

FORWARD PLAN OF KEY DECISIONS

*Proposed to be made in the period
June 2006 to September 2006*

The following is a list of Key Decisions, as far as is known at this stage, which the Authority proposes to take in the period from June 2006 to September 2006.

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

- Any expenditure or savings which are significant, regarding the Council's budget for the service function to which the decision relates in excess of £300,000;
- Anything affecting communities living or working in an area comprising of two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

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

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

*If you have any queries on this Forward Plan, please contact
Cathy Cross on 020 8753 2139
or by e-mail to cathy.cross@lbhf.gov.uk*

Consultation

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

If you are reading this on a PC, you can access this contact list quickly by pressing [here](#). Alternatively, click on the name of the Cabinet Member shown on the left-hand column of each report, to access the contact details for that particular councillor.

Forward Plan No. 49 (published 16 May 2006)

FORWARD PLAN OF KEY DECISIONS

*Proposed to be made in the period
June 2006 to September 2006*

LIST OF KEY DECISIONS PROPOSED

*Leader's Committee is shown as LC. Where the title bears the suffix (E), the report for this proposed decision is likely to be exempt and full details cannot be published.
Executive titles are based on 2002/06 Administration and may change.*

<u>Date of decision-making meeting</u>	<u>Proposed Key decision</u>	<u>Lead Executive Councillor</u>	<u>Page</u>
LC June/July 2006	1. PROVISION OF THE REGISTRATION SERVICE	LEADER	1 – 2
LC June/July 2006	2. THE FUTURE OF IT SERVICES	LEADER; CABINET MEMBER FOR PERFORMANCE & PROCUREMENT	3 – 4
LC June/July 2006	3. OLAS – TENDER FOR PROVISION OF SERVICES(E)	LEADER; CABINET MEMBER FOR PERFORMANCE & PROCUREMENT	5
LC June/July 2006	4. CHILDREN AND YOUNG PEOPLE'S PLAN	CABINET MEMBER FOR SOCIAL INCLUSION; CABINET MEMBER FOR EDUCATION	6 – 7
LC June/July 2006	5. APPROVAL OF EXTERNAL CONNEXIONS CONTRACT FOR INFORMATION ADVICE AND GUIDANCE 2006 - 2008 (E)	CABINET MEMBER FOR EDUCATION; CABINET MEMBER FOR PERFORMANCE & PROCUREMENT	8 – 9

LC June/July 2006	6. ACCOMMODATION NEEDS FOR CHILDREN'S SERVICES (E)	CABINET MEMBER FOR SOCIAL INCLUSION; CABINET MEMBER FOR EDUCATION; CABINET MEMBER FOR REGENERATION	10 – 11
LC June/July 2006	7. EDWARD WOODS COMMUNITY CENTRE – PROPOSED EXTENSION	CABINET MEMBER FOR EDUCATION; CABINET MEMBER FOR PERFORMANCE & PROCUREMENT	12 – 13
LC June/July 2006	8. LOCAL DEVELOPMENT FRAMEWORK: LOCAL DEVELOPMENT SCHEME	CABINET MEMBER FOR REGENERATION; CABINET MEMBER FOR ENVIRONMENT & CONTRACT SERVICES	14 – 15
LC June/July 2006	9. BEST VALUE REQUIREMENT	LEADER; DEPUTY LEADER	16 – 17
LC June/July 2006	10. UPDATED SCHEDULE OF BYELAWS FOR PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES	CABINET MEMBER FOR ENVIRONMENT	18 – 19
LC June/July 2006	11. LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT	CABINET MEMBER FOR REGENERATION; CABINET MEMBER FOR ENVIRONMENT & CONTRACT SERVICES	20 – 21



KEY DECISION

Proposed to be made at
Leader's Committee on
June/July 2006

June/July 06

1

LEAD EXECUTIVE MEMBERS:

LEADER

TITLE:

PROVISION OF THE REGISTRATION SERVICE

WARD/S:

ALL

REPORT CONTRIBUTORS

CE

SUMMARY:

In 2001 the Registration Service was consolidated at Fulham Register Office. A limited service was to be provided at Hammersmith Hospital.

REASON/S FOR BEING ON THE FORWARD PLAN:

more than one ward

OTHER OFFICERS

HEAD OF CUSTOMER FIRST, COMMERCIAL SERVICES MANAGER

Hammersmith Registration Office was kept open as a temporary outstation whilst the accommodation was prepared. A temporary receptionist was employed from an agency. Once the move to the hospital was made the receptionist would no longer be needed and this was offered and accepted as a saving of £30K.

The hospital then decided it could no longer offer the accommodation. The Outstation is still operating and causing an overspend.

The report seeks to improve access to the Council's Registration Service and address the budget overspend through the closure of the Registrar's Outstation in Nigel Playfair Avenue. In its place a peripatetic service will be developed to enhance the service provided to the north and centre of the borough.

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
2001 Census Indicators of Deprivation in LBHF	Martin Robson (Ext. 3395)	Environment

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Staff	Internal meetings	Ongoing
2. Unions	Internal meetings	Ongoing
3. Related Services	Consultation took place in 2001 All related services will be advise of the changes.	

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

<i>First published:</i>	<i>Forward Plan No 40:</i>	<i>16 August 2005</i>
<i>Revised:</i>	<i>Forward Plan No 41:</i>	<i>15 September 2005 (moved from 18 October 2005)</i>
<i>Revised:</i>	<i>Forward Plan No 42:</i>	<i>14 October 2005 (moved from 15 November 2005)</i>
<i>Revised:</i>	<i>Forward Plan No 43:</i>	<i>15 November 2005 (moved from 16 January 2006)</i>
<i>Revised:</i>	<i>Forward Plan No 44:</i>	<i>15 December 2005 (moved from 14 February 2006)</i>
<i>Revised:</i>	<i>Forward Plan No 46:</i>	<i>13 February 2006 (moved from 21 March 2006)</i>



KEY DECISION

*Proposed to be made at
Leader's Committee on
June/July 2006*

June/July 06

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LEAD EXECUTIVE MEMBERS:

LEADER

CABINET MEMBER
FOR PERFORMANCE &
PROCUREMENT

REPORT CONTRIBUTORS

DF
CE

OTHER OFFICERS

TITLE:

THE FUTURE OF IT SERVICES

SUMMARY:

This report will recommend options for ensuring that the Council's IT resources are able to deliver the Council's Customer First Strategy. Consideration is being given to options for IT service delivery in order to ensure that the major service transformation programme which the Customer First Strategy envisages can be delivered.

WARD/S:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

£300,000+

BACKGROUND DOCUMENT

Description

Name/Ext. of Holder of Document

Department

IT Business case

Customer Service
Strategy and IT Strategic
Framework

Jackie Hudson (Ext. 2946)

FD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. IT community staff	Meetings, briefings, TU consultation	15th Sept to 21 st Oct
2. CMT	CMT briefings	15th Sept to 21st Oct
3. IT steering group	Regular meetings	15th Sept to 21st Oct
4. Residents	Under consideration	8/11/05 onwards

DECISION TO BE MADE IN PARTNERSHIP WITH:

Agiliys, strategic partner

<i>First published:</i>	<i>Forward Plan No 42:</i>	<i>14 October 2005</i>
<i>Revised:</i>	<i>Forward Plan No 43:</i>	<i>15 November 2005 (moved from 13 December 2005)</i>
<i>Revised:</i>	<i>Forward Plan No 44:</i>	<i>15 December 2005 (moved from 16 January 2006)</i>
<i>Revised:</i>	<i>Forward Plan No 46:</i>	<i>13 February 2006 (moved from 14 March 2006)</i>



KEY DECISION

Proposed to be made at the
Leader's Committee on
June/July 2006

June/July 06

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LEAD EXECUTIVE MEMBERS:

LEADER

CABINET MEMBER FOR PERFORMANCE AND PROCUREMENT

REPORT CONTRIBUTORS

DF

OTHER OFFICERS

TITLE:

OLAS – TENDER FOR PROVISION OF SERVICES

SUMMARY:

The agreement with Netstore, the provider of the OLAS hosted service, is due to expire in June 2006. A decision is required regarding the future provision of this service.

WARD/S:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

£300,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Service specification, Contract Documents, Correspondence.	Julian Hubbersgilt (Ext. 1199)	FD

CONSULTATION PROGRAMME

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

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

First published: Forward Plan No 42: 14 October 2005
Revised: Forward Plan No 46: 13 February 2006



KEY DECISION

Proposed to be made at
Leader's Committee on
June/July 2006

June/July 06

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LEAD EXECUTIVE MEMBERS:

CABINET MEMBER FOR SOCIAL INCLUSION

CABINET MEMBER FOR EDUCATION

REPORT CONTRIBUTORS
DCS

OTHER OFFICERS

Assistant Director
Commissioning

TITLE:

CHILDREN AND YOUNG PEOPLE'S PLAN

SUMMARY:

To agree the Children and Young People's Plan which has been produced after extensive consultation with users, carers and stakeholders to identify key priorities for children's services in Hammersmith and Fulham.

WARD/S:

ALL

REASON/S FOR BEING ON THE FORWARD PLAN:

budget/policy framework

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Children and Young Plan - consultation version	Julie Muhammad	Children's Trust
report on consultation activity to date with children, parents and targeted groups	Julie Muhammad	Children's Trust

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. schools	meetings	until 7 April
2. children, young people and carers	existing fora	
3. police, health bodies	joint meetings	
4. departments within authority	dissemination to Directors	
5. voluntary sector	dissemination to individual organisations	

DECISION TO BE MADE IN PARTNERSHIP WITH:

The draft plan went to the Children's Trust Board for approval with key stakeholders - police, the PCT and the voluntary sector on 6 March for consultation until 7 April

First published: Forward Plan No 47: 15 March 2006



KEY DECISION

*Proposed to be made at
Leader's Committee on
June/July 2006*

June/July 06

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**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER
FOR EDUCATION

CABINET MEMBER
FOR PERFORMANCE &
PROCUREMENT

**REPORT
CONTRIBUTORS**

DED
DF
HLSACE (P+P)

OTHER OFFICERS

TITLE:

APPROVAL OF EXTERNAL
CONNEXIONS CONTRACT FOR
INFORMATION ADVICE AND
GUIDANCE 2006 - 2008 (E)

SUMMARY:

This report seeks approval to allocate the new Connexions contract for information advice and guidance. The invitation to tender was issued on 3rd March 2006; a shortlist of potential contractors will be interviewed on 28th April 2006 following an appraisal of all tenders by a Tender Appraisal Panel and approval by Connexions Executive Local Management Committee.

WARD/S:

ALL

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

£300,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
DFES Procurement guidelines	Andy Colley Ext 3762	Education
Best value review - Capital Careers	Andy Colley Ext 3762	Education
Making the most of Connexions	Andy Colley Ext 3762	Education

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Young people	Surveys	Ongoing
2. Teachers	Surveys	Ongoing
3. Contractors	Verbally and written	Ongoing
4. Headteachers	Meetings	Ongoing

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

First published: Forward Plan No 47: 15 March 2006



KEY DECISION

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June/July 06

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LEAD EXECUTIVE MEMBERS:

CABINET MEMBER FOR SOCIAL INCLUSION

CABINET MEMBER FOR EDUCATION

CABINET MEMBER FOR REGENERATION

REPORT CONTRIBUTORS

DCT
DF
HLS
HCPS

OTHER OFFICERS

TITLE:

ACCOMMODATION NEEDS FOR CHILDREN'S SERVICES (E)

SUMMARY:

The report outlines the Accommodation needs for Children's Services, and the actions needed to secure leases to ensure the most efficient and effective use of accommodation

WARD/S:

HAMM BROADWAY
PARSN GRN/WALHM

REASON/S FOR BEING ON THE FORWARD PLAN:

£300,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Property Portfolios	Gerry Wilson	Env Dept
	Ext 2826	Town Hall Extension
Lease Agreements	Gerry Wilson	Env Dept
	Ext 2826	Town Hall Extension

CONSULTATION PROGRAMME

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

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

First published: Forward Plan No 47: 15 March 2006
Revised: Forward Plan No 48: 14 April 2006 (moved from 19 April 2006)



KEY DECISION

*Proposed to be made at
Leader's Committee on
June/July 2006*

June/July 06

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LEAD EXECUTIVE MEMBERS:

CABINET MEMBER
FOR EDUCATION

CABINET MEMBER
FOR PERFORMANCE &
PROCUREMENT

REPORT CONTRIBUTORS

ENVD (BTS)
DF
HLS

OTHER OFFICERS

TITLE:

EDWARD WOODS COMMUNITY
CENTRE - PROPOSED EXTENSION

SUMMARY:

To accept a tender to erect an extension
to the community centre comprising café
and office facilities for the use of the
community and associated facilities

WARD:

SHEP BUSH GRN

REASON/S FOR BEING ON THE FORWARD PLAN:

£300,000+

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Tender preparation details, correspondence, Bills of Quantities, project file	R. Marwaha Ext 4863	ENV/BTS, 3 rd floor Riverview House, Beavor Lane, W6 9AR
Tender returns, external Quantity Surveyors tender analysis report	R. Marwaha Ext 4863	ENV/BTS, 3 rd floor Riverview House, Beavor Lane, W6 9AR
Client project development file	B. Westwood Ext 3702	ED, 2 nd floor Cambridge House, Cambridge Grove, W6

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Building users	Consultation meetings	Ongoing
2. Local residents	Consultation meetings	Ongoing
3. Ward Councillors	Consultation meetings	Ongoing
4. ERDF/GOL	Correspondence	Ongoing
5. HFHMS	Consultation meetings	Ongoing

DECISION TO BE MADE IN PARTNERSHIP WITH:

All of the above

KEY DECISION

*Proposed to be made at the
Leader's Committee on
June/July 2006*

June/July 06

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**LEAD EXECUTIVE
MEMBERS:**

CABINET MEMBER FOR
REGENERATION

CABINET MEMBER FOR
ENVIRONMENT &
CONTRACT SERVICES

**REPORT
CONTRIBUTORS**

DENVD

OTHER OFFICERS

TITLE:

LOCAL DEVELOPMENT
FRAMEWORK: LOCAL
DEVELOPMENT SCHEME

SUMMARY:

The Planning & Compulsory Purchase Act came into force in September 2004. This introduced a new planning system consisting of Local Development Frameworks (LDF) to replace the Unitary Development Plans (UDP). The Local Development Scheme (LDS) which sets out the content and programme for preparing the LDF came into effect in June 2005.

The Act requires the council to revise their Local Development Scheme (LDS) at such time as they consider appropriate.

This report to Leader's Committee will seek agreement to adjustments to the LDS that are required in respect of the agreed programmes for LDF documents as well as to any new documents that are identified for inclusion in the scheme. It will also seek agreement to bring the revised LDS into effect once it has been agreed by GoL.

WARD/S:

ALL

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

more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
PPS12: Local Development Frameworks	Trevor Harvey (Ext. 3039)	ENVD
Local Development Scheme (1 June 2005)	Trevor Harvey (Ext. 3039)	ENVD
Planning and Compulsory Purchase Act 2004	Trevor Harvey (Ext. 3039)	ENVD

CONSULTATION PROGRAMME

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

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

<i>First published:</i>	<i>Forward Plan No 40:</i>	<i>16 August 2005</i>
<i>Revised:</i>	<i>Forward Plan No 42</i>	<i>14 October 2005 (moved from 13 December 2005)</i>
<i>Revised:</i>	<i>Forward Plan No 43:</i>	<i>15 November 2005 (moved from 16 January 2006)</i>
<i>Revised:</i>	<i>Forward Plan No 45:</i>	<i>16 January 2006</i>
<i>Revised:</i>	<i>Forward Plan No 46:</i>	<i>13 February 2006</i>
<i>Revised:</i>	<i>Forward Plan No 47:</i>	<i>15 March 2006 (moved from 19 April 2006)</i>
<i>Revised:</i>	<i>Forward Plan No 48:</i>	<i>14 April 2006 (moved from June 2006)</i>



KEY DECISION

*Proposed to be made at the
Leader's Committee on
June/July 2006
and also Council on June/July 2006*

June/July 06

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LEAD EXECUTIVE MEMBERS:

LEADER

DEPUTY LEADER

REPORT CONTRIBUTORS

DF
DFDF

OTHER OFFICERS

Assistant Director,
Performance and
Procurement

TITLE:

BEST VALUE REQUIREMENT

SUMMARY:

Under the Local Government Act 1999, the council is required to approve and publish Best Value Performance Indicator outcomes for 2005/6 and improvement targets for the next year 3 years, by 30th June 2006. It is also a statutory requirement to publish a contract statement concerning TUPE and the "two tier" workforce. Once agreed by Council the targets will inform the Council's Corporate Performance Plan 2006/9.

WARD/S:

ALL

**REASON/S FOR
BEING ON THE
FORWARD PLAN:**
budg/pol framework

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
BVPI outcomes and proposed targets 2006/09, Contract statement	Frank Hansen x2580	Finance
Draft departmental performance plans 2006/07	Dave Wilsher x 2212	Finance (P&PU)

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Directors and departmental management teams	Collect BVPI outcomes 2005/6 and discuss targets for 2006/9 with managers and staff	February-April 2006

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

First published: Forward Plan No 49: 16 May 2006



KEY DECISION
*Proposed to be made at the
Leader's Committee on
June/July 2006
and also Council on June/July 2006*

June/July 06
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**LEAD EXECUTIVE
MEMBER:**

CABINET MEMBER
FOR ENVIRONMENT

**REPORT
CONTRIBUTORS**
DENVD
HLSDCS

OTHER OFFICERS

TITLE:

UPDATED SCHEDULE OF BYELAWS
FOR PLEASURE GROUNDS, PUBLIC
WALKS AND OPEN SPACES

SUMMARY:

Current government guidance recommends the adoption of its model byelaws to ensure good rule and governance. This report details these byelaws and their relevance to this local authority. It requests that the Full Council are asked to approve and seal this new set of Byelaws and instruct that after a period of public notice they are sent for approval by the First Secretary of State at the ODPM.

WARD/S:

ALL

**REASON/S
FOR BEING ON THE
FORWARD PLAN:**
more than one ward

BACKGROUND DOCUMENT

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
ODPM Model Byelaws - Set 2 (+Guidence notes)	Stephen McAndrews x3329	Environment Services
Local Authority Byelaws in England: A discussion Paper (ODPM April 2006).	Stephen McAndrews x3329	Environment Services
H&F Byelaws for Pleasure Grounds, Public Walks and Open Spaces (July 2000)	Stephen McAndrews x3329	Environment Services
Byelaw Review Files	Stephen McAndrews x3329	Environment Services

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
1. Local community	Offical notice in local press	One month
2. ERSP	Report to meeting of ERSP	Summer 2006

DECISION TO BE MADE IN PARTNERSHIP WITH:

ODPM

First published: Forward Plan No 49: 16 May 2006



KEY DECISION

Proposed to be made at the
Leader's Committee on
June/July 2006

June/July 06

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LEAD EXECUTIVE MEMBERS:

CABINET MEMBER FOR REGENERATION

CABINET MEMBER FOR ENVIRONMENT & CONTRACT SERVICES

CONTRIBUTORS:

DENV D

TITLE:

LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

SUMMARY:

As part of the Local Development Framework (LDF) process, the Planning and Compulsory Purchase Act 2004 requires the council to prepare and adopt a Statement of Community Involvement (SCI) that sets out how the community will be involved in the preparation of the LDF and in the consideration of planning applications..

This report to Leader's Committee will provide details of the Planning Inspectorate's written examination into the soundness of the council's proposed SCI. The Committee will be asked to agree to any changes to the SCI that are recommended by the Inspector and to adopt the SCI as an LDF document.

WARD/S:

ALL

REASON FOR BEING A KEY DECISION:

more than one ward

BACKGROUND PAPERS

<u>Description</u>	<u>Name/Ext. of Holder of Document</u>	<u>Department</u>
Submitted Statement of Community Involvement (October 2005)	Trevor Harvey (Ext. 3039)	ENVD
Inspector's Report on SCI	Trevor Harvey (Ext. 3039)	ENVD
Planning and Compulsory Purchase Act 2004	Trevor Harvey (Ext. 3039)	ENVD

CONSULTATION PROGRAMME

<u>Stakeholders</u>	<u>Method of consultation</u>	<u>Consultation period</u>
Not applicable	-	-

DECISION TO BE MADE IN PARTNERSHIP WITH:

N/A

First published: Forward Plan No 49: 16 May 2006