <p>** Policy and Strategy ** Planning ** Social Affairs ** Education ** Equalities</p>	<p>[Nomination] [Nomination] [Nomination] [Nomination] [Nomination]</p>	<p>[Cllr. Loveday] [Cllr. Ivimy] [Cllr. Lillis] [Cllr. Lillis] [Cllr. Iggulden]</p>	

SPECIAL MOTION NO. 3 – COUNCIL CALENDAR 2008/09

Standing in the names of:

- (i) Councillor Frances Stainton
- (ii) Councillor Jane Law

"This Council agrees that, for the Municipal Year 2008/09, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar (***attached***).

Abbreviations used in the council calendar



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

MEETINGS OPEN TO THE PUBLIC	STC	Standards Committee
COUNCIL	PAC	Planning Applications Committee*
CABINET		(* followed by Traffic Management Advisory Panel - non-statutory advisory body)
CGSC	PRIP	Pensions Fund Investment Panel Committee
ECSSC	AC	Audit Committee
HASCSC		Education and Children's Services Health and Adult Social Care Scrutiny Committee
HSC	CB	MEETINGS NOT OPEN TO THE PUBLIC Cabinet briefing (with Corporate Management Team)
LMSC	CG	Conservative Group meeting
VFMSC	CG(S)	Conservative Group (Strategy) Committee
	LG	Labour Group meeting
	LG (P/C)	Labour Policy & Campaign Group

Wards and councillors

The Mayor Andrew Johnson Deputy Mayor Alex Karmel

ADDISON	FULHAM REACH	RAVENSCOURT PARK
Helen Blinmore (C)	Paul Brislow (C)	Lucy Ivimy (C)
Belinda Donovan (C)	Gavin Donovan (C)	Harry Phibbs (C)
Peter Tobias (C)	Andrew Johnson (C)	Eugenie White (C)
ASKEW	HAMMERSMITH BROADWAY	SANDS END
Gill Dickenson (L)	Michael Cartwright (L)	Ali de Lisle (C)
Lisa Homan (L)	Stephen Cowan (L)	Steve Hamilton (C)
Rory Vaughan (L)	Lisa Henty (L)	Jane Law (C)
AVONMORE	MUNSTER	SHEPHERDS BUSH GREEN
Michael Adam (C)	Michael Adam (C)	Alex Chalk (C)
Will Bethell (C)	Adriane Alford (C)	Ed Owen (L)
Robert Iggulden (C)	Alex Karmel (C)	Mercy Umeh (L)
Alexandra Robson (C)	NORTH END	TOWN
COLLEGE PARK & OLD OAK	Caroline Ffiske (L)	Stephen Greenhalgh (C)
Wesley Harcourt (L)	Sarah Gore (C)	Anthony Lillis (C)
Reg McLaughlin (L)	Lucy Gugen (C)	Greg Smith (C)
FULHAM BROADWAY	PALACE RIVERSIDE	WORMHOLT
Victoria Brodiebank-Fowler (C)	Donald Johnson (C)	& WHITE CITY (C)
Aidan Burley (C)	Minnie Scott Russell (C)	Colin Abnerne (L)
Rachel Ford (C)	PASSOUS GREEN & WALHAM	Jean Campbell (L)
	Nicholas Botterill (C)	Dame Sally Powell (L)
	Mark Loveday (C)	
	Frances Stainton (C)	

h&f putting residents first

Hammersmith & Fulham Council Calendar 2008/09

October: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

November: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L)

December: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

January: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

February: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L)

March: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

April: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L)

May: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

June: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L)

July: 1 (L), 2 (L), 3 (L), 4 (L), 5 (L), 6 (L), 7 (L), 8 (L), 9 (L), 10 (L), 11 (L), 12 (L), 13 (L), 14 (L), 15 (L), 16 (L), 17 (L), 18 (L), 19 (L), 20 (L), 21 (L), 22 (L), 23 (L), 24 (L), 25 (L), 26 (L), 27 (L), 28 (L), 29 (L), 30 (L), 31 (L)

2008 council calendar

2009



	May	June	July	August	September	October	November	December	January	February	March	April	May
Monday		2 CB 3 STC			1 ECSSC		3 CB CABINET	1 CB CABINET		2 CB CABINET	2 CB CABINET		
Tuesday		3	1		2 HASCSC		4 HSC	2		3	3		
Wednesday		4 HASCSC	2 LNSC		3 PAC	1 PARTY CONFERENCE	5 HASCSC	3		4	4 PAC	1 STC ECSSC	
Thursday	1 GLA ELECTIONS	5 CG (S)	3		4 CG(S)	2	6	4	1 BANK HOLIDAY	5	5	2	
Friday	2	6	4	1	5	3	7	5	2 OFFICE CLOSED	6	6	3	1
Monday	3 BANK HOLIDAY	9 ECSSC	7	4	8 CB CABINET	6 CB CABINET	10 ECSSC	8 PRP	5 CB CABINET	9 CG (R)	9 ECSSC	6 HASCSC	3 BANK HOLIDAY
Tuesday	6	10 PRP	8 VMSC	5 PAC	9 HSC	7 PAC	11	9	6	10 HSC	10	7 CGSC	5
Wednesday	7 PAC	11	9	6	10 LNSC PRP	8 CGSC	12 LNSC	10	7	11 PAC	11 AC	8	6
Thursday	8 CONS (AGM)	12	10	7	11	9	13	11	8	12 CG(S)	12	9	7
Friday	9	13	11	8	12	10	14	12	9	13	13	10	8
Monday	12 CB	16 CB CABINET	14 CB CABINET	11	15 LG	13	17 CB	15 CB	12	16 CB CGSC	16	13	10
Tuesday	13 LG (AGM)	17 CGSC	15 PAC	12	16 PAC VMSC	14	18 VMSC	16	13	17	17	14	11
Wednesday	14	18 PAC	16	13	17 COUNCIL	15	19 CGSC	17 PAC	14	18 LNSC	18 PRP	15	12
Thursday	15	19	17	14	18	16	20	18	15	19	19	16	13
Friday	16	20	18	15	19	17	21	19	16	20	20	17	14
Monday	19	23 LG	21	18	22 CB	20	24 STC	22	19	23 LG	23	20	17
Tuesday	20	24 HSC	22	19	23 PARTY CONFERENCE	21	25 PAC	23	20	24 HASCSC	24 VMSC	21	18
Wednesday	21	25 COUNCIL	23	20	24	22	26	24	21	25	25 PAC	22	19
Thursday	22	26	24	21	25	23	27	25	22	26	26	23	20
Friday	23	27	25	22	26	24	28 AC	26	23	27	27	24	21
Monday	26 BANK HOLIDAY	30 CB AC	28 CB	25 BANK HOLIDAY	29	27 STC	30	27	24	28	28	25	22
Tuesday	27 LG	29	27	24	30 AC	28 PAC	31	28	25	29	29	26	23
Wednesday	28 ANNUAL COUNCIL	31	29	26		29		29	26	30	30	27	24
Thursday	29		31	28		30		30	27			28	25
Friday	30		29	26		31		31	28			29	26

28 MAY 2008

**Scrutiny
Chairmen**

**SCRUTINY COMMITTEES' ANNUAL
REPORTS 2007/8**

WARDS

ALL

**Councillors:-
Eugenie White,
Harry Phibbs,
Peter Tobias,
Gavin Donovan,
Caroline Ffiske,
Victoria
Brocklebank
Fowler**

Summary

This is the ninth annual report on the scrutiny process in Hammersmith and Fulham. It is also the sixth year of the scrutiny arrangements by the Council under its Local Government Act 2000 Constitution (adopted May 2002).

The attached reports outline the work undertaken by the following six Scrutiny Committees in 2007/8:

- (a) Cleaner and Greener Scrutiny Committee;
- (b) Education and Children's Services Scrutiny Committee;
- (c) Health and Adult Social Care Scrutiny Committee;
- (d) Housing Scrutiny Committee;
- (e) Local Neighbourhoods Scrutiny Committee; and
- (f) Value for Money Scrutiny Committee.

CONTRIBUTORS

HLS

RECOMMENDATION:

That the Scrutiny Chairmen's reports be received.



ANNUAL REPORT OF THE CLEANER AND GREENER SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

- 1.1 The Cleaner and Greener Scrutiny Committee met eight times in this municipal year on the following dates:- 13 June 2007, 9 July 2007, 5 September 2007, 17 October 2007, 28 November 2007, 14 January 2008, 20 February 2008 and 9 April 2008.
- 1.2 On 17 October 2007, the Committee devoted one of its regular meetings to the scrutiny of Thames Water. In addition to its regular meetings, the Committee jointly hosted with the Cabinet Member for Environment a public meeting to discuss proposals for the expansion of Heathrow Airport on 12 February 2008.
- 1.3 Apart from the standard items such as the Committee's action plan and work programme, the following section highlights the main issues considered by the Committee this year.

2. MAJOR ISSUES CONSIDERED

2.1 Traffic Calming

At its meeting of 13 June 2007, the Committee received a report on current trends in traffic calming, and the changing methods employed by both the Council, and other boroughs; and in particular, that H&F now conducted consultation on all new and replacement traffic calming measures. The Committee discussed a number of issues, including enforcement of speeding restrictions; the efficacy of different traffic calming methods; and various instances of traffic calming problems around the borough. Members of the public present at the meeting also raised a number of points, which the Committee and officers discussed.

The Committee made several recommendations for improvement relating to individual instances of traffic calming problems, and also recommended that efforts be made to involve police in random speed checks and in efforts to catch drivers violating one way systems, and that these concerns be drawn to the attention of the Cabinet Member for Crime and Antisocial behaviour.

2.2 Streetscape

Also at its meeting of 13 June 2007, the Committee considered how the application of 'Streetsmart' principles had improved quality and consistency in the borough's streets. The Committee was informed that efforts had been made to declutter the streetscape, with a widening of footways, fewer guard railings and narrowing of road markings.

The Committee made a number of recommendations, including:

- that the Council implement measures to ensure that utility boxes are designed and adequately maintained in accordance with the borough's Streetsmart principles;
- that the further replacement of guard rails with cycle stands be encouraged to improve the streetscape and promote cycling;
- that dual purpose bins be more clearly marked with signage and differing coloured bags in order to increase recycling participation and reduce contamination.

2.3 Energy Efficiency and Management

At its meeting of 9 July 2007, the Committee received a report detailing the main contracts the Council had procured for the supply of energy, along with the energy efficiency works undertaken to reduce consumption, and details of renewable energy schemes and forthcoming energy efficiency works.

The Committee recommended that information on energy efficient building methods should be included with the information provided to residents who are considering planning applications, and that this information should also be put onto the Council's web site.

2.4 Council Travel Plan

At the above meeting, the Committee also discussed the Council's travel plan and associated issues such as provision and use of parking on Council sites, and made a recommendation that the Human Resources department include 'green' travel advice in its starter package for new employees.

2.5 Business Improvement Districts

At its meeting of 5 September 2007, the Committee received a presentation from the Chief Executive of Hammersmith London Business Improvement District (BID) on the first year of its operation, and on the role and purpose of BIDS generally.

The Committee considered that the different approaches to town centre management to be working i.e. the BID in Hammersmith, and the section 106 funded Council-led management in Fulham and Shepherds Bush. It agreed that a review might be appropriate when the government's plans for the introduction of a Special Business Rate levy was announced.

2.6 Thames Water

On 17 October 2007, the Committee devoted one of its regular meetings to the scrutiny of Thames Water. The meeting originated from October 2006, when issues connected with major works on mains services, disruption to traffic, leaks and changes to pressure arose. In the intervening period severe flooding had occurred across the borough, in some cases, of a recurring nature. Additionally it was considered a timely opportunity as the ownership of Thames Water had

changed, and a major consultation in association with the next five year Ofwat review was being undertaken.

The Committee discussed with Thames Water representatives and members of the public a number of topics, including:

- specific instances of flooding such as repeated instances on Askew Road and in Hammersmith Grove, along with general flood prevention models;
- sewerage systems and their maintenance;
- response rates as a result of heavy rain, and associated communication with customers;
- the level and frequency of information provided to residents about the irregularity of supply during specific instances of repair work;
- fluctuations and reductions in pressure;
- Thames Water's programme of works for repairing pipework and leaks in the borough and associated joint working arrangements with the Council.

Following this discussion, the Committee made several recommendations, including that Thames Water meet with local residents in flooding areas to identify solutions; that it liaise with the Council on its flood victim data base; that ways of improving information collection processes from flood victims be investigated; and that methods of liaising and responding to customers be reviewed and upgraded. The Committee, on behalf of local residents, stated that it felt the current approach to the regulatory regime constrained Thames Water from responding flexibly and pro-actively to real and evolving customer needs. Thames Water undertook to report back to H&F in 2008 on completion of its survey into sewage outlet capacity within the borough.

2.7 Street Scene Enforcement

On 28 November 2007, the Committee received a presentation on the evolving work methods of the Street Scene Enforcement Team. The Committee focused on areas such as the Council's approach to graffiti removal; dog control orders; littering and fly-tipping; trade waste disposal; and enforcement methods.

The Committee's recommendations included that there should be wider publicity of the household goods collection service, as well as of the success of enforcement actions.

2.8 Review of Parking Bay Suspension and Skip Licensing Enforcement Services

At the same meeting, the Committee received a report regarding arrangements for parking bay suspensions and the licensing of skips and building materials.

The Committee made several recommendations following discussion with officers, including:

- that the Committee supported a policy of relocating rather than impounding vehicles parked illegally in suspended bays;
- that adjustments be made to pricing policy regarding suspension of bays, and that suspensions be actively managed;

- clear and accurate signage regarding suspended bays and its prompt removal when out of date;
- that the Committee supported links between parking bay suspensions and skip licences as a future policy direction.

2.9 Budget Scrutiny

At its meeting on 14 January 2008, the Committee received a report on Revenue Budget and Council Tax for 2008/09. Members scrutinised a number of elements in the report, including growth in waste management budgets, the reduction in size of the Urban Design and Conservation team, and the success of the new pre-application advice service in Development Services. The Committee endorsed the Revenue Budget and Council Tax proposals for 2008-09.

2.10 The Planning Enforcement Service

At the above meeting the Committee also received a presentation by the Team Leader, Planning Enforcement, describing the responsibilities of the planning enforcement service, including details of the type of complaints received and corresponding action taken.

The Committee recommended that guidance be issued to residents on the permitted planning process through a publication such as H&F news, and that successful enforcement actions against breaches of planning conditions should be publicised.

2.11 Management of Street Works in LBHF

The Highways Network Manager gave a presentation to the Committee summarising the monitoring and enforcement processes in place to improve management of utility company works, and outlining new powers. This included the development of a London wide permit scheme, to be put before the Department for Transport (DfT) on which LBHF was leading – the Committee, as part of its recommendations supported this scheme, along with more rigorous enforcement and monitoring of contractors undertaking street works.

2.12 Tables and Chairs Licensing and Enforcement

The Highways Network Manager presented a report to the Committee which outlined procedures for the licensing of tables and chairs on publicly accessible pavements, and proposed an approval process where enforcement action was necessary. The Committee stated its support for a simplification of the application process, for a more volume-sensitive pricing structure, and requested that Councillors be kept informed of any enforcement action due to commence in their ward.

2.13 Heathrow Expansion

The Council held a public meeting on 12 February 2008 to discuss the government's plans for the expansion of Heathrow Airport. The purpose of the meeting was to allow the public to express their views on the proposals, which would in turn be used to inform the Council's response to the DfT's consultation,

and to encourage members of the public to respond to the DfT themselves. Some 850 members of the public attended the meeting, and received presentations from Lord Clive Solely in favour of the expansion, and Nic Ferriday from HACAN Clear Skies against.

The Chairman of the Committee along with the Cabinet Member for Environment Co-Chaired the meeting and oversaw the ensuing debate, which saw residents express their concerns regarding noise, night-flights, air pollution, and increased traffic. Prior to the meeting, the Council had sent out letters to every household in the borough asking them to attend, and to express their views on the expansion via a response card: 93% of respondents were against the proposals. This was reflected at the meeting itself, with the vast majority of attendees opposing expansion under any circumstance.

2.14 Grounds Maintenance Performance Indicators

At its meeting of 20 February 2008, the Committee received a report from the Parks and Recreation Client Manager, outlining performance measures to be introduced by the Council to monitor delivery of the Grounds Maintenance contract. The Committee endorsed the indicators, and requested future updates on improvements in performance against them.

2.15 Cleaner Greener Reporting Line in the Contact Centre

The Committee received a report from the Assistant Director (Residents Direct) summarising a review of the Cleaner Greener Hot Line in the Contact Centre. Operational and management changes had been made with measurable positive impact, and further opportunities for improvement were in train. The Committee's recommendations included support for initiatives to promote email contact with the centre; monitoring of trends in phone and email reports of cleaner and greener issues as a performance indicator for the service; and that residents should be provided with information on both the Garden Waste Collection service and the availability of orange sacks.

2.16 White City Opportunity Area

At the above meeting the Committee received a presentation regarding the White City Opportunity Area. The presentation and subsequent discussion included the history and development of the Area to date; the Westfield London Shopping centre; and various regeneration initiatives around the borough. Members of the public present also raised issues such as stakeholder involvement in the area, and the availability of disabled parking at the Westfield Shopping Centre.

2.17 The Visitor Economy in LBHF

Also at the above meeting, the Committee received a presentation from the Visitor Development Officer outlining details of tourism in the borough. The Committee heard that efforts to promote the visitor economy in the borough had won the best borough initiative award in 2006, and that LBHF was a tourism leader in West London. The Committee recommended that more extensive signage be placed on the borough's boundaries drawing attention to sites of interest.

2.18 The Urban Design and Conservation Service

At the Committee's meeting on 9 April 2008, the Urban Design and Conservation Manager presented a report outlining the role and work of the service, including likely future developments. Further to its discussions with officers and members of the public present, the Committee noted the strong performance of the service against relevant performance indicators, and that it faced difficulties as a result of under-resourcing. The Committee's recommendations included that consideration be given to increasing the resources of the team; that urban design guidelines be developed to assist planning officers with applications in conservation areas; and that efforts be made to complete outstanding Conservation Area Profiles and to review Conservation Areas where possible, as this would assist the service in the long-term.

2.19 Environment Services Department Business Plan 2008-11

Also at the above meeting, the Director of Environment Services presented the Environment Services Department Business plan for 2008-11, which outlined the key priorities, work areas and performance indicators for the department. The Committee's discussion included areas such as staffing levels; market testing of the parking enforcement service; performance indicators; and plans for the White City Opportunity Area. The Committee approved the plan, supporting in its recommendations a cautious approach to the market testing of services such as parking enforcement; the development of a pre-application planning forum; and consultation with affected residents on alley gating in order to explore other alternatives where appropriate.

3. CONCLUSION BY CHAIRMAN

- 3.1 Thanks is given to the Committee for its questioning and interest in the borough's environmental impact on residents; to members of the public and amenities groups who have expressed views by email or at the meetings on many of the agenda items; and to officers for providing reports and presentations, and subsequently endeavouring to implement recommendations.
- 3.2 There are often long lead times between requesting a report, and the recommendations being implemented, but the work of the Committee in representing long term vision, rigour, and best value for the borough's residents, is playing a vital role in supporting the implementation of the Council's strategic objectives, such that the borough's environment is becoming cleaner and greener for all.

Councillor Eugenie White
Chairman, Cleaner and Greener Scrutiny Committee

ANNUAL REPORT OF THE EDUCATION AND CHILDREN'S SERVICES SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

- 1.1 The Education and Children's Services Scrutiny Committee met eight times this municipal year on the following dates:- 11 June 2007, 10 July 2007, 3 September 2007, 11 October 2007, 12 November 2007, 15 January 2008, 10 March 2008 and 7 April 2008.
- 1.2 There were changes to the Committee's membership during the year. The Chairman, Councillor Helen Binmore, who went on maternity leave, was replaced by Councillor Harry Phibbs at the Extraordinary Council meeting held on 21 November 2007. Councillor Lucy Ivimy was also appointed onto the Committee. The Committee also welcomed Michael Pettavel onto the Committee at the January meeting as the new headteacher representative in replacement of Julian Morant.
- 1.3 Apart from the standard items such as the Committee's action plan and work programme, the following section highlights the main issues considered at the meetings.

2. MAJOR ISSUES CONSIDERED

2.1 Sports and Physical Activity Strategy

At the 11 June 2007 meeting, the Committee considered the Sports and Physical Activity Strategy. A presentation was received by Tim Prior, Head of Sport, outlining the background to the current Sports and Physical Activity Strategy. He explained the history and the present situation of eight areas of the strategy which covered sports centres and outdoor facilities, school sport and physical education, youth sport, adult sport and clubs, disabled sport, agewell, adventure activities and other activities and issues. Following discussion on the strategy, the Committee recommended a number of actions which included:

- the introduction of a programme of estate sports, with particular emphasis on involving teenagers and perhaps parents
- that the Sports Department review and add local information to the 2012 packs
- information, with a map, be posted on the Council's website, showing the availability of all sports facilities. Schools should be encouraged to participate in this as a combined sport and IT exercise/competition.
- local societies be approached and asked to promote walking
- skateboarding facilities be considered for development
- the work programme to include a report on a review of parks and sports zones and also a report on extended school clusters
- the teaching of swimming be encouraged, especially for younger children
- the findings of the Youth Commission be presented for scrutiny.

2.2 Corporate Parenting of Children Looked After by Hammersmith and Fulham

The Committee received a report on corporate parenting of children looked after by Hammersmith and Fulham at the 10 July meeting. The Committee invited Harriet Sergeant to speak on corporate parenting following a suggestion at the June meeting; Harriet Sergeant had written a report called "Handle with Care" which addressed best practice for foster parenting. A number of recommendations were made by the Committee, which included:

- a mentoring scheme for Looked After Children (LAC) which involves individual councillors to be considered
- that the Council considers giving employment and/or work experience opportunities to its own LAC
- the recruitment process of foster parents be analysed to discover what factors prevent interested carers from accepting the role
- mechanisms be developed to monitor the eventual outcomes for care leavers in order to evaluate the effectiveness of services provided to LAC
- progress be reported back to the Committee on the development of an annual user conference for LAC.

2.3 Recruitment and Retention of Staff

A report on the recruitment and retention of social work staff was also considered at the July meeting. The difficulties of recruiting and retaining staff was discussed and the Committee recommended that the Department of Health be approached to give more funding in order to sponsor more university places for social workers and that an update report on the recruitment and retention of social workers be brought to scrutiny in six months time.

2.4 Primary and Special Schools' Strategy

At its meeting on 3 September 2007, the Committee received a deputation on the proposed closure of Peterborough Primary School and Gibbs Green School.

The Committee looked at the Primary and Special Schools' Strategy which was drawn up in order to provide high quality education for local children, to increase take up by local parents of the borough's primary offer and to achieve value for money by addressing the issue of surplus capacity. The closure of Peterborough Primary School would help to solve the problem of surplus capacity. The re-designation of Gibbs Green School would ensure better inclusion and integration for Social, Emotional and Behavioural Difficulties children. There was also a proposal to relocate Queensmill School to a more suitable, purpose-built site.

The Committee recommended to Cabinet that:-

- Peterborough Primary School closes with effect from August 2008.
- That Gibbs Green SEBD Special School closes with effect from the end of March 2009. The provision should be re-designated as a "centre" within Langford Primary School.

- Queensmill ASD School be rebuilt on the Gibbs Green site and that officers prepare a business case for secondary expansion to be considered by Cabinet in the autumn.
- the Local Authority continue to support and facilitate the governing bodies of Canberra Primary School and the Randolph Beresford Early Years Centre in exploring closer links through partnership working and that this project become a focus in the wider regeneration of the White City estate.

2.5 Schools' Performance Reports - Ofsted Inspections

The Committee met twice to consider summary reports on the Ofsted Inspections reports:-

- on 11 October 2007, the schools included in the Ofsted Inspection report were Sullivan Primary School, Flora Gardens Primary School, James Lee Nursery, St Mary's RC Primary School, John Betts Primary School and The Bridge Academy. The Committee was informed that none of the schools covered by the report was judged to be less than "Good" and that none of the borough's schools was in an Ofsted category of concern. In a number of cases the leadership of the headteacher was judged to be outstanding – a feature which was of critical importance to the overall effectiveness of the school. The only area of concern was the issue of attendance, and the Local Authority would continue to work with schools to support their efforts in this area.
- on 10 March 2008, the schools included in the Ofsted Inspection report were Bayonne Nursery School, Woodlane High School, Randolph Beresford Early Years Centre, Vanessa Nursery, St Peter's Primary School and Old Oak Primary School. The Committee was told that all schools in Hammersmith and Fulham at that time were doing at least a satisfactory job and most schools, including the six highlighted in the report, were judged as good or outstanding. The six schools were also judged as good or outstanding in their capacity to make further improvements.

The Committee had the opportunity to visit the schools prior to the meeting and were able to ask questions. The Committee made some recommendations to be implemented by the Local Authority and schools to further improve performance. The Committee thanked the schools' representatives (headteachers and Chairmen of Governors) for attending the meetings for the useful discussions and thanked them for their hospitality during the programme of visits to the schools.

2.6 Youth Offending Service Inspection

At the meeting on 12 November 2007, a report on the Youth Offending Service Inspection was submitted, which included an action plan addressing the eight recommendations identified in the inspection. The Committee agreed to forward two recommendations to the Cabinet Member for Community and Children's Services and the Cabinet Member for Crime and Anti-Social Behaviour:-

- that the Youth Offending Team strengthened the process of reinforcing the link with the police and victim support; and
- analyse where offenders lived so that other services could be directed to that area.

2.7 Hammersmith and Fulham's Youth Commission

The Committee considered a report on the Terms of Reference for the Hammersmith and Fulham's Youth Commission at its November meeting. As part of the Medium Term Financial Strategy process, a fundamental review of the Youth Service and other services available for young people across the borough would be undertaken and also an analysis of what was needed and what was currently available in terms of services for young people. A Youth Commission would be established to review the practice in the borough and identify good practice from elsewhere. The Youth Commission would focus on how to address the five "Every Child Matters" outcomes for young people aged 13 to 19 years.

Recommendations were made by the Committee to the Cabinet Member for Community and Children's Services and the Cabinet Member for Crime and Anti-Social Behaviour, which were as follows: -

- consideration be given to how officers support the experts on the panels and ensure that the five panels are kept informed so that there is no duplication of work
- the review considered the needs of young people with disabilities
- progression for young people be offered and coaching opportunities be available for them
- the panels target the groups who are not usually consulted
- the young people who take part in the review receive feedback on their involvement.

2.8 Budget Scrutiny

The Committee considered an item on the Revenue Budget and Council Tax 2008/09 at its meeting held on 15 January 2008. It discussed a range of issues including Looked after Children, external funding, asylum seekers, the play service, discretionary grants, efficiencies, public conveniences, inflation and other adjustments, cleaning and catering, maintenance and provision, redundancies, greater revenue from asset sales, education psychologists and training.

Concerns were raised over the reduction in the discretionary grant to parents on low incomes for school uniforms and it was agreed that further discussions would be held with the Schools Forum to see if priority from the schools' grants for uniforms could be sought. Following the Committee meeting, Councillor Lillis reported that the discretionary grant to parents on low incomes for school uniforms would now be retained.

2.9 Attainment and Achievement in 2007

Also at the January meeting, a report on Attainment and Achievement in 2007 was considered and the Committee was given a presentation on the results for pupils in the foundations stage, Key Stages 1, 2 and 3 and GCSE.

2.10 Joint Area Review of Children's Services and Enhanced Youth Service Inspection

The Committee held its last meeting for the year on 7 April 2008. It considered a report on the Joint Area Review of Children's Services (JAR) and Enhanced Youth Service Inspection. The feedback from the JAR was that children and young people have a good life experience in the borough and that services work well together. The Enhanced Youth Services inspection feedback confirmed that the service has very good partnership work which adds to the quality of young people's learning, enjoyment and progression. The Committee discussed a range of issues including apprentices and work based learning, children and young people with learning difficulties and/or disabilities, re-engagement at secondary schools, physical activities for boys, consultant psychiatrist, disaffected young people, interaction with the voluntary sector, ambition for children and young people, staff training, self harming and charges for care. The officers were congratulated on the results and the amount of work that went into the JAR and Youth Services inspections; it was noted that this was the first authority inspected under the new regime.

Recommendations were made by the Committee to the Cabinet Member for Community and Children's Services, which were as follows: -

- the use of voluntary sector groups and charities, in general and the Combined Cadet Force in particular, be looked at to see where support from them could be offered to families
- all departments of the Council and H&F Homes give a lead in offering apprentice and work placement opportunities for pupils as an example to the private sector
- the Joint Area Review of Children's Services and Enhanced Youth Services report include a glossary explaining the acronyms contained in it.

2.11 Children's Services Business Plan

A report on the Children's Services Business Plan was also submitted to the Committee's last meeting. The business plan incorporated the recommendations that came out of the JAR; there was a link between the business plan and the JAR action plan and also the Children and Young People's Plan. The business plan reflected the five outcomes from the government's Every Child Matters agenda. A risk register, local area agreement priorities and a balanced scorecard, which attempted to identify the key issues the Cabinet Member for Community and Children's Services should demand performance on, were included in the business plan.

In response to a question on the action included in the report to increase family income by supporting lone parents back into employment, where a member of the Committee felt that this target was difficult to achieve, Councillor Lillis noted that officers needed to clearly define the action to be done in the report to show how support would be given to families and to look at the wider issues involved.

3 CONCLUSION BY CHAIRMAN

- 3.1 The Committee has had a successful year. The school visits, preceding scrutiny of schools which have had recent Ofsted reports has proved a success as has The Mayor hosting receptions for the head teachers and Chairmen of Governors concerned following the relevant scrutiny meeting. Budget scrutiny was enhanced by officers undertaking additional work to provide a more intelligible breakdown of what the money is spent on. It was also assisted by the Committee Co-ordinator making benchmarking queries with neighbouring boroughs. Another innovation has been the committee undertaking preliminary work on forthcoming business by email to enable the formal discussions to better informed.

Councillor Harry Phibbs
Chairman, Education and Children's Services Scrutiny Committee



ANNUAL REPORT OF THE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

The Health and Adult Social Care Scrutiny Committee (HASCSC) met eight times this year ending May 2008. In addition to performance monitoring and scrutiny of the budget proposals, the HASCSC considered the following main items.

2. MAJOR ISSUES CONSIDERED

2.1 2006/2007 Star Rating for Community Services (Adult Social Care)

The Committee congratulated officers on the award of the highest possible rating of three stars for Community Services (Adult Social Care) for the second year running, denoting an excellent overall performance. The Assistant Director of Partnerships and Procurement outlined the two key areas for improvement in 2008/2009 (both of which had been awarded a rating of 'good'):

- economic well being; and
- maintaining personal dignity and respect.

The Committee also received a briefing note updating on adult social care performance in 2007/2008, the first produced by the new client database system.

2.2 Adult Social Care Business Plan 2008-2011

The Director and Assistant Director of Adult Social Care presented the Business Plan, which sets out the aims, objectives and priorities for developing adult social care services. The Director reported on the key objectives and priorities, including the following:

- the development of personalised care through individual budgets and by giving people more substantial control;
- shifting the emphasis of services towards an enablement and recovery focus through the commissioning of a range of new services;
- the opening of the Community Support Centre; and
- the continued planning for the White City Collaborative Care Centre.

The Cabinet Member for Community and Children's Services stated that the five-year Adult Social Care Strategy represented a huge change in the way services would be delivered. A corporate steering group with representatives from various departments and external organisations would consider the draft work programme and proposals.

2.3 Imperial College Healthcare NHS Trust

The three London Boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster held a formal joint scrutiny meeting at Portcullis House in June 2007 to consider the proposal to merge Hammersmith Hospitals Trust with St. Mary's Hospitals Trust and to further integrate these with Imperial College to create an Academic Health Science Centre (AHSC). The proposal was approved by the Secretary of State and Imperial College Healthcare NHS Trust, the UK's largest NHS Trust, was formed on 1 October 2007.

In a groundbreaking move for the NHS, the Principal of the Faculty of Medicine of Imperial College London was appointed as the Chief Executive of the new trust in addition to his existing role.

An AHSC is a new concept in the UK, although this approach has already been established in other countries, most notably the USA. The management structure of the hospitals will be formally integrated with medical education and research. The trust has stated that the fusion of the different work and discipline strands aims to provide significant benefits for patients and to achieve great advances in healthcare. Senior members of the project team attended a meeting of HASCSC to provide the opportunity to consider the AHSC from a local perspective. The future of Charing Cross and the Accident and Emergency Department was of specific concern to members, and assurance was given that there were no plans to close any Accident and Emergency departments.

Subsequent to the establishment of the trust, the Chairmen of the three scrutiny committees met informally with Professor Smith, the newly appointed Chief Executive of Imperial College Healthcare NHS Trust. It was agreed to hold similar meetings with senior members of the trust three/four times annually to informally discuss developments and whether they constitute substantial variations which must formally be taken to the scrutiny committees. It is extremely likely that developments will include an application for foundation trust status.

2.4 Joint Overview and Scrutiny Committee to Review Healthcare for London

NHS London (the Strategic Health Authority for London) considers that despite major improvements over recent years, increased funding, greater investment, better services and lower waiting times, London's NHS is not performing as well as it should.

In December 2006, NHS London asked Professor Lord Darzi to develop a strategy to meet Londoners' health needs over the next five to ten years.

The Primary Care Trusts (PCTs) in London and surrounding London, for which the implementation of the models of care might amount to a substantial variation or development, established a joint committee (JCPCT) in order to:

- approve the consultation document
- relate formally to the Joint Overview and Scrutiny Committees which boroughs were required to establish.

Thus an unprecedented Joint Overview and Scrutiny Committee (JOSC) comprising some 32 London and 3 South-Eastern boroughs was formed to formally respond to stage one of the public consultation, officially entitled 'Healthcare for London: A Framework for Action'. The Council appointed Councillor Peter Tobias as the scrutiny representative for Hammersmith and Fulham and Councillor Rory Vaughan as deputy representative.

The first stage consultation examined the broad models of care outlined by Professor Lord Darzi. Once the initial consultation is completed, the NHS will launch further consultation on the practical application of the models of care, and it is likely that this will take place at different levels – pan-London, by sectors (clusters of PCTs), or by individual PCTs, reflecting the nature of the changes being proposed.

The role of the JOSC was to:

- scrutinise the models of care outlined in the review and decide whether these were in the interests of the health service in London;
- decide whether the consultation process was adequate; and
- examine the JCPCT's response to the consultation.

The JOSC met on 25 April 2008 to approve its formal report, subsequently submitted to NHS London on 30 April 2008 for onward presentation to the joint committee of PCTs on 6 May 2008. The JOSC will re-convene in the autumn to consider NHS London's response to its report.

At each meeting of HASCSC, the Chairman updated the Committee on the work of the JOSC. The Committee also received presentations from:

- Hammersmith and Fulham PCT on the impact of the proposals for North West London; and
- the Londonwide Local Medical Committees (LMC), on the initial response from GPs. HASCSC noted this report, but with the recommendation from the Chairman that the LMC re-thought and re-formatted their views and response to 'Healthcare for London' in a less defensive, more positive and pragmatic and forward looking manner, so as to avoid potentially alienating their patient base and the health community. The Committee was pleased to learn that the LMC's final response was substantially different and broadly supportive of the proposals.

2.5 Local Involvement Networks (LINKs)

On 1 April 2008, Patient and Public Involvement Forums (PPIFs) were abolished, to be replaced with Local Involvement Networks (LINKs). Local authorities with social service responsibilities have a statutory duty to make arrangements for the establishment of these LINKs, which will monitor both health and social care. Hammersmith and Fulham was unable to meet the deadline of 1 April and has put in place transitional arrangements.

Hammersmith and Fulham Community Services Department set up a project board, of which the HASCSC Chairman is a member. Funding for LINKs was provided by central government but not ring fenced. The HASCSC Chairman is currently appealing against the proposal to allocate only £123,000 of the ear-

marked funding of £143,000 for the LINK. The Chairman was also disappointed to learn that, because of necessary council recruitment processes, it was not possible to retain and appoint the previous PPIF co-ordinator to a similar post with the LINK.

The committee has regularly monitored the procurement process in respect of the Hammersmith and Fulham LINK and looks forward to working with and developing its role in monitoring the host organisation supporting the LINK during the next council year. It is intended to ask a member of the future LINK to be co-opted on to the HASCS.

3. OTHER SCRUTINY ITEMS

3.1 The Transfer of Haematology Services from Charing Cross Hospital to Hammersmith Hospital

It was resolved that this was not a substantial variation, with the proviso that there be full consultation with all patient groups. Evidence of the consultation was subsequently provided.

3.2 Fair Access to Care Service

By a majority decision, the Committee recommended option two to the Cabinet, namely that the Council provides services only to those assessed as being in 'critical', 'substantial' and 'greater moderate' need.

3.3 The Future Direction of Adult Social Care

This report which was presented by the Director for information considered the historical context of rising demand through demographic increases and health gains.

3.4 White City Collaborative Care Centre

The Committee received a report on the development which will combine housing and collaborative care, including health, specialist social care services and voluntary services. The Committee will continue to monitor this development.

3.5 Ravenscourt Park Hospital

In November 2006, the Committee had decided, on the basis of information presented by Hammersmith Hospitals NHS Trust, that the removal of orthopaedic services from Ravenscourt Park Hospital was not a substantial variation.

In January 2008, it came to the Scrutiny Committee's attention that the previous Chief Executive of Hammersmith Hospitals Trust had unilaterally taken the decision that the Committee's comments in respect of the trust's closure of Ravenscourt Park Hospital did not materially change its 2006/07 declaration of compliance. He also decided not to include the Committee's comments in the

trust's self-declaration to the Healthcare Commission, contrary to the Commission's explicit directive to do so.

The Scrutiny Committee viewed this as a matter of serious concern and its Chairman wrote to the trust to formally record the Committee's surprise and displeasure at this decision. The Committee's concern has also been recorded in its response to the trust's (now Imperial College Healthcare NHS Trust) declaration to the Healthcare Commission for 2007/2008.

The Committee had committed to following up the re-provision of services at Hammersmith Hospital and to re-appraisal of its decision. Mr Jonathan Ramsay, Consultant Urologist and Director of Surgery and Anaesthetics gave an update on the transfer and the Committee subsequently received the results of two patient surveys. The surveys were interesting but of limited value because of the low response rate.

The Committee has decided that it is not possible to further monitor the effects of the closure and that the matter should now be regarded as closed.

3.6 Unscheduled Primary Care

This report set out the proposals by the PCT to tender for a range of primary care services to supplement Accident and Emergency services and improve access for patients requiring unscheduled, near immediate and short notice appointments for primary care. This service model has already been implemented on a small scale as patients who can not access a GP use Charing Cross Hospital. Local GPs will be able to tender to provide this service.

The Committee resolved that the service developments did not represent a substantial variation of services, on the proviso that it was regularly updated on the tender process, potential bid specifications and proposed service changes.

3.7 Hammersmith and Fulham PCT Commissioning Strategy Plan

The plan set out the medium term plans for improving health care in Hammersmith and Fulham and the presentation focused on the four initiatives (out of 20) which would require the most joint work: staying healthy; long term conditions; child and youth health; and mental health.

3.8 HASCSC Substantial Variation Matrix (the matrix)

Local NHS bodies must consult the health scrutiny committee(s) on any proposals they may have under consideration for a substantial development of the health service in the area of the committee's responsibility, or on any proposal to make any substantial variation in the provision of service(s). The Regulations do not define 'substantial'.

The matrix was developed in 2005 with the London Boroughs of Ealing and Hounslow as a pilot to establish criteria for referrals to the HASCSC of substantial variations of health services. Concerns had been expressed (more specifically in light of the processes and utilisation of the original matrix in the

lead-up to the closure of Ravenscourt Park Hospital) about the reliability of the matrix and how it could be amended to be a more effective tool.

The Hammersmith Hospitals PPIF which had not been involved in the process raised a number of points which challenged the objectivity of the process and proposed a number of revisions, the most significant of which was the option for a patient/carer commentary to be provided by the future LINK or relevant/carer groups.

The Committee resolved to include the revisions made by the PPIF and approved the revised matrix which took on board the issues previously raised.

3.9 Mental Health Services

The Committee received reports on day services and the mental health strategy.

3.10 GP Access and Survey Plan

The report gave the outcome of the GP Practice Patient Survey 2007 and the action plan to tackle the issues arising from the survey.

3.11 HIV Support Services

This report presented the findings and recommendations of the joint review conducted by the Council and the PCT in terms of best value, equity, reducing inequalities and effective service delivery models.

3.12 Offender Health Care

This report focused on the specific needs of the offender population whilst in prison and the health services provided for the population within HMP Wormwood Scrubbs. The PCT had taken on responsibility for the commissioning of this service in April 2006. The services have developed historically without any reference to the NHS and will require a period of significant investment, development and re-design to provide an equivalent health service to that available to the general population.

In order to inform themselves before the report, Councillors Peter Tobias and Rory Vaughan visited Wormwood Scrubbs.

The Committee has asked for a six monthly update on developments at the prison.

3.13 Carers' Emergency Respite Service

This report set out the proposed approach for developing the Emergency Respite Service following a grant from the Department of Health. The Committee endorsed the approach being taken and subsequently received the feedback from the consultation website.

3.14 Health Care Commission Annual Health Checks

The Health Care Commission requires each NHS Trust Board to complete a declaration in April 2008 on the extent to which their organisation has met the core standards, which cover many aspects of performance, including the quality of the services provided to patients and the public.

The HASCSC scrutinised the self declarations for Hammersmith and Fulham PCT and West London Mental Health Trust and submitted to each of the Trusts a commentary for inclusion in their submission to the Healthcare Commission.

In respect of Imperial College Healthcare NHS Trust, scrutiny was effected jointly by the three boroughs served by the trust (Hammersmith and Fulham, Kensington and Chelsea and Westminster). Hammersmith and Fulham was represented at the meeting by Councillor Peter Tobias and Co-optee Martin Laws. The subsequent commentary was presented for approval to the Committee before being sent to the Trust for inclusion in its self-declaration.

4. OTHER ACTIVITIES

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

- on different occasions, meetings with the Managing Director of Imperial College Healthcare NHS Trust, the Chairmen and Chief Executives of the Hammersmith and Fulham PCT and the Director of Public Health;
- informal meetings with the scrutiny chairmen of the London Borough of Kensington and Chelsea and Westminster to proactively highlight, deal with and resolve areas of common concern;
- meetings with Hammersmith and Fulham PPIFs to discuss the next steps in transition from PPIF to LINKs; and consultation event at the Irish Centre;
- HAFAD Annual General Meeting; a meeting with the Director and, with Councillor Antony Lillis, a meeting to be briefed on the HAFAD Youth Scheme;
- various events organised by London Councils Scrutiny Network;
- various workshops including consultation on mental health care opportunities and specialised commissioning; and
- a number other health and social care related events that occurred during the year.

5. CONCLUSION BY CHAIRMAN

- 5.1 **A very busy year with a heavy workload.** Since end-2006, the Committee has evolved into a more pro-active entity in its dealings with the Cabinet Member and its Health and Adult Social Care partners. The aim is to pursue this “positive” approach, to be increasingly perceived as a “friendly critic” by anticipating, highlighting and overcoming potential hurdles, and thus to maximise health and care benefits to the residents of Hammersmith and Fulham and beyond.

- 5.2 There were a considerable number of external health scrutiny meetings with other boroughs, health partners and scrutiny bodies.
- 5.3 The work plan for 2008/2009 clearly identifies the areas to which reports relate, namely adult social care, healthcare or both. This will ensure that adult social care is adequately planned and scrutinised in a climate where the workload in respect of the health agenda will continue to grow. Due to an expected heavy "Health" workload in the year ahead, the Committee plans to look into the feasibility of setting up a sub-committee which would undertake the initial scrutiny of some healthcare items, for example stage 2 consultation on Healthcare for London, which will commence towards the end of 2008.
- 5.4 I should like to thank the Committee and its co-optees for all their hard work and support during the year and I look forward to meeting the challenge of an even more demanding work programme in 2008/2009. One of our long-standing co-optees, Sheila Aldworth, retires at the end of the present Council year, and I should like to express again the Committee's deep appreciation of her contribution over the years.

Councillor Peter Tobias
Chairman, Health and Adult Social Care Scrutiny Committee

ANNUAL REPORT OF THE HOUSING SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

- 1.1 The Housing Scrutiny Committee met eight times in this municipal year on the following dates:- 26 June 2007, 23 July 2007, 18 September 2007, 28 November 2007, 16 January 2008, 12 February 2008, 11 March 2008 and 22 April 2008. There were changes to the Committee's membership during the year. Councillor Helen Binmore, who went on maternity leave was replaced by Councillor Victoria Brocklebank-Fowler.
- 1.2 Apart from the standard items such as the Director's oral report, the Committee's action plan and work programme, the following section highlights the main issues considered at the meetings.

2. MAJOR ISSUES CONSIDERED

2.1 Anti-Social Behaviour Update

At its meeting on 26 June 2007, the Committee received a report from Claire Rai, Head of Operations Safer Communities Division, and Hazel Flynn, Housing Manager H&F Homes, on the work of the Anti-social behaviour unit (ASBU).

Members queried the breakdown of Fixed Penalty Notices issued by type, and whether appropriate staff and data management systems were in place to support this.

The Cabinet Member for Crime and Anti-Social Behaviour provided the Committee with an update on 'Operation Breeze', a multi-agency street crime initiative concentrating on identifying and impounding mopeds and vehicles used in robberies. The Cabinet Member agreed that data obtained from the operation would be circulated to all Councillors.

Co-optee Thomas Flynn reported to the Committee instances of criminal damage over a six month period; the Director of Community Services asked Mr Flynn to forward the details to him for action. On this point, the Committee discussed the role of estate wardens and their training and capabilities. The Committee also considered the enforcement of dog control orders, and the use of on the spot fines to tackle anti-social behaviour, as well as efforts to close crack-houses in the borough and to prevent their re-opening. John Ryan, a member of the ward panel for safer neighbourhoods, informed the Committee of some of the problems in respect of Arlington House.

As a result of the above, it was requested that:

- a report on payment rates of FPNs in respect of dog control orders be provided to the Vice-Chairman;
- information on the cost of implementing the new FPNs be given to the Vice-Chairman;
- the information on the multi-agency work in respect of Arlington House be sent to John Ryan together with a supply of ASB leaflets.

2.2 Review of Choice Based Lettings in Hammersmith and Fulham

Also at the Committee's meeting on 18 September 2007, Gareth Mead, Head of the Housing Opportunities Unit, presented a report which highlighted the main issues that had arisen during the consultation with key stakeholders of the Choice Based Lettings scheme. Issues included: the cost of 'Locata' membership; the cost of the Locata magazine if requested by post; the average age of people in sheltered housing; transport provision to help people view properties; and support for people in using the bidding process.

The Committee discussed the allocation of housing, the relationship with employment and the connection with the East London Thames Gateway development. Also scrutinised were the potentially incorrect assessments of some tenants with health and overcrowding problems, and the need for greater transparency with respect to the transfer process. The Committee also discussed potential simplifications to the application process. The Committee requested that it receive an update report on Choice Based Lettings in 12 months time.

2.3 Scheme of Allocation

The Committee received a presentation outlining changes to the scheme of allocation - significant changes were proposed to the scheme in 2008/09 which would be considered by the Cabinet in June.

These changes included additional scope to determine further priority groups in addition to those prescribed by legislation, such as taking into account the financial resources available to an individual; whether an applicant had a 'local' connection to the borough; and giving preference to households either in work or seeking work. The Committee also heard that reduced priority would be attributed to households with rent arrears or a record of anti-social behaviour and that, conversely, a 'Golden Transfer' would be allocated to those households who had a clean rent account, and had not breached the terms of their tenancy agreement during the past two years. In examining the proposed changes, Members discussed allocations to applicants in band 'D'; the existing system of preferences on transfers and cases of medical need; impact assessments of the proposed changes and what checks would be performed on individuals in the operation of preferred allocations for those in employment or training leading to employment.

As a result of its discussions, the Committee requested that it be kept informed as to the conduct and outcome of impact assessments to ensure that in need groups were not adversely affected.

2.4 New Deal for Leaseholders - Update

At its meeting of 11 March 2008, the Committee received a report providing progress to date on the New Deal for Leaseholders, and setting out further proposed improvements to services. The Committee was informed that there were low levels of satisfaction amongst leaseholders in the borough. The New Deal for Leaseholders had been formulated as a response to these concerns, and included initiatives such as the establishment of locally based leaseholder forums as well as a central leaseholder forum; publication of a new leaseholder's handbook; and the introduction of a new and updated range of proposed payment options for capital works.

During subsequent discussion, the Committee looked at a number of subjects including information on indicative charges to leaseholders as part of the Decent Homes programme; notification procedures and payment methods regarding major works under the Decent Homes Programme; and the review of Concierge and CCTV services. A member of the public present also raised a query regarding income thresholds of affordable housing schemes in the borough, in particular Parsons Green.

Further to its discussions, the Committee requested that:

- the Committee be provided with a copy of the leaseholder satisfaction survey and its results;
- an indicative list of charges to leaseholders under the Decent Homes Programme be provided to the Committee;
- a list of the range of payment options being made available to leaseholders be circulated to the Committee;
- a briefing be circulated regarding income thresholds for affordable housing schemes, with particular reference to Parsons Green.

The Committee also requested that it receive update reports on the New Deal for Leaseholders as appropriate.

3. CORE SUBJECTS CONSIDERED

3.1 Housing Strategy Review

At the Committee's 23 July meeting, officers presented a progress report on the Housing Strategy Review. The report identified what consultation had been undertaken, a summary of the key issues raised to date and the initial response, prior to the final approval of the strategy by Cabinet. The Committee considered the challenges identified in the report including: high levels of deprivation in some areas of the borough; levels of mobility; the difficulties of middle to low income earners wanting to buy or stay in the borough; and the need to improve housing and housing management services. In the course of the Committee's discussion, the Committee also considered the strategy's provision for older and disabled people.

The Committee considered an updated version of the strategy at its November Meeting, recommending that officers consider the inclusion of an additional target to consider overcrowding/under occupation in social rented stock.

Subsequently a new target relating to tackling under occupation has been agreed and an overcrowding reduction strategy is in development.

3.2 Budget Scrutiny

At its meeting on 16 January 2008, the Committee considered the Revenue Budget and Council Tax 2008/9. As well as the Council's overall financial position, the Committee considered the general fund revenue budget, Housing Options Division. The Committee raised concerns regarding the introduction of an area based grant; the proportion of Home Buy Transactions made under the right to buy; and staff reductions in the Housing and Community Support Division, and their potential impact on front line services and how this impact had been assessed. The Committee endorsed the Revenue Budget and Council Tax proposals for 2008/09.

The Committee also scrutinised the Housing Revenue Account (HRA) budget strategy for 2008/09. In scrutinising the report, the Committee discussed rent convergence across the social housing sector; differences in the quality of the housing stock held by the Council; the review of the concierge service, caretaking and sheltered housing; and potential de-pooling of service charges.

3.3 Housing Performance Indicators 2008/09

At its January meeting, the Committee received a report setting out the performance of CSD Housing Services and Hammersmith & Fulham Homes Services against performance indicators for 2007/08. The Committee discussed the performance of the repairs service and tenant satisfaction as a consequence; indicators relating to the prevention of homelessness; capacity adjustments to homelessness prevention services; and the verification of data used for performance assessment purposes.

3.4 Community Services Departmental Plan 2008/09

At the Committee's meeting on 11 March 2008, Officers presented a report to the Committee outlining the Community Services Departmental plan for 2008/09 concentrating on the key priorities, objectives and actions as they relate to housing. The report highlighted a number of points, including: that crime and antisocial behaviour was a key area of concern for tenants and leaseholders; value for money measures and staff sickness; work under the Decent Homes Programme; and the promotion of home-ownership.

4. CONCLUSION BY CHAIRMAN

- 4.1 The Committee has had a full work programme this year, and the above issues represent only some of the key areas considered. Nevertheless, the subjects highlighted in this report, such as anti-social behaviour and the review of the Choice Based Lettings scheme, represent areas of real importance for residents as well as being significant areas of work for both the Council and H&F Homes, and so it has been appropriate that they be scrutinised. The Committee has also sought to fulfil its performance monitoring role by scrutinising the Council's budget, Community Services Departmental Plan, and by examining housing performance indicators.

4.2 Accordingly, I would like to thank all those who have assisted in the work of the Committee over the past year, including officers, members of the public, and representatives of voluntary groups, who by attending and contributing, have enriched the Committee's discussions and provided valuable perspectives on housing issues around the borough.

Councillor Gavin Donovan
Chairman, Housing Scrutiny Committee

ANNUAL REPORT OF THE LOCAL NEIGHBOURHOODS SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

The Local Neighbourhoods Scrutiny Committee held eight meetings throughout the municipal year. 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; 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.

2. MAJOR ISSUES CONSIDERED

2.1 Community Safety

At its September meeting, the Committee considered a report on Domestic Violence. Mark Green, Principal Community Safety Officer, gave a presentation providing a broad overview of the local specialist services and initiatives that are aimed in the borough to reduce the incidence of this crime. The main theme of the strategy was a broader approach taken to support the excellent work done at the point of crisis which would involve earlier intervention in domestic violence cases becoming part of a whole response.

The Committee recommended maximising the Council's work to reduce levels of domestic violence and provide extra support to victims:

- (a) by giving greater priority within all LBHF departments to the issue of domestic violence
- (b) by ensuring that the Domestic Violence Strategic Partnership Group be the lead body for delivering a new domestic violence strategy.

An action plan for the reduction of Domestic Violence for 2008 – 11 is being developed for implementation in the summer of 2008. The Committee has added this to its work programme for the new municipal year.

The Committee focused strongly on issues connected with public safety. In October it studied a 12 month update report on the Impact of the Controlled Drinking Area, following the six month evaluation. It also studied a report on Rough Sleepers, and assessed the implications of both reports for problems with anti-social behaviour. The Committee endorsed council strategy for both topics and called for the Government to continue funding the work of the Barka Foundation, a Polish charity which addressed the needs of Eastern Europeans who engaged in begging, street drinking and rough sleeping throughout the borough.

In February the Committee received a report on Youth Provision in the Borough, which included the work of the Youth Offending Service. The Committee was particularly interested in the range of activities offered to 13 to 19 year olds – especially for those young people who were at risk of becoming involved in crime and anti-social behaviour. It was hoped that the Youth Commission would make a special effort to research the “hard to reach” young people who did not currently belong to any interest groups.

The Committee also endorsed the Safer Communities Divisional Business Plan for 2008 – 9 at its April meeting. However, it took a particular interest in the Estates Warden Service and the Street Warden Service, and called for future reports on both.

2.2 Policing

With regard to policing, the Committee received a report in February on the work of the Safer Neighbourhood Teams. It heard a presentation by Metropolitan Police officers on the work of the Transport Operational Command Unit (TOCU), which fields 1200 officers across London who work on the protection of the travelling public on buses, and on the street, but not on the underground, where policing is provided by the British Transport Police. The Committee strongly recommended the continuing support of the Dispersal Area in Hammersmith and urged continuing close liaison between the Council and TOCU.

In its endorsement of the Community Safety Division budget, the Committee welcomed the continuing investment in Safer Communities, in particular the funding for a further two years of the 24/7 policing programme in Fulham Broadway and Shepherd Bush areas. It also welcomed the investment in upgrading communications between emergency services and front line enforcement teams to the Airwave Radio system used by the Metropolitan Police.

2.3 Local Developments

In November the Committee considered a report from the Planning Division on the procurement and implementation of a scheme to upgrade Shepherds Bush Common. The Committee was particularly concerned with the quality and provision of lighting, as it was considered key to public safety. A cycle route would be provided to encircle the Common.

The Committee also heard a report on the results of the first eight months of the Western extension of the Congestion Charge. The Council continued to be opposed to the extension and was also opposed to the proposal to link it to emissions, on the grounds that measures to deal with air quality should be dealt with separately.

Arising out of its consideration in April of the Safer Communities Division Business Plan was a recommendation that the NDC (New Deals for Communities) cameras installed in the vicinity of the North End Road market be used to enforce the clearing up by traders of the large amounts of litter left in the area. The Committee also

called for a report on the overall management and operation of the North End Road market, and the implications of it for residents in the immediate locality.

3. OTHER SCRUTINY ITEMS

Amongst other issues discussed by the Committee were:

- Community Call for Action - details of new crime reduction legislation (Police and Justice Act 2006) which would come into affect in 2008.
- Dangerous Dogs - dangerous dogs and general policy on dog control and the responsibility of dog owners.
- Street Lighting and the Use of White Lighting
- Review of Statement of Licensing Policy - 2007
- Vermin, Vermin Control and Insect Infestations
- Westfield Shopping Centre Development – update and presentation on progress
- Communicating with Local Residents via the Web – the structure of the Council’s website and the recent improvements to it
- Neighbourhood Noise Nuisance in LBHF and the powers available to the Council to deal with it.

4. CONCLUSION BY CHAIRMAN

It has been a successful year for the Committee. It has been particularly useful when we have been able to engage with other partners within the wider community to discuss better ways of working together. We will seek to do more of this wider engagement in the coming year.

Councillor Caroline Ffiske
Chairman, Local Neighbourhoods Scrutiny Committee

ANNUAL REPORT OF THE VALUE FOR MONEY SCRUTINY COMMITTEE 2007/2008

1. INTRODUCTION

- 1.1 The Value for Money Scrutiny Committee (VfM) met six times this year ending May 2008. In addition to performance monitoring and scrutiny of the budget proposals, the VfM considered the following main items.

2. MAJOR ISSUES CONSIDERED

2.1 Performance

This Committee has a lead role in scrutinising the Council's strategic policy formulation and performance and received the following key reports:

- (i) Corporate Plan which identifies the key achievements from the last year and the Council's priorities for the following three years, together with the Best Value Performance Indicators from the 2006-2007 General Survey;
- (ii) a comprehensive list of the fees and charges raised by the Council, together with a summary of the income receivable from each type;
- (iii) the treasury management outturn report, which provides information on the Council's debt, borrowing and investment activity. The Committee requested further information in respect of earned interest due to slippage on the decent homes programme; and
- (iv) the comprehensive performance assessment scorecard, which showed an overall assessment of '4 stars and improving well' and the corporate assessment report, which evaluated the Council's performance against the key themes of Ambition, Prioritisation, Capacity, Performance, Management and Achievement.

The Committee congratulated officers on the major achievement of 4 stars; only 37% of councils achieved this rating. 63% of councils were rated as 'improving well', with only 16% achieving 'improving strongly'. The Corporate Assessment indicated that improvements had been made across all areas, but there were no clear rules as to how the Audit Commission measured performance. However, the Council would work on a range of initiatives to achieve 'improving strongly', including use of resources.

2.2 Revenue Budget and Council Tax

The Committee considered the Cabinet's proposal for the Council budget for 2008/2009 and noted the following headlines:

- There was a proposal to cut Council tax by 3% for the second year running, and a proposed increase in the total GLA precept of 2.4%;
- Savings up to 2010/11 would primarily come from debt repayment through sales of assets, savings in the Customer Access Strategy, accommodation efficiencies, and market testing; and
- Areas of investment included the 'Building schools for the Future' programme, support to the Bishops Park/Fulham Palace heritage lottery bid, and annual growth in social care and waste disposal budgets.

The Committee also noted the potential risk areas for the Council included inflation, population growth, pay awards, energy costs concessionary fares and possible adjustments or fluctuations in sources of income such as land charges and parking – reserves would be increased to between £11 million and £13 million accordingly.

2.3 Information Technology (IT)

The Committee received the IT strategy which set out to align the IT service provision to the key business drivers for the Council; ensure that IT resources were flexible enough to meet the needs of the Council over the next five years; and identify any areas of IT development required to enable the Council to meet its priorities.

The Committee subsequently received an update on the progress of the joint venture company, H&F Bridge Partnership (HFBP) and the Council, which was formed in November 2006. Key Performance Indicators showed improvement in eight out of ten areas; performance also compared favourably with IT services of other councils in respect of a general improvement in call to fix on problems and availability of the critical applications.

The Committee congratulated officers on winning the Local Government IT Excellence Award 2007.

2.4 Market Testing Programme 2007 - 2010

The report set out the statutory framework and key procurement stages for the three year market testing programme which would deliver better value for money services across the Council. The contract for refuse and recycling collection, street cleaning and grounds maintenance had been put out to tender, and savings of £1.5 million were anticipated.

The market testing programme will be extrapolated to the other services such as the Supporting People programme, bulk litho printing, home-care services, security services, meals on wheels, cleaning, civic catering, school meals, passenger transport and occupational therapy.

3. OTHER SCRUTINY ITEMS

3.1 Electoral Services Beacon Status Report

This report outlined the Council's successful application to become a Beacon Authority for the delivery of election services. The Beacon scheme is a government funded and facilitated awards programme, which recognises excellence and innovation in local government service provision under a variety of schemes which change each year.

Of the four councils which applied, three were shortlisted: Hammersmith and Fulham, Shrewsbury and Atcham and Swindon. The assessors found the overall approach by Hammersmith and Fulham to be both creative and visionary, and demonstrating good practice to which all Electoral Services teams should aspire. The Committee congratulated the Electoral Services team and supporting stakeholders on this remarkable achievement.

3.2 Managing Sickness Absence

The Committee received regular reports on sickness absence and the initiatives being undertaken by the Council to reduce sickness absence.

The Corporate Assessment commented on the good examples where scrutiny has achieved impact such as the clear focus on high sickness absence levels, which had led to significant reductions. The Committee requested a six month update, which would breakdown staff sickness absence between management and non-management.

3.3 Local Area Agreement (LAA)

This report summarised the second year performance of the Council's three year LAA, which showed outcomes of continuing improvement in performance against targets, which had been increased annually.

The Committee subsequently received an update on the development of the new LAA, which is now a statutory requirement, and the process for allocating the new Area Based Grant.

The Government would be introducing a new national set of 198 indicators to measure performance of councils and their partners in delivering priorities over the following three years. LAAs had to identify 35 of these performance indicators, in additions to 17 mandatory education performance indicators.

3.4 Use of Counsel and External Solicitors

The Committee received a report on the Council's current practice in relation to the use of external solicitors for the provision of legal services together with new arrangements for the procurement of barristers (counsel), which would come into place in February 2008 following the conclusion of a West London Alliance joint procurement exercise.

The Council has not historically had a budget for Counsel's fees, with expenditure being authorised from a number of budgets. It was agreed that the Committee would receive an annual update, which would include benchmarking with other boroughs.

3.5 Maximising Use of the Housing Revenue Account Buildings and Land

The report provided details of a range of work that is underway to ensure that the Housing Revenue Account land and buildings is well utilised for the benefit of the community. The Committee asked for a six month update on: void management; the shops portfolio and the limited shops disposal programme; and use of community halls.

3.6 Corporate Departments 2008/2011 Performance Plan

(i) Assistant Chief Executive's Department

The report outlined the incorporation of the centralised Human Resources and a separate Organisational Development division within the department, and the appointment of senior staff. The department's notable achievements included: an improved H&F news; spreading the work of the Beacon Electoral Services; progress made in changing organisational culture; and the introduction of consistent practices to tackle sickness absence.

(ii) Finance Department

The report outlined the maintenance of Level 3 in Use of Resources and the key role played by the department in assisting the council to reduce the Council tax by 3%. The department had implemented the new Redefine finance system but would close the accounts for 2007/2008 under the current financial system, which was labour intensive. The Performance and Procurement team had developed the Council's market testing programme and would play a key role in supporting managers.

(iii) Resident Service

The report outlined the restructuring of the department which was ongoing and the appointment of a team of assistant directors to head the department. A key issue for the department would be the provision of an integrated service from one location in the Town Hall extension. The opening hours for libraries had been extended and now included the lunchtime, but there was further work to be done in developing a new 'library experience'. Similarly, there was more work to be done in respect of increasing the usage of the borough's parks and open spaces, but progress had been made with licensing of Ravenscourt and Bishops Parks for resident tailored events.

4. CONCLUSION BY CHAIRMAN

The Committee considered a varied work programme, and has agreed a challenging programme for 2008/2009. I should like to thank the Committee for its hard work and support during the year.

Councillor Victoria Brocklebank-Fowler
Chairman, Value for Money Scrutiny Committee

28 MAY 2008

**Standards
Committee**

**STANDARDS COMMITTEE ANNUAL
REPORT 2007/8**

**WARDS
ALL**

Summary

The attached report outlines the activity of work undertaken by the Standards Committee in 2007/8.

CONTRIBUTORS

HLS

RECOMMENDATION:

That the Standards Committee Annual Report be received.

ANNUAL REPORT OF THE STANDARDS COMMITTEE 2007/2008

1. INTRODUCTION

- 1.1 The Standards Committee met four times this year: on 30 July and 29 October 2007; and 21 January and 2 April 2008. Mr Steven Moussavi, replaced Mrs Grace Moody-Stuart as Chairman for the year, as agreed by Annual Council. Apart from various routine items such as matters discussed in bulletins from the Standards Board, the following were the main issues considered.

2. MAJOR ISSUES CONSIDERED

2.1 New Code of Conduct

- 2.1.1 At its July meeting the Committee considered the first of a series of reports during the year on the new model Code of Conduct which had come into force on 3 May 2007. It was agreed that the Committee viewed the DVD compiled by the Standards Board for England. The Committee also agreed the basis of an article on the work of the Committee and on the new Code to be published in an issue of Hammersmith & Fulham News.
- 2.1.2 At the Committee's October meeting the Committee considered a questionnaire designed to test Members' knowledge of the new Code. The questionnaire was sent out later in the year. The results highlighted several areas which should be the focus of further training for all Members, including independent and co-opted Members, over the coming year.
- 2.1.3 In January, the Committee viewed the Standards Board for England DVD entitled "The Code Uncovered". This used dramatised scenario to illustrate the lead up to a potentially explosive planning committee meeting to highlight the key changes to the revised Code.
- 2.1.4 The Committee agreed that the political Groups should be encouraged to view the DVD and the respective Whips have been contacted to arrange this. It was also felt appropriate for the Head of Legal Services to attend the first meeting of the Planning Applications Committee in the new Municipal Year to remind Members and officers of the new provisions.

2.2 Assessing Complaints

- 2.2.1 The other main issue considered by the Committee over the past year has been the new arrangements being brought in under the Local Government and Public Involvement in Health Act 2007 for Standards Committees to consider complaints.
- 2.2.2 The local assessment of complaints is due to come into effect shortly. The Act

came into effect on 4 March 2008 but detailed regulations and guidance were still awaited at the time of writing this report. A consultation on some aspects of the new arrangements was reported to the January meeting.

- 2.2.3 As a first step in the process, the Council agreed the Committee's recommendation, at its October 2007 meeting to increase the size of the Committee by an extra Independent Member. An advertisement was placed in H&F News in January, following which two applications were received.
- 2.2.4 At the time of writing the candidates are due to be interviewed by the Committee's Appointments Panel on 8 April, after which it is hoped to recommend the name of the additional Member to the Annual Council meeting.
- 2.2.5 Parallel with this extra appointment, it is envisaged that the Committee will need to be enlarged from its current membership of six to deal with its new responsibilities for assessing complaints. The most practical option appears to be to raise the membership to ten, comprising five Independent Members, three Administration Members and two Opposition Members.
- 2.2.6 The aim of this enlarged Committee would be to provide a pool of Members so that three sub-committees, each chaired by an Independent Member, could be constituted as and when needed, to deal with the three stages of the complaints process: Consideration, Review and Hearing. This would be similar to the way the Licensing Sub-Committees operate currently, with the Monitoring officer being given delegated authority to appoint the sub-committees when needed in consultation with the Chairman of the Standards Committee.
- 2.2.7 Looking ahead to the coming year, with the new Independent member recruitment, an expanded Committee overall, and suitable training for Members, the Committee is confident it will be well equipped to deal with the new arrangements coming into force for assessing complaints as well as other work arising.
- 2.2.8 Some scenarios of how the new system might work were trailed at the Annual North West London Boroughs Networking Event held on 6 December at Brent Town Hall. However, it was felt best to await the regulations and guidance before putting any new arrangements in place.

2.3 Annual Conference

- 2.3.1 Mr Christopher Troke, one of the Independent Members, attended the sixth Annual Conference of Standards Committees in Birmingham on 15 and 16 October. This had highlighted the need for local authorities to advertise the existence of the local filter for complaints and also set up processes for investigating these. The prospect of several sub-committees was floated, together with an appeal mechanism and a requirement to submit quarterly and

annual reports to the Standards Board.

- 2.3.2 Following a discussion arising from Mr Troke's report back, the Committee suggested that an advertisement be placed on the Council's website about the new arrangements. An opportunity of doing this should be available once the new guidance and regulations have been received.

3. OTHER ITEMS

Amongst other issues discussed by the Committee were:

- An online training programme called "Modern Councillors", devised by the IDEA for training Members.
- The possibility of joint working with adjoining boroughs although this could mean helping with their cases as well as vice versa.
- A proposal that the Council might host the Annual North West London Boroughs Standards Committee Networking event, usually held in early December.
- Receipt of Factsheets from the Standards Board for England on aspects of the new Code clarifying issues such as
 - ✓ Bullying
 - ✓ Disclosing Confidential Information
 - ✓ Gifts and Hospitality
 - ✓ Lobby Groups
 - ✓ Personal and Prejudicial Interests.

4. CONCLUSION BY CHAIRMAN

- 4.1 The Committee has had a busy year, first with the introduction of the revised Code of Conduct and then with the implications of the new arrangements for assessing complaints as a result of the Local Government and Public Involvement in Health Act 2007. Training sessions are planned on the Code and there could be a significant increase in the Committee's work with the new complaints system.
- 4.2 However, the Committee is satisfied that it is keeping up to date with the developments on these issues and will be prepared, with an enlarged membership, to take on extra work, if and when needed. A work programme will be agreed with officers to take us through the coming year.

Steven Moussavi
Chairman, Standards Committee

28 MAY 2008

**COUNCILLORS' SUMMARY OF ACTIVITY
OF WORK UNDERTAKEN IN 2007/08**

WARDS

ALL

Summary

Attached as an appendix to this report is a summary of the Councillors' activity of work undertaken in 2007/08.

CONTRIBUTORS
HLS

RECOMMENDATION:

That the appendix be noted.

Councillors: summary of activity 2007-08

	Adam	Aherne	Alford	Bentley	Bethell	Binmore	Botterill	Bristow	Brocklebank-Fowler	Burley	Campbell	Cartwright	Chalk	Cowan	Dickenson	Donovan B	Donovan G	Ffiske	Ford	Gore	Greenhalgh	Gugen	Hamilton	Harcourt	Homan	Iggulden	Ivimy	Johnson A	Johnson D	Karnel	Law	Lillis	Loveday	McLaughlin	Nandy	Owen	Phibbs	Powell	Robson	Scott Russell	Smith	Stainton	Tobias	Umeh	Vaughan	White				
Full Council	3	6	6	1	1	5	6	4	6	4	5	6	6	5	5	5	6	3	6	4	6	3	6	5	5	5	6	6	6	6	6	3	5	6	6	6	4	5	6	6	5	6	6	6	6					
Cabinet		8	8			1	9	8			7			4		1				8	9				6	8		2		1	5	10	9	4				5		10	9					1				
CGSC				1			7							1	8	7			8						6	8		2		1	5	1						5									8			
ECSSC						5		1								8	1				7							3	8		8	6	5		8		5	6	1											
HASCSC										2			5			6				5							7		4		1	7	7		7			4						8		8				
HSC			8			2		1	3		5	5						8				1				5	8	4		1	7				6					1										
LNSC				1						2	5						7	7					7		5				1		1	2				6	6				8		1							
VFMSC	2				2				6					3					5		5								6			3											5	5	4					
Standards Committee							3																		4			4																						
PAC (incl TMAP)	1	13			8	7	1					11	3	2	1	1				1	1		16	14			16	13	1	16	1			1							1				2	14				
Pensions Fund Investment Panel	3	4			1		3					4										4	1			4																						4		
Licensing Cttee/Sub-Committee		5	1									5			8	1	3						2	2			4		1	18		1						1			11					10				
Appointments Panel							2	1				2		1								2																												
Personnel Panel			1									1																																					1	
Adoption Panel																																																		
Audit Committee					4		1					3															4	1																						
Fulham Palace Mgmt Board												1																	2														3							