

Full Council – 10 July 2024

Amendments

- | | | |
|------------|---|---------------------|
| 7.1 | Review of the Constitution | pages 2 – 45 |
| 8.5 | Special Motion 5 – UK Parliamentary Election | page 46 |

Agenda Item 7.1

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Full Council

Date: 10/07/2024

Subject: Review of the Constitution (Amended)

Report of: Councillor Stephen Cowan – The Leader of the Council

Report author: David Abbott, Head of Governance

Responsible Director: Grant Deg, Director for Legal Services

SUMMARY

The report asks the Council to note changes that need to be made following the election of Councillor Ben Coleman as a member parliament in the recent United Kingdom Parliamentary Elections.

This report also asks Council to note changes to senior officer job titles and roles.

RECOMMENDATIONS

That Full Council notes:

1. The amended composition and new appointments made by the Leader to the Executive:
 - Deputy Leader (with responsibility for Children and Education) – Councillor Alex Sanderson
 - Cabinet Member for Adult Social Care and Health – Councillor Bora Kwon
 - Cabinet Member for Enterprise and Skills – Councillor Zarar Qayyum
2. The creation of the Cabinet Member for Enterprise and Skills post and deletion of the Cabinet Member for Civic Renewal post.
3. The creation of a new Lead Member role (H&F Industrial Strategy Ambassador) – Councillor Helen Rowbottom.
4. The amended Executive Members responsibilities and portfolios at appendix 1.
5. The appointment of Councillor Bora Kwon to the Health and Wellbeing Board (Committee membership change).
6. The Local Government Organisations and Outside Bodies appointments outlined in paragraph 8 below made by the Leader.
7. The changes to senior officer job titles detailed in paragraph 14 of the report.

8. The Monitoring Officer will make the changes to the Constitution to reflect the recommendations of the report.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Ruthlessly Financially Efficient	It is efficient for the running of the organisation to regularly review the constitution to ensure it is fit for purpose and an efficient way to run the council and to ensure a high standard of governance.

Financial Impact

The recommendations in this report have no direct financial implications. Total Member Allowances remain unchanged.

Alex Pygram, Head of Finance, Corporate Services - signed on 10 July 2024

Legal Implications

The Local Government Act 2000 requires the Council to have and maintain a constitution. The Council is required to adopt one of the forms of governance allowed under this legislation. The Council has a leader and cabinet model under which the Leader decides on the roles of Cabinet Members and makes the required appointments. The report asks the Council to note these changes.

The recommendations in this report concerning officer job titles reflect changes to the roles and job titles of senior officers which need to be set out in the Constitution. These follow the recent corporate redesign.

John Sharland, Assistant Director of Legal Services - 9 July 2024

Background Papers Used in Preparing This Report

The Council's Constitution: www.lbhf.gov.uk/constitution

DETAILED ANALYSIS

Reason for decision

1. The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner.
2. The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.

Composition of the Executive (Cabinet)

3. Following the election of Councillor Ben Coleman to Parliament, the Leader asks Council to note the new composition and appointments to the Executive (commonly referred to as Cabinet) as follows: -
 - Deputy Leader (with responsibility for Children and Education) - Councillor Alex Sanderson
 - Cabinet Member for Health and Adult Care – Councilor Bora Kwon
 - Cabinet Member for Enterprise and Skills – Councillor Zarar Qayyum
4. The Cabinet Member for Civic Renewal role has been deleted and the responsibilities reallocated.
5. The Executive has a duty to carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the constitution. The amended Executive Members responsibilities and portfolios are at appendix 1.

Creation of a Lead Member Role - H&F Industrial Strategy Ambassador

6. The Administration has proposed a new Lead Member role (H&F Industrial Strategy Ambassador). Reporting to the Cabinet Member for the Economy and Leader, the H&F Industrial Strategy Ambassador will:
 - Act with the Leader and Cabinet Member to implement the science, technology, engineering, maths, medicines, and media (STEMMM) inclusive industrial strategy across the Borough.
 - Strengthen the council's role as an 'entrepreneurial municipal government' and work with partners in the 'triple helix' model that is at the heart of H&F's strategy.
 - Act across council departments to ensure local residents and businesses have pathways that share the benefits of the huge economic growth being generated in future industries in H&F.
 - Ensure that the vast investment and technological advances now being developed in H&F in a diverse range of technologies such as A.I., Green Tech

and life sciences directly benefit the borough and help to modernise the council.

Committee Membership Change

- Councillor Bora Kwon has been appointed to the Health and Wellbeing Board to replace Councillor Ben Coleman.

Outside Bodies Appointments

- The following nominations to Local Government Organisations and Outside Bodies have been made to replace Councillor Ben Coleman.

Organisation	Nominations	Term
London Councils Leader's Committee	Deputy: Councillor Alex Sanderson	1 year to 22/05/25
Local Government Association (LGA) General Assembly	Representatives: Councillor Alex Sanderson	1 year to 22/05/25

Outside Body	Appointee	Expiry Date	Length	Description
West London Economic Prosperity Board	Substitute: Councillor Alex Sanderson	22/05/25	1 year	Board of West London Alliance councils focussed on economic development strategy.

Corporate Redesign and Changes to Senior Officer Job Titles and Roles

- Following a corporate redesign, the Council has moved from 6 to 3 directorates – People, Place and Finance & Corporate Services.
- Below are the changes to senior officer job titles and roles which have taken place since the previous Full Council meeting.
- The following post have been created to lead the new directorates:
 - Executive Director of People
 - Executive Director of Finance and Corporate Services
 - Executive Director of Place
- The full breakdown of responsibilities is attached as appendix 2.
- The following posts have been deleted:
 - Strategic Director of Independent Living (DASS)
 - Strategic Director of Economy
 - Strategic Director of Environment
 - Strategic Director of Children's Services
 - Strategic Director of Finance
 - Strategic Director, Chief Operating Officer, Corporate Services

14. The new management team consists of:

H&F Management Structure	
Sharon Lea	Chief Executive and Head of Paid Service
Bram Kainth	Executive Director of Place
Jacqui McShannon	Executive Director of People
Sukvinder Kalsi	Executive Director of Finance and Corporate Services
Grant Deg	Director for Legal Services and Monitoring Officer

15. The changes above will be updated in the constitution following this meeting.

LIST OF APPENDICES

Appendix 1 – Executive Members responsibilities and portfolios

Appendix 2 – Responsibilities of the Chief Executive and Chief Officers

Executive Members - Responsibilities and Portfolios

Leader of the Council

1. Introduction

- 1.1 The Leader of Hammersmith & Fulham Council is elected by the Full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolio. The Leader is responsible for all executive functions of the Council and shall determine by means of schemes of delegation or otherwise how these functions are to be discharged.
- 1.2 The Leader has authority to discharge any executive function, or to decide to delegate any executive function to the Executive, or to any other Executive member in accordance with the Responsibilities and Portfolios of the Executive maintained in Part 3 of the Constitution, or to Officers, or to any other authority or any joint arrangements.

2. Scope of Portfolio

The portfolio covers the following areas:

- 2.1 Appointing to and removing from office up to nine Cabinet Members, one of whom shall be appointed Deputy Leader, and Lead Members / Cabinet Assistants.
- 2.2 Ensuring collective deliberation with Cabinet Members.
- 2.3 Representing and acting as ambassador for the Council and providing community leadership.
- 2.4 Fostering and supporting community resilience, including the networks of residents, organisations and businesses that support this.
- 2.5 Providing leadership and responsibility for ensuring the Council's vision and its values are uppermost for the Council.
- 2.6 Overall responsibility for leading the Council's response and recovery to pandemics.
- 2.7 Strategic policy initiatives.
- 2.8 The provision of services in respect of electoral and other registration services.
- 2.9 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.

- 2.10 Appointing or nominating and where appropriate removing the Council's representatives on appropriate outside bodies, charitable organisations and Council-owned companies and subsidiaries.
- 2.11 The development, monitoring and implementation of the Council's Communications Strategy and the provision of information regarding the Council's services.
- 2.12 Responsibility for ensuring that that the Council is responsive to the needs of local neighbourhoods and serves them well.
- 2.13 Subject to the Council's Contract Standing Orders, the Leader may (under the "strong Leader model") take any decision likely to incur savings or expenditure of more than £300,000 if the Leader considers in all the circumstances that it is impracticable to defer the decision until the next scheduled meeting of the Executive (Cabinet). Any such decision shall be taken in compliance with the Access to Information Procedure Rules.
- 2.14 Ensuring the delivery of greater value services that seek to improve outcomes and customer services.
- 2.15 Promotion of democracy and public engagement.

3. Delegated Powers

Urgent Decisions

- 3.1 By virtue of section 15(9) of the Local Government Act 2000, the Leader may exercise any Executive Function which has been delegated to the Cabinet or to an individual Cabinet Member or to an Officer.
- 3.2 By convention, the Leader will only exercise such powers where:
 - (a) Deferring the decision until the next meeting of Cabinet would carry such unreasonable risk of damage to the Council or its area that it would be unreasonable to defer the decision until the next meeting of Cabinet.
 - (b) An Officer possessing a delegated power has referred the matter to the Leader for determination.
 - (c) In any case, the Leader has consulted the Deputy Leader and the relevant Cabinet Member(s).

Deputy Leader

1. Scope of Portfolio

- 1.1 In the absence of the Leader, those areas assigned to the Leader, except with regard to those areas/powers specifically reserved for decision to the Council itself.
- 1.2 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.3 Ensuring the Council's compliance with all relevant UK legislation.
- 1.4 Ensuring the effectiveness of the Council's procedures to secure public access to information and open government, including procedures relating to petitions, deputations and other representations.

2. Children's Services functions

- 2.1 The Cabinet Member for Children and Education is designated the lead member for children's services as required by section 19(1) of the Children's Act 2004 and is responsible for:
 - (a) education services - the Council's functions in its capacity as education authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to education, higher education and adult education);
 - (b) social services - the Council's social services functions within the meaning of the Local Authorities Social Services Act 1970 insofar as they relate to children, and the Council's s functions in relation to children and young people leaving care;
 - (c) health services - any health-related functions exercised on behalf of a National Health Service body under Section 75 of the Health Act 2006 insofar as they relate to children; and
 - (d) inter-agency co-operation - the arrangements for the Children's Trust and safeguarding duties set out in the Children Act 2004, in particular leading and building arrangements for inter-agency co-operation.
- 2.2 The above functions incorporate:
 - (a) The Council's role as 'corporate parent', including assistance to young people up to 24 years who have been looked after 13 weeks beyond their 16th birthday, where circumstances justify.
 - (b) Fostering and adoption services.
 - (c) The Virtual School for looked after children.
 - (d) Locality Family Support Services.

- (e) Children's Centres.
 - (f) Setting the overall direction in relation to the Council's funding of, and support to, schools.
 - (g) Children's Services asset management.
 - (h) The Council's interest in nursery and 'early years' education, learning out of school hours and subsidised and unsubsidised childcare.
 - (i) Commissioning and providing services to young people with disabilities in transition to adulthood.
 - (j) Community budgeting including the Supporting Families programme (and any successor).
 - (k) Care Proceeding review.
 - (l) The development, implementation and monitoring of the Council's early years' strategy.
 - (m) Ensuring that the needs of vulnerable children (including young carers) are met.
 - (n) Partnership working with the National Health Service to promote the interests of children and their families, including decision-making on such matters at the Health and Wellbeing Board.
 - (o) As 'Young People's Champion', further the Council's commitment to the involvement of young people in decision-making processes where appropriate.
- 2.3 Responsibility for providing leadership on pandemic response and recovery for all matters within this portfolio.
- 2.4 Community transport services.
- 2.5 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Service and youth justice matters.
- 3. Social Services functions**
- 3.1 Meeting the Council's statutory functions in relation to children under the Children Act 1989, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation.
- 3.2 The Council's responsibilities towards unaccompanied asylum-seeking children.
- 3.3 The Council's regulatory duties in relation to children's social services.

- 3.4 Ensuring that families with social care needs experience a 'joined-up' service.
- 3.5 Developing and monitoring service provision in respect of residential facilities provided for the care of children.
- 3.6 Responsibility for commissioning and contracting effective and efficient services across Children's Services which can achieve real outcomes for residents and service users.

4. Education functions

- 4.1 Local schools, including improving education attainment across all state funded schools and the provision of schools of choice.
- 4.2 Plans for new educational provision in the borough (including academies and free schools).
- 4.3 Schools asset management.
- 4.4 The Council's consultation arrangements with schools, governors, parents and others.
- 4.5 Special education needs (SEN) and education for the talented and gifted.
- 4.6 The Council's interest in school admission and exclusion appeals, including the making of arrangements to determine appeals.
- 4.7 The Council's relationship with services for young people offering support and career guidance
- 4.8 Links to industry and business, through education business partnerships and the Young People's Learning Agency.
- 4.9 Appointments to school governing bodies.
- 4.10 The Council's interests in wider educational provision, including provision by the independent sector.
- 4.11 The implementation of the Schools Capital investment programme.
- 4.12 The Council's responsibility for policy and operation of the Council's education transport operation.

5. Ensuring opportunities

- 5.1 The Council's relationship with services for young people offering support with entrepreneurial activity and career guidance.

- 5.2 Ensuring opportunities for all by developing economic and social opportunities for disadvantaged young people, including excluded children and care leavers.
- 5.3 Sports activities for children and young people in schools.
- 5.4 Fostering and supporting community resilience where it relates to young people, and the networks of residents, organisations and businesses that support this.
- 5.5 Youth services and its encouragement of other services to young people.
- 5.6 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

6 Functions shared with Cabinet Member for Climate Change and Ecology

- 6.1 Responsible for ensuring our climate education programme continues to expand across schools in the borough and for other climate initiatives in schools including decarbonising Council schools.

7. Functions shared with Cabinet Members for Economy and Enterprise and Skills

- 7.1 Adult and Community Education.

The Lead Officer(s) for this portfolio:-

Executive Director of People and their direct reports.

Cabinet Member for Adult Social Care and Health

1. Scope of Portfolio

- 1.1 The Council's policies and strategic plans relating to Adult Social Services and Supporting People Programme for specialist Housing Support.
- 1.2 Responsibility for commissioning and contracting effective and efficient services across social care which can achieve real outcomes for residents and service users.
- 1.3 Chairing the Health & Wellbeing Board.
- 1.4 Meeting the Council's statutory functions under The Care Act, NHS and Community Care Act 1990, Immigration and Asylum Act 1999, Health Act 2006 and other appropriate legislation.
- 1.5 Ensuring that the needs of vulnerable adults are met.
- 1.6 Determining applications for financial assistance for community and voluntary organisations within the borough that fall within this portfolio.
- 1.7 Developing and monitoring service provision in respect of residential facilities, provided for older people, the chronically sick, disabled people, people with learning disabilities, people affected by HIV/Aids and people with mental health needs.
- 1.8 The development of joint and partnership working, including joint commissioning of services with the NHS for the provision of social and health care.
- 1.9 The development, monitoring and implementation of the Council's strategy in respect of better government for older people and people with disabilities.
- 1.10 The development of policies and strategies to retain and enhance high quality GP, other primary, community and acute health care services, including at Charing Cross Hospital and Milson Road Health Centre.
- 1.11 To act as Lead Member for physical health and wellbeing and to work with the Lead Member for Community Mental Health.
- 1.12 Responsible for providing leadership on pandemic response and recovery for all matters within this portfolio.
- 1.13 Strategic responsibility for Co-production.

2. Public Health

- 2.1 The promotion of health education and public awareness of health issues within the borough, and implementation and monitoring of projects and services in relation to public health provision.
- 2.2 The commissioning and contracting of local authority public health services within the borough, joint commissioning with partner organisations, and monitoring that these contracts are managed effectively.
- 2.3 Consultation with the agencies and voluntary organisations concerned with public health matters in the borough and encouraging and supporting the development of such organisations.
- 2.4 The establishment of partnerships and other forms of collaborative working with the DHSC and NHS partners to develop and monitor joint programmes and other projects and services relating to public health provision and education within the borough.
- 2.5 The development, monitoring and implementation of drug and alcohol policies.

3. Functions shared with the Deputy Leader

- 3.1 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

The Lead Officer(s) for this portfolio:-

Executive Director of People and their direct reports.

Cabinet Member for Climate Change and Ecology

Scope of portfolio

1. Environment functions

- 1.1 The preparation and consideration of environmental improvement schemes including responsibility for policies relating to the Council's value 'rising to the challenge of climate and ecological emergency'.

2. Climate Change

- 2.1 Responsibility for the implementation of the Council's Climate and Ecology Strategy to achieve net zero carbon by 2030.
- 2.2 Delivery of our Clean Air Strategy including the expansion of our air monitoring network.
- 2.3 Lead for the promotion and development of renewable energy initiatives on council-owned and managed properties as well as the wider borough.
- 2.4 Delivery of retrofitting and improvement programme to make council homes more energy efficient and help cut heating bills.
- 2.5 Responsible for ensuring our climate education programme continues to expand across schools in the borough and for other climate initiatives in schools including decarbonising council schools.
- 2.6 Ensuring the highest possible planning and design standards are used to ensure that all new major developments in the borough are net zero as a minimum.
- 2.7 Responsibility for the development of the 'Library of Things' work to share commonly used equipment.

3. Ecology

- 3.1 Responsible for the implementation of the Council's Climate and Ecology Strategy in parks and green spaces.
- 3.2 Development and implementation of a biodiversity action plan for the borough, building on the work of the biodiversity commission.
- 3.3 Responsible for the borough's Tree Strategy; increasing the number of tiny forests, promoting rewilding and encouraging natural habitats and increasing the number of street trees.

4. Functions Shared with Cabinet Member for Public Realm:

4.1 Direct input and shared agreement on following areas with Cabinet Member for Public Realm, ensuring they advance the Council's climate and biodiversity strategies:

- Parking policy
- Strategic transport planning, including EV charging
- Measures to improve air quality
- Management of parks and green spaces
- Refuse collection
- Waste disposal
- Recycling
- Food waste and composting
- Street cleansing
- Fly-tipping sewerage
- Sustainable drainage systems (SuDS)

The Lead Officer(s) for this portfolio:-

Executive Director of Place and their direct reports.

Cabinet Member for the Economy

1. Scope of portfolio

- 1.1 Responsibility for ensuring that the Council's value 'Building Shared Prosperity' is uppermost in all Council regeneration and economic proposals.
- 1.2 Responsibility for the renewal and regeneration of the borough especially its most deprived parts.
- 1.3 Responsibility for providing leadership on the economic aspects of pandemic response and recovery.
- 1.4 Developing policies and programmes to eradicate physical, economic and social deprivation.
- 1.5 The development, monitoring and implementation of the Council's regeneration strategy and associated bidding processes.
- 1.6 The development, monitoring and implementation of the Council's strategic policy and operational matters relating to the European Union and the development of world class economic linkages particularly for the White City Innovation District.
- 1.7 Compulsory purchase of land for planning purposes.
- 1.8 Development of strategies in relation to the future of the West Kensington and Gibbs Green estates and the surrounding regeneration area.
- 1.9 The development and implementation of the Authority's planning policies
- 1.10 Development of housing policy to support the building of new homes which will act as a catalyst for regeneration.
- 1.11 Responsibility for managing the Council's corporate property services: Facilities Management, Asset Management. This includes direct oversight of the council's commercial and administrative property portfolios. These functions also support wider Council departments with the management of their portfolios.
- 1.12 Determining annual allocations in respect of the Housing Capital Programme in respect of the Housing development programme.
- 1.13 Delivery of the Civic Campus programme.
- 1.14 In the absence of the Leader and Deputy Leader, to take urgent decisions except with regard to those areas/powers specifically reserved for decisions to the Council itself.

2. Planning, building control, and gambling

- 2.1 Oversight of planning regulations for new developments.
- 2.2 The Authority's powers and duties under all relevant legislation pertaining to building control.
- 2.3 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
- 2.4 The exercise of the Authority's functions under Part II of the London Buildings Act (Amendment) Act 1939 in relation to the naming and numbering of streets and buildings.
- 2.5 Development of the gambling policies.

3. Functions shared with the Cabinet Member for Enterprise and Skills:

- 3.1 Oversight and development of the Council's licensing policy.
- 3.2 To champion the development of local businesses and to promote business start-ups.
- 3.3 To work with West London, London, and National structures to support local businesses.
- 3.4 To remove barriers that small firms may face when attempting to secure Council contracts.
- 3.5 Monitoring the local employment situation and developing and implementing appropriate action in relation to the encouragement, promotion and development of employment training opportunities and services.
- 3.6 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Council's Industrial Strategy, including for the White City Innovation District.
- 3.7 The promotion of employment, economic development, training, work experience, and other forms of support which the Council can target to meet the needs of unemployed people within the borough.
- 3.8 The development, monitoring and implementation of the Council's responses to Government initiatives and programmes in respect of unemployed people in the borough.
- 3.9 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.
- 3.10 Ensuring the Council acts as a responsible corporate citizen towards small businesses.

4. Functions shared with the Cabinet Member for Climate Change and Ecology

- 4.1 Ensuring the highest possible planning and design standards are used to ensure that all new major developments in the borough are net zero as a minimum.

5. Functions shared with the Cabinet Member for Finance and Reform

- 5.1 To oversee the allocation of Section 106 and Community Infrastructure Levy monies to projects, ensuring that this is consistent with their prescribed uses, the community's interests and the Council's priorities.

6. Working with the Cabinet Member for Public Realm

- 6.1 On Arts, culture, heritage and tourism matters for the benefit of residents and visitors alike.

7. Functions shared with Deputy Leader and Cabinet Members for Enterprise and Skills

- 7.1 Adult and Community Education.

8. Functions shared with the Cabinet Member for Finance and Reform

- 8.1 Developing strategies and practices that improve the Council's ability to procure locally sourced, value for money goods and services.

The Lead Officer(s) for this portfolio:-

Executive Director of Place and their direct reports.

Cabinet Member for Finance and Reform

1. Scope of portfolio

Finance

- 1.1 The Council's capital and revenue budgets, including the HRA, the medium-term financial strategy, annual proposals on the Council Tax base, Council Tax levels and budget allocations between departments.
- 1.2 Responsibility for the monitoring of revenue and capital budgets and ensuring there are robust financial management systems.
- 1.3 Responsibility for providing leadership on pandemic response and recovery for all matters within this portfolio.
- 1.4 Responsibility for Pension Fund management.
- 1.5 Responsibility for Treasury Management.
- 1.6 Probity and financial monitoring.
- 1.7 Preparation of annual accounts.
- 1.8 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.
- 1.9 Responsibility for procurement in accordance with the Council's social and economic value procurement policy.
- 1.10 Responsibility for Information Technology.
- 1.11 The strategic implementation of the Council's Digital Strategy, Information Management and Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.12 Responsibility for the monitoring and effective delivery of corporate Shared Services and other joint working initiatives.
- 1.13 Representing the Council's views on strategic policies related to corporate Shared Services.
- 1.14 Responsibility for Council's contract processes, including approval of changes to the Council's Contracts Standing Orders and Approved List of Contractors, ensuring services are in compliance with procurement legislation.
- 1.15 Ensuring that the Council's procurement of goods and services delivers added local value for residents, the third sector and local businesses.

- 1.16 Responsibility for overall contract management arrangements.
- 1.17 Responsibility for the billing and collection of council tax and business rates and the administration housing benefit, council tax support and other benefits administered by the Council.
- 1.18 Developing strategies and practices that improve the Council's ability to procure locally sourced, value for money goods and services.

2. Commercial Revenue Generation

- 2.1 Responsibility for working across the Council to maximise new sources of income generation from the commercial sector.
- 2.2 Generating new revenue and practices that do not entail raising new charges and fines that target residents or local businesses.
- 2.3 Agreeing and monitoring annual revenue generation targets.

3. Reform functions

- 3.1 To drive reform and a modernisation programme across the organisation in line with the Vision, Business Plan and strategies so that the outcomes our residents receive are higher quality, better value and continuously improve and fit a modern organisation.
- 3.2 To drive an enabling corporate centre to support efficiencies, fundamental systems reform, assurance, business intelligence and the development and effective operation of the Council's major programmes and projects. To lead improvements in organisational culture and behaviours, to disrupt the status quo, and build new alliances with organisations across the public, private and third sector to achieve the objectives set out in 3.1.
- 3.3 To implement strategies that help our teams have better capabilities, and work practices so that Hammersmith & Fulham stands out as the best, most effective council anywhere.

4. Improving the Council's Ability to Deliver High Quality Services and Manage People

- 4.1 Responsibility for providing leadership on pandemic response and recovery for all matters within this portfolio.
- 4.2 Responsibility for oversight of all the Council's management structures, behaviours, and work practices with the aim of developing a culture of continuous improvement.
- 4.3 Developing, monitoring and implementing strategies to optimise the Council's management and work practices.

- 4.4 Identifying weak or failing services and working with officers to lead and support improvements.
- 4.5 Challenging and promoting the development of talent schemes; to grow our own talent, becoming more efficient as an organisation; and driving down the need for agency spend and recruitment overheads.
- 4.6 Implementing the use of incentives and other mechanisms for recording excellence.
- 4.7 Responsibility for oversight all human resources policies including:
- Systemic change programmes
 - Reward and remuneration
 - Employee relations
 - Resourcing and recruitment
 - Employee engagement and development
 - Organisation development
 - Organisation design and establishment
 - Wellbeing
- 4.8 Working across the council to develop effective strategies that improve all the Council's internal communications.

5. Elections

- 5.1 The provision of services in respect of electoral and other registration services.

6. Legal Services

- 6.1 The provision of legal services to the Council.

7 Communications and resident insight

- 7.1 Working across the Council to develop effective strategies that improve all the Council's communications.
- 7.2 Ensuring customer satisfaction and clear communication is seen as central to everything everyone working at the Council says and does, ensuring all staff and contractors are better equipped to listen to, understand and respond to the concerns of residents and that all written communication meets set standards.
- 7.3 The Council's customer care and complaints policies. Ensuring that complaints are managed in an effective and timely fashion and that complaints are treated as an opportunity to learn and improve.
- 7.4 Policy and operational matters in relation to the Council's Resident Experience and Access programme to provide high quality telephone, internet

and face to face access to a range of services from time to time.

- 7.5 Ensuring excellent resident access including Contact Centre and Resident Experience and Access Programme.
- 7.6 To continually improve residents' access to and experience of Council services by developing strategy, infrastructure, processes and culture around resident contacts.
- 7.7 Responsibility for connecting the Council's continuous improvement and cultural change agenda with residents and communities – so that the voice of residents helps to lead reform.

8 Armed Forces

- 8.1 Drive forward Council policy and initiatives which seek to improve the housing options, career and other opportunities and inclusion of returning armed forces personnel and their families.
- 8.2 Support and assist the Royal British Legion and other voluntary organisations in recognising the work and sacrifice of armed forces personnel defending the UK, its interest and way of life.
- 8.3 Promote remembrance and commemorative events.

9 Member Development and enquiries

- 9.1 Advising on Councillors' training and development needs in relation to their representative roles, and liaison officers in respect of appropriate provision.
- 9.2 Informing Councillors of appropriate conferences and seminars, and making arrangements for them to attend such events.
- 9.3 Overseeing the effective operation and improvement of the councillor and MP enquiry service

10. Functions shared with the Cabinet Member for Housing and Homelessness

- 10.1 For the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Finance & Reform is responsible for all non-housing budgets and (in conjunction with the Cabinet Member for Housing and Homelessness) for all housing budgets.

10.2 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Council, that services are delivered to ensure client and resident satisfaction.

11. Functions shared with the Cabinet Member for Economy

11.1 Developing strategies and practices that improve the Council's ability to procure locally sourced, value for money goods and services

11.2 To oversee the allocation of Section 106 and Community Infrastructure Levy monies to projects, ensuring that this is consistent with their prescribed uses, the community's interests and the Council's priorities.

The Lead Officer(s) for this portfolio:-

Executive Director of Finance & Corporate Services and their direct reports.

Cabinet Member for Housing and Homelessness

1. Scope of portfolio

- 1.1 Exercising the Council's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 1.2 The Council 's powers and duties in relation to declaring renewal areas and clearance areas.
- 1.3 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 1.4 The Council 's powers and duties in relation to private sector housing (including energy conservation).
- 1.5 All aspects of housing services, housing policy and the housing programme and any other new or unallocated housing and associated functions.
- 1.6 The Housing Revenue Account (HRA) housing strategy, policy and forward programme through its business plan, Housing Investment Programme Strategy and other policy documents.
- 1.7 The level of rents and charges for property and services within the Housing Revenue Account and for any other property and services within the General Fund.
- 1.8 The disposal of individual void properties within the agreed criteria.
- 1.9 Determining annual allocations in respect of the Housing Capital Programme including:
 - Conversion and modernisation of Council housing
 - Registered Social Landlords
 - Assistance for new build and rehabilitation schemes
 - Home loans and improvement grants
 - Housing stock, including acquisition and improvement
 - Clearance areas and compulsory purchase of property
 - Renewal areas and area improvement.
- 1.10 The Council's powers and duties in relation to energy conservation in public sector housing.
- 1.11 The development, monitoring and implementation of the Council's responses to Government initiatives and programmes in respect of housing.
- 1.12 Strategic overview and development of policies to improve the private rented housing sector.

2. Functions shared with the Cabinet Member for Economy

2.1 Compulsory purchase of land for housing purposes.

3. Functions shared with the Cabinet Member for Social Inclusion and Community Safety

3.1 To develop policies and programme to tackle homelessness and support people to secure and maintain living in safe and suitable accommodation.

3.2 Responsibility for anti-social behaviour on Housing land.

4. Functions shared with the Cabinet Member for the Public Realm and The Cabinet Member for Social Inclusion and Community Safety

4.1 To ensure that Law Enforcement Team tackles anti-social behaviour.

5. Functions shared with the Cabinet Member for Finance and Reform

5.1 For the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Finance is responsible for all non-housing budgets and (in conjunction with the Cabinet Member for Housing and Homelessness) for all housing budgets.

6. Functions shared with the Cabinet Member for Climate Change and Ecology

6.1 Delivery of retrofitting and improvement programme to make council homes more energy efficient and help cut heating bills.

The Lead Officer(s) for this portfolio:-

Executive Director of Finance & Corporate Services and their direct reports.

Executive Director of Place and their direct reports.

Cabinet Member for Public Realm

Scope of portfolio

1. Transport, Highways and Parking

- 1.1 Consult widely with residents and local businesses and work with them to expand schemes which improve air quality by reducing traffic, congestion and pollution.
- 1.2 Continue to expand the availability of Electric Vehicle (EV) charging points.
- 1.3 The maintenance and management of the Borough's roads, river walls, draw docks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.
- 1.4 The Council's local Transport Plan and Borough Spending Plan.
- 1.5 Strategic transport planning, including links with the Local Plan, Industrial Strategy and related documents and processes.
- 1.6 Parking policy implementation and enforcement.
- 1.7 Promote cycling, including increase cycle storage and safe cycle paths.
- 1.8 20mph speed limit and delivery drivers' code of conduct.
- 1.9 Responsibility for providing leadership on pandemic response and recovery for all matters within this portfolio.
- 1.10 High streets including pop-up meanwhile spaces.
- 1.11 Policy and operational matters in relation to libraries, hiring of civic halls and facilities.

2. Bereavement Services

- 2.1 Policy and service implementation in respect of mortuary, burial, cremation and Coroner services.

3. Borough development

- 3.1 Working closely with residents and community groups to encourage developers to build beautiful buildings that meet the needs of the community and are in keeping with the character of the neighbourhoods they would be in.
- 3.2 Developing our neighbourhoods for the future.
- 3.3 Street property taskforce.

3.4 A4 fly-under and the redesign of central Hammersmith, with new genuinely affordable homes, affordable office space and a more attractive town centre for all residents, including cultural corridor from Civic Campus to Olympia.

4. Culture, Heritage, Sports, Arts and Tourism

4.1 To formulate and implement policies likely to promote the development preservation and enhancement of culture, heritage and tourism within the borough for the benefit of residents and visitors alike.

4.2 The Council's Culture, Heritage, Arts and Tourism policies/strategies.

4.3 To promote and assist the provision of good quality theatre, museum and other cultural facilities within the borough

4.4 The Council's sports strategy.

4.5 Provision and support of community centres

5. Shared with Climate Change and Ecology:

5.1 Agree the following policy areas, in conjunction with the Cabinet Member for Climate Change and Ecology, to ensure that the services enhance the borough's public realm.

- Parking policy
- Strategic transport planning, including EV charging
- Measures to improve air quality
- Management of parks and green spaces
- Refuse collection
- Waste disposal
- Recycling
- Food waste and composting
- Street cleansing
- Fly-tipping
- Sewerage and sustainable drainage systems (SuDS)

The Lead Officer(s) for this portfolio:-

Executive Director of Place and their direct reports.

Cabinet Member for Social Inclusion and Community Safety

1. Social Inclusion

- 1.1 The development and implementation of the Council's Third Sector strategy, including the promotion of social enterprises that promote community development.
- 1.2 Developing and leading approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political and economic life of the borough.
- 1.3 Delivering community and cultural events that promote social inclusion and community cohesion.
- 1.4 Developing strategic approaches to reduce inequalities around health, education and employment outcomes, access to services, participation in civic life and ensuring compliance with all legal equalities duties.
- 1.5 Developing strategic policies and actions to reduce poverty and social injustice.
- 1.6 The development and implementation of strategies to address the threat of extremism, including the Prevent Strategy and strategic member oversight of the Prevent Channel panel.
- 1.7 Developing approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political, and economic life of the borough.
- 1.8 Ensuring the Council's discussions with residents lead to policy development which reflects and is informed by genuine local concerns in line with the Council's commitment to doing things with residents rather than to them.
- 1.9 In consultation with the relevant portfolio holder, the planning, implementation and review of public consultation and community engagement initiatives relating to strategic, borough-wide issues and the impact of the Council's representation on external organisations.
- 1.10 Oversight of Resident Engagement Boards.
- 1.11 Recruit more volunteers and empower residents to undertake actions in their neighbourhood that will further their community's safety, wellbeing and pursuit of happiness.
- 1.12 Strengthen links with other municipalities around the world, particularly with our closest neighbouring liberal democracies in Europe.

- 1.13 Intelligently strengthen community resilience, working with mutual aid groups, residents' associations, amenity groups, Non-Governmental Organisations (NGOs), resident commissions, community services such as our food banks and local businesses.
- 1.14 Encouraging community activities including art, socials, gardening, sport and Neighbourhood Watches.
- 1.15 Support for and promotion of community and other events.
- 1.16 Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development (excluding children and education) within the borough.

2. Community Safety

- 2.1 The development, monitoring and implementation of the Council's policies and powers in relation to reducing crime and anti-social behaviour.
- 2.2 The development, monitoring and implementation of the Authority's element of the borough Crime and Disorder Reduction Strategy in conjunction with Police and other agencies.
- 2.3 Responsibility for ensuring the Local Enforcement Team performs well and work alongside the Metropolitan Police.
- 2.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the borough, working in partnership with the Metropolitan Police.
- 2.5 Policy and strategy for the Community Safety division.
- 2.6 Working with all agencies to ensure enforcement services are effective in reducing crime and anti-social behaviour including:
 - All forms of criminal behaviour;
 - Litter;
 - "Clean Sweep" - Tackling "Grot Spots";
 - Dog fouling;
 - Graffiti;
 - Street drinking; and
 - Street scene enforcement.
- 2.7 Taking action to reduce fear of crime.

3. Refugees

- 3.1 Ensure unaccompanied child refugees, refugees and asylum seekers have access to services and their needs are taken into account when developing Council policies as a compassionate council.

- 3.2 Take pride in Hammersmith & Fulham, and work in a joined-up way – making connections between unaccompanied child refugees, refugees and asylum seekers, charities, local community groups and residents; and work towards becoming a borough of sanctuary.
- 3.3 Seek to improve the lives of unaccompanied child refugees, refugees and asylum seekers in areas including: social inclusion, housing, well-being, education and career development, and reduce poverty and social injustice.
- 3.4 Review and monitor the Council's achievements in resettling vulnerable refugee families through the Syria, Afghan, & Ukraine Resettlement Programs; and the care provided by Children's Services to unaccompanied child asylum seekers and child refugees, and other programs of support.

4. Street Scene functions

- 4.1 Enforcement in respect of licensing, consumer protection, trading standards, street trading, environmental health and public safety, corporate health and safety, pest control, food safety and contaminated land.
- 4.2 The issuing of notices and enforcement requirements as set out in the Environmental Protection Act.
- 4.3 Enforcement of the Council's licensing and gambling policies
- 4.4 The exercise of duties of the Council with respect to Emergency Planning and business continuity services.

5. Functions shared with the Cabinet Member for the Public Realm, Cabinet Member for Social Inclusion and Community Safety, and Cabinet Member for Housing and Homelessness

- 5.1 To ensure that Law Enforcement Team tackles anti-social behaviour.

6. Functions shared with the Deputy Leader

- 6.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Service, Gangs Unit and youth justice matters.
- 6.2 Youth services and its encouragement of other services to young people.
- 6.3 Sports activities for children and young people.
- 6.4 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within the portfolio.

7. Function shared with the Cabinet Member for Housing and Homelessness

7.1 To develop policies and programme to tackle homelessness and support vulnerable people to secure and maintain living in safe and suitable accommodation.

7.2 Responsibility for anti-social behaviour on Housing land.

8. Functions shared with the Cabinet Member for Adult Social Care and Health

8.1 The development, monitoring and implementation of drug and alcohol policies.

9. Functions shared with the Cabinet Member for Finance and Reform

9.1 Ensuring resident and business satisfaction is measured and improved, including encouraging and rewarding staff ideas for improving resident satisfaction.

10. Function shared with the Cabinet Member for Public Realm and the Cabinet Member for Housing and Homelessness

10.1 To ensure that the Law Enforcement Team tackles anti-social behaviour.

The Lead Officer(s) for this portfolio:-

Executive Director of Place and their direct reports.

Executive Director of People and their direct reports.

Cabinet Member for Enterprise and Skills

1. Introduction

- 1.1 The Cabinet Member for Enterprise and Skills champions business sector and will ensure businesses in Hammersmith & Fulham have a strong voice. They will drive skills development to ensure residents benefit from economic growth in the borough.

2. Scope of Portfolio

- 2.1 To Chair the H&F Enterprise Board, convening businesses to develop policies to make H&F the best place in Britain to do business.
- 2.2 Develop and oversee policies that encourage entrepreneurialism.
- 2.3 Deliver skills development to ensure H&F residents have access to the best jobs.
- 2.4 Develop, lead and mentor business support schemes.
- 2.5 Ensure the H&F procurement strategy prioritises local businesses.
- 2.6 Lead pitches to attract anchor businesses and institutions in line with H&F's industrial strategy.
- 2.7 Act as lead member for Upstream.

3. Functions shared with the Cabinet Member for the Economy:

- 3.1 To champion the development of local businesses and to promote business start-ups.
- 3.2 To work with West London, London, and National structures to support local businesses.
- 3.3 To remove barriers that small firms may face when attempting to secure Council contracts.
- 3.4 Monitoring the local employment situation and developing and implementing appropriate action in relation to the encouragement, promotion and development of employment training opportunities and services.
- 3.5 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Council's Industrial Strategy, including for the White City Innovation District.
- 3.6 The promotion of employment, economic development, training, work experience, and other forms of support which the Council can target to meet the needs of unemployed people within the borough.

- 3.7 The development, monitoring and implementation of the Council's responses to Government initiatives and programmes in respect of unemployed people in the borough.
- 3.8 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.
- 3.9 Ensuring the Council acts as a responsible corporate citizen towards small businesses.
- 3.10 Oversight and development of the Council's licensing policy.
- 4. Functions shared with Deputy Leader and Cabinet Members for the Economy**
- 4.1 Adult Education

The Lead Officer(s) for this portfolio:-

Executive Director of Place and their direct reports.

Lead Members

H&F Industrial Strategy Ambassador

Reporting to the Cabinet Member for the Economy and Leader, the post holder will:

- Act with the Leader and Cabinet Member to implement the science, technology, engineering, maths, medicines and media (STEMMM) inclusive industrial strategy across the Borough.
- Strengthen the council's role as an 'entrepreneurial municipal government' and work with partners in the 'triple helix' model that is at the heart of H&F's strategy.
- Act across council departments to ensure local residents and businesses have pathways that share the benefits of the huge economic growth being generated in future industries in H&F.
- Ensure that the vast investment and technological advances now being developed in H&F in a diverse range of technologies such as A.I., Green Tech and life sciences directly benefit the borough and help to modernise the council.

Lead Member for European Co-operation and Digital Innovation

This post holder will work directly with the Cabinet Members for Social Inclusion and Community Safety, the Economy, and Finance and Reform to:

- Strengthen our links with other municipalities around the world and particularly with our closest neighbouring liberal democracies in Europe.
- Develop and implement initiatives to ensure residents and businesses from the European Union continue to feel welcome in the Borough and are supported to navigate any obstacles caused by the UK's exit from the European Union.
- Twin with global innovation districts.
- Identify opportunities for the council to use innovative digital technologies to improve services to residents and support the borough's industrial strategy.

Lead Member for Culture and Heritage

This post holder will work directly to the Cabinet Member for the Public Realm to:-

- Develop an improved arts and culture programme which adds to the quality of life for everyone who lives in Hammersmith & Fulham.
- Work to ensure our local arts and culture fully reflects the diversity of the borough.

Lead Member for Community Mental Health

This post holder will work directly to the Cabinet Member for Adult Social Care and Health and ensure that people with specialist mental health, learning disabilities and autism get the high-quality support they need from the council and NHS, other public bodies operating in the borough and local businesses.

Work with the Cabinet Member for Adult Social Care and Health to tackle the mental health crisis triggered by the Covid-19 pandemic including manifesto commitments for counselling in schools, mental health gardens, wellbeing hubs and family and paediatric hubs.

Lead Member for Support for Older People

This post holder will work directly to the Cabinet Member for Adult Social Care and Health and acts as the Older People's Champion, as recommended by H&F's independent Older People's Commission. They will be responsible for helping make H&F the best place to grow older.

Lead Member for Inclusive Community Engagement and Co-Production

This post holder will work directly to the Cabinet Member for Adult Social Care and Health with some crossover with the Cabinet Member for Social Inclusion and Community Safety.

Work to expand co-production with Disabled resident and other across all council departments and services and ensure staff are properly trained in genuine co-production.

Encourage and support the third sector to co-produce their services.

Input into the co-production of a new, post-pandemic Third Sector Strategy.

Lead Member for Asylum Seekers, Refugees, and Migrants

Reporting to the Cabinet Member for Social Inclusion and Community Safety, the post holder will:

- Ensure refugees, migrants, asylum seekers and unaccompanied child refugees have access to services and their needs are taken into account – making connections between the council, charities, local community groups and residents.
- Review and monitor the Council's achievements in resettling vulnerable refugee families.
- Act as a public champion for migrants, refugees, asylum seekers and unaccompanied child refugees interests in the borough.
- Support the development of policy to improve the wellbeing of and support for migrants, asylum seekers, and child refugees.

Lead Member for Women and Girls

Reporting to the Cabinet Member for Social Inclusion and Community Safety, this post holder will input on policies and plans in the council to ensure that women and girls feel safe in the borough and have equal access to all services and opportunities in the borough.

Lead Member for Flood Mitigation

Reporting to the Cabinet Member for Public Realm and the Cabinet Member for Climate Change, this post holder will input on policies and plans in the council to ensure that the Council maximises its response to flood mitigation in the borough and promote sustainable drainage across the Council's assets owners and decision makers.

Lead Member for Energy Crisis Support

The postholder will be working with the Cabinet Member for Social Inclusion and Community Safety:

- Overseeing the provision of warm hubs to residents
- Reviewing residents' access to energy
- Partnership working with organisations supporting vulnerable residents suffering from significant cost of living pressures.

Lead Member for Wellbeing and Early Access to Support

Reporting to the Cabinet Member for Health and Adult Social Care and the Cabinet Member for Finance and Reform the post holder will:

- Promote an enhanced focus on wellbeing in communication with adult residents.
- Promote knowledge of and early access to support services within the borough.

Lead Member for Land Development

Reporting to the Cabinet Member for the Economy and the Cabinet Member for the Public Realm, the post holder will:

- Promote the development, monitoring and implementation of the Council's regeneration strategy.
- Work closely with residents and community groups to encourage developers to build beautiful buildings that meet the needs of the community and are in keeping with the character of the neighbourhoods they would be in.

Borough Representative for the Armed Forces Community

This post-holder will work directly with the Cabinet Member for Finance and Reform to:

- Improve the lives of armed forces personnel and their families. Support and assist the Royal British Legion and other voluntary organisations in recognising the work and sacrifice of armed forces personnel defending the UK, its interests and way of life.
- Promote remembrance and commemorative events.

Responsibilities of the Chief Executive and Chief Officers

1. The Chief Executive

1.1 The Chief Executive shall:

- (a) be the Head of the Paid Service in accordance with the Local Government and Housing Act 1989.
- (b) have authority over all other officers so far as is necessary for the efficient management and execution of the Council's affairs, functions or services except:
 - (i) where officers are exercising specific responsibilities imposed on them under statute;
 - (ii) that where the professional judgment or expertise of a Chief Officer is involved the officer shall have full opportunity to explain their views.
- (c) Exercise overall corporate management and operational responsibility, including overall management responsibility for all officers.
- (d) Provide professional advice to all parties in the decision-making process.
- (e) Have responsibility, together with the Monitoring Officer, for a system of record keeping for all the Council's decisions.
- (f) Represent the Council on partnership and external bodies (as required by statute or the Council).
- (g) Discharge the functions of Electoral Registration Officer and be responsible for elections.
- (h) make decisions on employee terms and conditions, (including procedures for dismissal).
- (i) discharge those functions under Section 138 (1) of the Local Government Act 1972, (powers of principal Councils with respect to emergencies or disasters) as Head of Paid Service (Gold Command) appointed by the London Borough Councils from time to time to respond to an incident requiring a "Level 2" response (single site or wide-area disruptive challenge requiring a co-ordinated response by relevant agencies on behalf of the Councils).
- (j) be responsible for the Council's responsibilities as an employer under Health and Safety legislation.

2. The Executive Director of Finance and Corporate Services shall:

- (a) act as the statutory Chief Financial Officer, under section 151 of the Local Government Act 1972.
- (b) be responsible for effective financial administration throughout the Council.

- (c) be responsible for all arrangements concerning financial planning, financial control, banking, accounts, income, insurances, investments, bonds, loans, leasing, borrowing (including methods of borrowing), trust and pension funds (within the scope of the Council's pension fund investment policies that are approved by the Superannuation Committee), the payment of creditors and the payment of salaries, wages, pension scheme benefits and gratuities.
- (d) Provide leadership, advice and support to Members, SLT Directors, Assistant Directors, and managers across the authority on all procurement, contract management and other commercial matters.
- (e) be responsible for the provisions of the Accounts and Audit Regulations 2003 (as amended) in respect of the need to maintain an adequate and effective system of internal audit of the Council's accounting records and of its system of internal control in accordance with proper internal audit practices.
- (f) to be responsible for the calculation of Council tax levels as part of Budget setting.
- (g) manage the revenue service - administration and collection of Council Tax and National Non- Domestic Rates (Business Rates) and collection of corporate debt
- (h) manage the benefits service - administration and payment of Housing Benefit and Council Tax Support including free school meals and clothing grants
- (i) develop and implement a Council customer services strategy including business transformation and channel shift (contact channel improvement programme)
- (j) Manage the democratic services functions in order to ensure the efficient management of the Council's decision-making processes including arrangements for all meetings of the Council and its committees, and electoral registration and elections.
- (k) Deliver the Council's vision and strategic objectives and have overall responsibility for all matters relating to the delivery of housing in the borough.
- (l) Arrange for the effective operation of the Council's responsibilities for housing, including the recommending of strategies for all aspects of housing related activity, relationships with other public sector organisations, social landlords and with the private sector.
- (m) Approve applications for housing and allocate properties in accordance with the Council's established allocations policy.
- (n) Be responsible for commissioning services relating to the management and maintenance of the Council's housing stock and administer the HomeBuy Scheme as defined under Housing Act 1985 (as amended).
- (o) Be responsible for the delivery of compliance against health and safety in relation to the council's role as a landlord to its housing stock.

- (p) Make arrangements to provide housing advice and support to prevent homelessness and process statutory homelessness applications.
- (q) Manage the contact services – revenues, benefits, corporate and out of hours contact centres, reception, complaints (dealing with stage 1, 2 and Ombudsman complaints, ASC and CHS statutory complaints, councillor and MP enquiries, FOI, SARs and GDPR), pay & park and accessible transport (dealing with blue badges, taxi cards, parking permits and cash payments).
- (r) be the Proper Officer of the Council in relation to the following statutory provisions:

Local Government Act 1972

- (1) Section 115(2) - the officer to whom all money due from every officer employed by the Council shall be paid.
- (2) Section 146 - the officer to make any statutory declaration in connection with the transfer of securities.

Local Government (Miscellaneous Provisions) Act 1976

- (3) Section 30 - the officer to write off overpayment of salary, allowances or pensions which occur as a result of the death of an employee or pensioner.

Local Government Finance Act 1988

- (4) Section 114-115 - the officer responsible for reporting on unlawful expenditure decisions or where expenditure exceeds the resources available.

3. The Executive Director of People shall:

- (a) act as the statutory officer under section 18(1) of the Children's Act 2004.
- (b) be responsible for the Council's functions as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation.
- (c) be responsible for children in need, child protection, adoption, fostering, education, Youth Justice, cared for children, care experienced young people, and special educational needs.
- (d) exercise powers of intervention for those schools which are subject to a formal warning, which have serious weaknesses, or require special measures.
- (e) administer the arrangements for admission and exclusion appeals.
- (f) promote the educational achievement of looked after children.
- (g) be responsible together with the Director of Independent Living (DASS) transition service for disabled children.

- (h) exercise the functions of the Council and act as the statutory officer for adult social services as set out in section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.
- (i) exercise the functions of the Council with regard to, powers and duties of an Adult Services Authority under all relevant legislation including, but not limited to social services, safeguarding adults, Mental Health services including the deprivation of liberty and Health functions in particular building and leading the arrangements for inter-agency co-operation.
- (j) arrange for the effective operation of the Council's responsibilities for the assessment, purchase and provision of social care services for adults including Disabled people, older people, people with mental health needs, people with substance misuse problems, adults with learning disabilities (including people with autistic spectrum disorder and a dual diagnosis incorporating mental health needs and learning disability) and people with HIV/AIDS.
- (k) Manage commissioning across Children's, Social Care and Public Health.
- (l) Provide leadership, advice and support to Members, Executive Directors, Directors, and managers across the authority on all commissioning matters.
- (m) Promote health improvement in the borough and participate as a member of the Health and Wellbeing Board for the Borough.
- (n) To lead and oversee Public Health and support the Director of Public Health.

4. The Executive Director of Place shall

- (a) arrange for the effective operation of the Council's responsibilities for the regulation of waste management and cleansing of streets.
- (b) be responsible for the borough's parks and cemeteries.
- (c) be responsible for all matters relating to the Council's functions relating to crime and disorder.
- (d) exercise the functions of the Council under the Crime and Disorder Act 1998, save for the secondment of officers to the Youth Offending Team as required by section 39(5).
- (e) be responsible for emergency planning and business continuity and undertake executive powers where necessary in the event of a civil emergency.
- (f) take action and operate all legislative and administrative procedures in relation to highways, transportation, road traffic, town and country planning and building control. This includes exercising the functions of the Council as highways, transportation and road traffic authority and the taking of all enforcement action in relation to transportation and highways.

- (g) operate the Council's on street and parking enforcement services.
- (h) exercise all licensing functions and other matters an officer is empowered to discharge under the Licensing Act 2003, the Gambling Act 2005 or any Regulations issued in relation to those Acts and any regulations amending, consolidating or replacing them.
- (i) exercise the functions of the Council relating to environmental health. This includes powers relating to: food safety, health and safety, noise and other nuisances, air quality, contaminated land and private water supplies, and housing and private land where enforcement is the responsibility of the Council.
- (j) be responsible for the Prevent Channel Panel – In compliance with the statutory requirements set out under sections 36 – 41 of the Counter Terrorism and Security Act 2015, H&F has a Channel panel in place for its area and has regard to the Channel duty guidance 2020. The designated Channel chair/deputy chair functions are fulfilled by Assistant Director, Adult Safeguarding. The Channel panel function in H&F is discharged through a joint panel with RBKC.
- (k) Approve the allocation of funds to individual projects to be supported through regeneration programmes.
- (l) Be responsible for new affordable housing, through direct delivery, in partnership and through the creation and management of Council housing companies and other delivery vehicles
- (m) exercise Planning and conservation powers in accordance with the relevant legislation. Delegation includes powers to determine applications for planning permission, advertisement consent, Conservation Area Consent, Listed Building Consent, Certificates of Lawfulness and Prior Approval, application for the Council's own development and Hazardous Substances consent, to take planning enforcement action, and respond to appeals, except where otherwise directed by the relevant legislation.
- (n) Preparation and review of Planning policy documents, meeting our Duty to Cooperate and Neighbourhood Planning responsibilities, responding to National and Regional planning policy, and maintaining statutory registers
- (o) Preparation and review of the H&F Community Infrastructure Levy (CIL) charging schedule
- (p) Entering into or varying S106 Legal Agreements and ongoing monitoring of s.106 agreement.
- (q) Deliver the Council's vision and strategic objectives and have overall responsibility for all matters relating to the delivery of regeneration in the borough.
- (r) Be responsible for Council initiatives relating to the economic development and skills and adult and community learning
- (s) Deliver economic growth projects and programmes
- (t) Deliver the arts and culture strategy, and associated projects and programmes

- (u) Be responsible for Building and Property Management.
- (v) Be responsible for the Council's Building control and regulation, control over demolition functions and also its roles for dangerous structures
- (w) Take action and operate all legislative and administrative procedures in relation to the regulation of street trading.
- (x) Be responsible for Leisure services.
- (y) Be responsible for Library services and comply with the statutory duty for provision of this service.
- (z) Manage policy relating to events in public spaces.
- (aa) Be the Senior Responsible Officer (SRO) for the Regulatory Investigation Powers Act 2000 to ensure compliance with legislation and use across the Local Authority.

Other Officers

5. The Director for Legal Services shall

- (a) take any action to implement any decision taken by or on behalf of the authority, including the signature or service of statutory and other notices and any document.
- (b) institute, defend, or participate in any legal proceedings in any case where such action is necessary, in the view of the Assistant Director, Legal Services, to give effect to decisions of the authority or in any case where the Assistant Director, Legal Services considers that such action is necessary to protect the authority's interests.
- (c) with the agreement of the relevant Chief Officer, to settle or compromise legal proceedings (including threatened proceedings, arbitrations, adjudications, public inquiries and potential Employment Tribunal matters) brought by or against the Council, including entering pleas of guilty in criminal proceedings on such terms as they consider appropriate.
- (d) with the agreement of the Monitoring Officer, instruct counsel, solicitors or other experts for legal proceedings, public inquiries, or other matters involving the authority.
- (e) enter objections to any proposal affecting the authority, the authority's area or the inhabitants of the authority's area.
- (f) lodge appeals against any adverse finding against the Council in any tribunal or court.
- (g) sign any document necessary to give effect to any resolution of the Council, the Cabinet, a Cabinet Member or any Committee or Sub-Committee or Strategic Leadership Team member acting within delegated power.
- (h) Shall be signatory of settlement agreements for employment matters subject to consultation with the Assistant Director People and Talent,

except for Chief Officer's settlements which shall also require consultation with the Head of Paid Service and Strategic Director of Finance.

- (s) make appointments to outside bodies in accordance with the nominations made by the Party Whips.

Director of Public Health

- 6. The Director of Public Health shall be responsible for the Council's functions relating to Public Health Services, as follows:
 - a. To be authorised to agree expenditure on relevant public health budgets subject to the Council's constitution. Such authority can be delegated in writing to others.
 - b. To lead on personnel decisions, including recruitment, appraisal and disciplinary decisions.
 - c. To report to the Chief Executive and the relevant Cabinet members and Policy and Accountability Committee on public health matters.
 - d. To exercise the statutory functions of the Director of Public Health. These responsibilities may be delegated in writing to named public health consultants.
 - e. To report to the Council's Executive Director of People on the performance of the function and to support the accountability of the Chief Executive for grant expenditure.
 - f. To ensure that the Council has up-to-date plans, meeting statutory requirements and the demands of good practice.
 - g. To be the officer responsible for leadership, expertise and formal advice on all aspects of the Public Health Service.
 - h. To provide advice to the public in any period where local health protection advice is likely to be necessary or appropriate, in conjunction with the Council's communications team.
 - i. To promote action across the life course, working together with Council colleagues and the NHS.
 - j. To work through local resilience fora to ensure effective and tested plans are in place for the wider health sector to protect the local population from risks to public health.
 - k. To work with local criminal justice partners and Police and Crime Commissioners to promote safer communities.
 - l. To work with the wider civil society to engage local partners in fostering improved health and wellbeing.
 - m. To be an active member of the Health and Wellbeing Board, advising on and contributing to the development of joint strategic needs assessments and joint health and wellbeing strategies, and commissioning appropriate services accordingly.
 - n. To take responsibility for the management of the Council's public health services, with professional responsibility and accountability for their effectiveness, availability and value for money.
 - o. To play a full part in the Council's action to meet the needs of vulnerable children, for example by linking effectively with the Local Safeguarding Children Board.

- p. To contribute to and influence the work of NHS Commissioners, ensuring a whole system approach across the public sector.

Agenda Item 8.5

AMENDMENT TO SPECIAL MOTION NO. 5 – UK PARLIAMENTARY ELECTION

Standing in the names of:

- (i) Councillor Max Schmid
- (ii) Councillor Nikos Souslous

The council notes the results of the general election on Thursday 4th July 2024 and congratulates Ben Coleman, Rupa Huq and Andy Slaughter, who each now represent residents in Hammersmith and Fulham in parliament.

The council expresses its sincere appreciation to all candidates who stood for election, as well as the police, Law Enforcement Team, council officers, and all staff involved in running the election. Their efforts strengthened our precious democracy.

The council resolves to work closely with its Members of Parliament and the new Labour Government to deliver a stronger, safer, and kinder Hammersmith and Fulham for all residents and businesses.