

COUNCIL AGENDA

(Ordinary Council Meeting)

Wednesday 30 June 2010



The Mayor (Councillor Adronie Alford)
Deputy Mayor (Councillor Frances Stainton)

ADDISON

Alex Chalk (C)
Belinda Donovan (C)
Peter Tobias (C)

HAMMERSMITH
BROADWAY

Michael Cartwright (L)
Stephen Cowan (L)
PJ Murphy (L)

RAVENSCOURT PARK

Charlie Dewhirst (C)
Lucy Ivimy (C)
Harry Phibbs (C)

ASKEW

Lisa Homan (L)
Caroline Needham (L)
Rory Vaughan (L)

MUNSTER

Michael Adam (C)
Adronie Alford (C)
Alex Karmel (C)

SANDS END

Steve Hamilton (C)
Ali de Lisle (C)
Jane Law (C)

AVONMORE &
BROOK GREEN

Helen Binmore (C)
Joe Carlebach (C)
Robert Iggulden (C)

NORTH END

Daryl Brown (L)
Georgie Cooney (C)
Tom Crofts (C)

SHEPHERDS BUSH
GREEN

Iain Coleman (L)
Andrew Jones (L)
Mercy Umeh (L)

COLLEGE PARK &
OLD OAK

Elaine Chumnerly (L)
Wesley Harcourt (L)

PALACE RIVERSIDE

Marcus Ginn (C)
Donald Johnson (C)

TOWN

Oliver Craig (C)
Stephen Greenhalgh (C)
Greg Smith (C)

FULHAM BROADWAY

Victoria Brocklebank-
Fowler (C)
Rachel Ford (C)
Matt Thorley (C)

PARSONS GREEN AND
WALHAM

Nicholas Botterill (C)
Mark Loveday (C)
Frances Stainton (C)

WORMHOLT AND
WHITE CITY

Colin Aherne (L)
Jean Campbell (L)
Dame Sally Powell (L)

FULHAM REACH

Gavin Donovan (C)
Peter Graham (C)
Andrew Johnson (C)



SUMMONS

Councillors of the London Borough of
Hammersmith & Fulham
are requested to attend the
Meeting of the Council on
Wednesday 30 June 2010
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

21 June 2010
Town Hall
Hammersmith W6

Geoff Alltimes
Chief Executive

Full Council Agenda

30 June 2010

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2.	APOLOGIES FOR ABSENCE	
3.	MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)	
4.	DECLARATIONS OF INTERESTS	
	If a Councillor has any prejudicial or personal interest in a particular report he/she should declare the existence and nature of the interest at the commencement of the consideration of the item or as soon as it becomes apparent.	
	At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken, unless a dispensation has been obtained from the Standards Committee.	
	Where members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration, unless the disability has been removed by the Standards Committee.	
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This report presents details of decisions taken by the Leader or Cabinet Members (and Chief Executive during the election recess period) under the special urgency provisions of the Constitution (decision not in the Forward Plan). The report covers the period 1 February to 31 May 2010.

COUNCIL MINUTES

(ANNUAL COUNCIL MEETING)

WEDNESDAY 26 MAY 2010

PRESENT

The Mayor Councillor Adronie Alford
Deputy Mayor Councillor Frances Stainton

Councillors:

Michael Adam	Tom Crofts	Andrew Jones
Colin Aherne	Charlie Dewhirst	Alex Karmel
Helen Binmore	Belinda Donovan	Jane Law
Nicholas Botterill	Gavin Donovan	Ali de Lisle
Victoria Brocklebank-Fowler	Rachel Ford	Mark Loveday
Daryl Brown	Marcus Ginn	PJ Murphy
Jean Campbell	Peter Graham	Caroline Needham
Joe Carlebach	Stephen Greenhalgh	Harry Phibbs
Michael Cartwright	Steve Hamilton	Sally Powell
Alex Chalk	Wesley Harcourt	Greg Smith
Elaine Chumnerly	Lisa Homan	Matt Thorley
Iain Coleman	Robert Iggulden	Peter Tobias
Georgie Cooney	Lucy Ivimy	Mercy Umeh
Stephen Cowan	Andrew Johnson	Rory Vaughan
Oliver Craig	Donald Johnson	

1. ELECTION OF MAYOR 2010/11

7.00 pm – Councillor Alex Karmel, as the outgoing Mayor, took the Chair at the start of the meeting.

Councillor Mark Loveday, proposed, seconded by Councillor Victoria Brocklebank-Fowler, that Councillor Adronie Alford be elected Mayor of the London Borough of Hammersmith and Fulham for the 2010/11 Municipal Year.

There being no further nominations, the proposal was formally put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

Councillor Adronie Alford was duly declared Mayor of the Borough for the 2010/11 Municipal Year, following which she made the statutory Declaration of Acceptance

of Office and signed the statutory undertaking to observe the Code of Conduct for Councillors.

Under Standing Order 21 (d), the Mayor suspended the meeting while she put on the Mayor's robes.

The motion was declared **CARRIED.**

(The meeting was adjourned until 7.10pm)

The Mayor announced that she had decided to appoint Miss Lavender Hastie, Mr George Sulimirski and Mrs Diana Sulimirski as her consorts for the 2010/11 Municipal Year. The Mayor then announced that she had appointed Councillor Mrs Frances Stainton as Deputy Mayor for the 2010/11 Municipal Year.

The Leader of the Council, Councillor Stephen Greenhalgh, proposed, seconded by Councillor Mark Loveday, that the past Mayor's badge be presented to Councillor Alex Karmel in recognition of his service to the Council in undertaking the office of Mayor, and in carrying out other associated civic duties as a Councillor.

The Leader then made a speech about the excellent work the outgoing Mayor had undertaken during his term of office. Councillor Stephen Cowan, Leader of the Opposition, also thanked the outgoing Mayor for his work. Councillor Alex Karmel then accepted his badge and made a brief speech.

The Leader of the Council then moved, on behalf of the Council, seconded by Councillor Mark Loveday, a vote of thanks to the past Mayoress, Councillor Jane Law for her work in supporting the past Mayor in carrying out his civic functions. Councillor Jane Law then came forward to receive her past Mayoress' badge.

2. MINUTES

The minutes of the Council Meeting held on 24 February 2010 were confirmed and signed as an accurate record.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence. Apologies for lateness were received from Councillor Georgie Cooney.

4. DECLARATIONS OF INTERESTS

7.20 pm - The Mayor advised Councillors that, in relation to agenda item 6.5 – Councillors' Allowances Scheme: Revision, the Standards Board had advised that it was necessary for all Councillors to declare their allowances as personal interests under the Code of Conduct. In order to manage this with the minimum of disruption, all Councillors present in the Chamber would be deemed as having declared a personal interest in this item (unless the Councillor objects), and this fact would be duly noted and recorded in the Minutes.

This was agreed unanimously.

5. MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)

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

7.21 pm - The Mayor announced the deaths of three former Councillors:- Eleanor Belsham a past Deputy Mayor, Deputy Mayoress and Mayoress, Joan Caruana, a past Mayor and Alan Watkins a former councillor of the Metropolitan Borough of Fulham Council.

The meeting stood for one minute in their memory.

Councillors Stephen Greenhalgh, Alex Karmel and Belinda Donovan paid tributes to the former Councillors.

6. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

6.1 Party Appointments for 2010/11 Municipal Year

7.26 pm - The report of the Chief Executive on the various appointments made by the Party Groups on the Council for 2010/11 was noted.

6.2 Returning Officer's Report

7.27 pm - The Returning Officer's report as to the persons elected as Councillors at the Local Government Elections held on 6 May 2010 was duly noted.

6.3 Annual Review and Adoption of the Council's Constitution

7.29 pm - The report of the Monitoring Officer on the Council's Constitution was moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

The Monitoring Officer's report and recommendations were put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

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

7.29 pm **RESOLVED:**

1. That the minor updates, amendments and corrections proposed to the Council's Constitution, as set out in Annex 1 to the report, be agreed.
2. That subject to agreement of the above, that the Council's Constitution be re-approved and re-adopted for the 2010/11 Municipal Year.

6.4 Changes to the Council's Committee and Scrutiny Arrangements

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

Speeches on the report was made by Councillors Lisa Homan and Colin Aherne (for the Opposition) and Councillor Mark Loveday and Stephen Greenhalgh (for the Administration), before being put to the vote:

The report and recommendations were put to the vote:

FOR	30
AGAINST	15
ABSTENTIONS	0

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

7.42 pm **RESOLVED:**

1. That the Committee and Scrutiny structure outlined in Appendix 1 to the report be agreed.
2. That terms of reference of the Scrutiny Committees in Appendix 2 and other necessary changes to the Constitution to support the new structure be approved.
3. That the new structure be implemented from 26 May 2010.
4. That the Head of Councillors' Services be designated as the Council's Section 31 Scrutiny Officer and the post be added to the Constitution.

6.5 Councillors' Allowance Scheme: Revision

7.43 pm - Noted the additional paper circulated to all Councillors and tabled at the meeting. [Copies attached at **Appendix 2** to these minutes].

Under standing order 15 (e) (i), the Leader moved an amendment to recommendation 2 of the report that the revised Councillors' Allowances Scheme for 2010 – 11, circulated with the additional paper, be approved.

Speeches on the report was made by Councillor Colin Aherne (for the Opposition) and Councillor Mark Loveday (for the Administration), before being put to the vote:

The report and recommendation was put to the vote:

FOR	30
AGAINST	0
ABSTENTIONS	15

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

7.48 pm **RESOLVED:**

1. That the London Councils established Independent Remuneration Panel report (May 2010) and officers' comments thereon be noted.
2. That the revised Councillors' Allowances Scheme 2010 – 11 as set out in report circulated, be adopted.

7. SPECIAL MOTIONS

7.1 Special Motion 1 - Appointment of Leader of the Council

7.27 pm – Under Standing Order 15(e) iii, Councillor Mark Loveday moved and Councillor Brocklebank-Fowler seconded a motion “that Special Motion 7.1 related to the Appointment of a Leader take precedence on the agenda and be considered”. This was agreed.

Councillor Nicholas Botterill moved, seconded by Councillor Mark Loveday, the special motion standing in their names.

"This Council agrees the appointment of Councillor Stephen Greenhalgh as the Leader of the Council".

The motion was put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

The motion was declared **CARRIED.**

On behalf of the Council, the Mayor congratulated Councillor Stephen Greenhalgh on his election as the Leader of the Council for the next four years.

7.27 pm **RESOLVED:**

This Council agrees the appointment of Councillor Stephen Greenhalgh as the Leader of the Council.

7.2 Special Motion 2 - Appointment by the Leader of Deputy Leader and Cabinet Members and their Respective Portfolios

7.49 pm – Noted the errata sheet previously marked (“to be circulated separately”) was circulated to all Councillors and tabled at the meeting. [Copies attached at **Appendix 3** to these minutes].

Councillor Stephen Greenhalgh moved, seconded by Councillor Victoria Brocklebank-Fowler, the special motion standing in their names.

"This Council notes the following appointments by the Leader to the Cabinet and their respective portfolios (Annex 1)"*.

The motion was put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

The motion was declared **CARRIED.**

7.49 pm **RESOLVED:**

This Council notes the following appointments by the Leader to the Cabinet and their respective portfolios (Annex 1) circulated with the additional papers.

7.3 Special Motion 3 - Appointment of Chairmen and Memberships of Regulatory and Overview and Scrutiny Committees 2010/11

7.49 pm – Noted the errata sheet previously marked (“to be circulated separately”) was circulated to all Councillors and tabled at the meeting. [Copies attached at **Appendix 4** to these minutes].

Councillor Stephen Greenhalgh moved, seconded by Councillor Nicholas Botterill, the special motion standing in their names.

"This Council agrees the following appointments of Chairman and Memberships of Regulatory, Scrutiny and other Committees under its Constitution for the Municipal Year 2010/11 as set out in Annex 1".

The motion was put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

The motion was declared **CARRIED.**

7.49 pm **RESOLVED:**

"This Council agrees the following appointments of Chairman and Memberships of Regulatory, Scrutiny and other Committees under its Constitution for the Municipal Year 2010/11, as set out in Annex 1* circulated with the additional papers and also notes their respective Portfolios / Terms of Reference, as set out in the Council's Constitution."

7.4 Special Motion 4 - Council Appointments to London Local Government Organisations 2010/11

7.49 pm – Noted the errata sheet previously marked (“to be circulated separately”) was circulated to all Councillors and tabled at the meeting. [Copies attached at **Appendix 5** to these minutes].

Councillor Mark Loveday moved, seconded by Councillor Victoria Brocklebank-Fowler, the special motion standing in their names.

"This Council agrees the Council's appointments to London Local Government Organisations for 2010/11, as set out in the Schedule".

The motion was put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

The motion was declared **CARRIED.**

7.49 pm **RESOLVED:**

That the Council agrees the appointments to London Local Government Organisations for 2010/11, as set out in the Schedule circulated with the additional papers.

7.5 Special Motion 5 - Council Calendar 2010/11

7.49 pm – Noted the errata sheet previously marked (“to be circulated separately”) was circulated to all Councillors and tabled at the meeting. [Copies attached at **Appendix 6** to these minutes].

7.49 pm - Councillor Lucy Ivimy, moved, seconded by Councillor Greg Smith, the special motion standing in their names:

"This Council agrees that, for the Municipal Year 2010/11, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar."

The motion was put to the vote:

FOR	Unanimous
AGAINST	0
ABSTENTIONS	0

The motion was declared **CARRIED.**

7.50 pm **RESOLVED:**

That for the Municipal Year 2010/11, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar circulated with the additional papers.

8. **INFORMATION REPORTS - TO NOTE**

8.1 To receive the Leader's Annual Report (Oral)

7.50 pm – The Council received an oral report from the Leader, Councillor Stephen Greenhalgh. Councillor Stephen Cowan made a speech on behalf of the Opposition.

8.2 To receive and note the Conservative Administration's Manifesto for the Council for 2010 - 2014

8.03 pm – The Council received and noted the Conservative Administration's Manifesto for the Council for 2010 – 2014. The Leader, Councillor Stephen Greenhalgh, provided a brief oral presentation on the report. This was followed by a speech by Councillor Stephen Cowan who spoke on behalf of the Opposition.

8.3 To receive the Overview and Scrutiny Annual Report 2009/10

8.14 pm - The Council received the Annual Scrutiny Chairmen's report of the work undertaken by Scrutiny Committees during the 2009/10 Municipal Year. The report was put to the vote and duly noted.

8.4 To receive the Standards Committee Annual Report 2009/10

8.15 pm - The Council received the Standard Committee's annual report of the work undertaken during the 2009/10 Municipal Year. Mr Steven Moussavi, the Independent Chairman, provided a brief presentation on this report.

8.5 To note the Councillors' Summary of Activity of Work 2009/10

8.16 pm - The summary report of Councillors' activity during the 2009/10 Municipal Year and was duly noted.

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

Meeting ended: 8.17 pm – Wednesday 26 May 2010.

Meeting started: 7.00 pm
Meeting ended: 8.17 pm

Mayor

**ANNOUNCEMENTS BY
THE MAYOR**

1. I am sure everyone shares my sadness to hear of the deaths of former Councillors. Mrs Frances (Eleanor) Belsham on 2nd March 2010, Mrs Eleanor (Joan) Caruana on 25th April 2010 and Mr Alan Watkins on 8th May 2010.

Mrs Frances Belsham was first elected to the Council in 1968 representing Addison Ward until 1971. Mrs Frances Belsham returned to the Council in 1976 as Councillor for Addison Ward until May 1986. Appointed Deputy Mayor in May 1978 and 1980, Deputy Mayoress in 1982 and Mayoress in 1983.

Mrs Eleanor Caruana was elected to the Council in May 1978 representing Normand Ward until 2002. Mrs Caruana was also appointed Mayor four times in May 1986/7, 1991/2, 1993/4, 1994/5.

Mr Alan Watkins was first elected to the Metropolitan Borough of Fulham Council in May 1959 representing Hurlingham Ward until May 1962.

I invite you all to stand for one minute silence in their memory.

2. On 25th February 2010, I was honoured to greet and welcome HRH The Duchess of Cornwall to the Borough. HRH The Duchess of Cornwall was guest of honour at, Melcombe Primary School, Debt Doctors event, Colwith Road, London W6
3. On 26th February, accompanied by my Mayoress, I attended the Mayor of Merton's Charity Ball, All England Lawn Tennis Club, Wimbledon
4. On 27th February, I attended the London Mayors' Association Annual Dinner, Churchill Hyatt Regency Hotel, W1
5. On 1st March, I was delighted to greet and welcome Mrs Mary McAleese, President of Ireland to the Borough. Mrs McAleese, was guest of honour at the Irish Centre, Blacks Road, W6
6. On 1st March, I attended India's Diamond Jubilee & Republic Day Celebrations, Bhavan Centre, W14
7. On 3rd March, accompanied by my Mayoress, I attended the Mayor of Lambeth charity river cruise and London Eye flight, County Hall, Westminster Bridge Road SE1
8. On 4th March, I was delighted to greet and welcome HRH Duchess of Cornwall to the Borough. HRH The Duchess of Cornwall was guest of honour at Foyles Bookstore, Westfield Centre, W12
9. On 4th March, I hosted a Tea & Cakes reception for Cynthia and David Hatcher retiring Metropolitan Police Special Constables for Hammersmith, Mayor's Parlour, HTH

10. On 5th March, accompanied by my Mayoress, I attended the Mayor of Greenwich Charity Dinner, Painted Hall, Royal Naval College, Greenwich
11. On 7th March, accompanied by my Mayoress, I attended the Mayor of Havering's Civic Service, St Edwards Church, Market Place, Romford
12. On 10th March, I attended the event "L'Aquila: A Successful Story of Restoration of Monuments in an Emergency Situation", Italian Cultural Institute, 39 Belgrave Square, SW1X 8NX
13. On 12th March, I attended the H&F schools' Swimming Gala competition, Fulham Pools, Lillie Road, SW6
14. On 13th March, accompanied by my Mayoress and Chelsea Pensioners', I was delighted to arrange and attend with several borough residents and staff volunteers, a charity collection to raise funds for my chosen charity, Help For Heroes, Chelsea Football Club, Stamford Bridge, SW6
15. On 16th March, I attended the GLL Sport Foundation reception, BT Tower, Cleveland Street, W1T
16. On 17th March, I attended the Mayor of Barnet Charity Lunch, City Hall, SE1
17. On 18th March, I attended the New Accessible Kitchen launch at HAFAD, Greswell Street, SW6
18. On 21st March, I attended Maxwell Road and Moore Park Road playground refurbishment launch event, Maxwell Road, SW6
19. On 22nd March, I attended the funeral of late Cllr/Mayoress and Deputy Mayor, Mrs Eleanor Belsham, Mortlake Cemetery Chapel, Mortlake and reception in the Mayor's Parlour, HTH
20. On 22nd March, I attended the British Land Company 'Henry Moore' private view exhibition and reception, Tate Gallery, SW1
21. On 23rd March, I attended the Mayor of Haringey charity tour of the Bruce Castle Museum, Lordship Lane, N17
22. On 24th March, I was delighted to attend and officially open the newly refurbished Askew Road Library, Askew Road, W12
23. On 25th March, accompanied by my Mayoress and visiting Mayors from other London Boroughs'. I was delighted to attend HammersmithLondon BID charity concert in aid of my chosen charity, 'Help For Heroes' St Paul's Church, Hammersmith Broadway W6
24. On 25th March, accompanied by my Mayoress, I was delighted to host a reception for visiting Mayors from other London Boroughs, Volunteers, Artists and HammersmithLondon staff, Mayor's Parlour HTH

25. On 26th March, I attended and presented 'The Mayor's Football Cup' to the winners of H&F primary schools football competition, Ravenscourt Park, W6
26. On 26th March, accompanied by my Mayoress, I attended the Mayor of Islington's charity Gala evening, Assembly Hall, Islington Town Hall, N1
27. On 27th March, accompanied by my Mayoress, I attended the Royal Air Forces Annual Civic Dinner, Officer's Mess, RAF Northolt
28. On 28th March, accompanied by my Mayoress, I attended the Mayhew Animal Home 'Easter Fair Day', Trenmar Gardens, NW10 6BJ
29. On 29th March, accompanied by my Mayoress, I attended the London Youth Celebration evening, Glaziers Hall, SE1
30. On 30th March, I attended Sir John Lillie School Council's 'Musical Extravaganzas' morning, Lillie Road, SW6
31. On 3rd April, accompanied by my Mayoress, I attended the Mayor of Wandsworth 'Boat Race Day' event, Putney Pier Embankment, SW15
32. On 9th April, I attended the Jack Petchey Awards ceremony, Kensington Town Hall, W8
33. On 10th April, I attended the FA Cup semi final football match between Aston Villa FC vs. Chelsea FC, Wembley Stadium, Brent
34. On 11th April, accompanied by my Mayoress, I attended the annual London Mayors' Walk from Whittington Hospital, N1 to Mansion House, EC4
35. On 12th April, I was honoured to lay flowers on behalf of the Council at St. Andrews Babola RC Church, Leysfield Road, W12 and signed the book of condolence, POSK Centre, W6
36. On 12th April, I hosted and attended the H&F Annual Tea Dance, Assembly Hall, HTH
37. On 13th April, accompanied by Cllr Frances Stainton, I attended an event dedicated to the two Masters, Cima Da Coneglaiano and Jacopo Da Bassano, Italian Cultural Institute, Belgrave Square, SW1X
38. On 15th April, Mayor, accompanied by Cllr Stephen Greenhalgh, Leader of the Council and Cllr Adronie Alford, Deputy Mayor, I attended St. Andrews Babola RC Church Memorial Mass for Canon Monsignor Bronislaw Gostomski, who died in the Polish air tragedy along with the Polish Presidential Party, St. Andrews Babola RC Church, Leysfield Road, W12
39. On 16th April, I attended the H&F Pensioners' Forum event, Irish Cultural Centre, Blacks Road W6

40. On 16th April, accompanied by my Mayoress, I attended the Metropolitan Police Retirement Party for David Hatcher, Charing Cross Club, W6
41. On 18th April, I attended, Lillie Road Football League's tournament, and presented the winners with trophies, Lillie Road, SW6
42. On 20th April, I attended the Young Challengers Programme event, St Paul's Roof Pavilion, The South Bank Centre, SE1
43. On 23rd April, I attended H&F St Georges Day, Lyric Square, W6
44. On 23rd April, accompanied by my Mayoress, I attended Come Dine with Us, Phoenix High School, The Curve, W12
45. On 24th April, accompanied by my Mayoress, I attended the Mayor of Hounslow 'St George's Day' football match, Brentford Football Club, Braemar Road, Brentford
46. On 24th April, I attended the Retirement reception for Bob Coates, York House, Twickenham
47. On 25th April, I attended and Presented awards to the Hammers Rugby Club, Hurlingham Park, SW6
48. On 25th April, I attended and laid a wreath at the Katyn Memorial Wreath Laying Ceremony, Kensington Cemetery, Gunnersbury Avenue, W3
49. On 26th April, accompanied by my Mayoress, I attended the Reserve Forces and Uniformed Organisations reception, Mayor's Parlour, Kensington Town Hall, W8
50. On 27th April, accompanied by my Mayoress, I attended the Mayor of Wandsworth 'Ceremony of the Keys' charity dinner, Tower of London
51. On 28th April, I attended the Mayor of Kensington & Chelsea charity launch of Chickenshed, The Great Hall, Town Hall, W8
52. On 29th April, I attended the Funeral Mass of the late Mayor of Wandsworth Cllr Prof Brian Prichard CBE, Trinity Road Chapel, Trinity Road, SW17
53. On 30th April, I attended the Borough Commander's Commendation Ceremony, The Queens Club, W14
54. On 5th May, accompanied by Cllr Mrs Adronie Alford, Deputy Mayor I attended the funeral service of former Mayor & Cllr, Mrs Eleanor Caruana, St. Johns Church, Walham Green, Fulham, SW6
55. On 6th May, I declared the results for the General Election, for Hammersmith Constituency and the Chelsea and Fulham Constituency, Assembly Hall, HTH
56. On 11th May, I attended Kensington Prep School morning assembly, which the Mayor of Hounslow also attended, Fulham Road SW6

57. On 11th May, I attended the Qin (Zither) and Chanting in Concert evening, Brunei Theatre, Brunei Gallery, Russell Square, WC1H
58. On 12th May, I was honoured to greet and welcome HRH The Duchess of Cornwall to the Borough. HRH The Duchess of Cornwall was guest of honour at The Mayhew Animal Home, NW10
59. On 13th May, I was delighted to welcome Lord Sebastian Coe to the Borough. Lord Coe, was guest of honour at the Volunteer Centre and Personal Best Programme Awards, Small Hall, HTH
60. On 14th May, I attended the Graduate Selection Day reception, Marble Gallery, HTH W6
61. On 15th May, I was delighted to attend and watch Chelsea win the FA Cup Final between Chelsea FC and Portsmouth FC, Wembley Stadium, Brent
62. On 15th May, accompanied by my Mayoress, I attended the Mayor of Southwark Charity Dinner, The Great Hall, Vinopolis, Bank End, SE1
63. On 16th May, accompanied by my Mayoress, I attended a tour of HMP Wormwood Scrubs, Du Cane Road, W12
64. On 22nd May, I was delighted to attend and launch the YOU London event, Shepherds Bush Green, W12
65. On 22nd May, accompanied by my Mayoress, I attended the Mayor of Merton Charity Race Night, Drake House, St. George's Road, SW19
66. On 23rd May, accompanied by my Mayoress, I attended the 100th anniversary of the Japanese British Exhibition and the 50th anniversary of the Nippon Club, Hammersmith Park, W12
67. On 23rd May, accompanied by my Mayoress, I attended a lunch reception in aid of my chosen charity 'Help For Heroes', Hurlingham Club, SW6
68. On 23rd May, accompanied by my Mayoress, I attended the Mayor of Hounslow Civic Service, St Mary's Church, Osterley Road, Hounslow TW7
69. On 24th May, accompanied by my Mayoress, I hosted a reception to thank and congratulate Alan Shaw, Chelsea Football Club on winning the FA Cup, Premier League and bringing both cups to the Mayor's Parlour, their staff and our staff who work in the Community, Mayor's Parlour, HTH
70. Since 10th March, I have attended ten Citizenship Ceremonies during which, I presented each citizen with their official certificate, Council Chamber, FTH

Members' Allowances Scheme 2010-11

[Scheme effective from 27th May 2010]

This scheme is made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for 2010 –2011 and subsequent years. The allowances scheme has been prepared having regard to the report of the Independent Panel on the Remuneration of Councillors in London established by London Councils on behalf of all London Councils, co-authored by, Sir Rodney Brooke CBE (Chair), Professor Drew Stevenson and Anne Watts CBE and published in May 2010.

1. BASIC ALLOWANCE

- 1.1 The independent remunerator's report suggests a flat-rate basic allowance be paid to each member of the authority of £9964 per annum to be paid in 12 monthly instalments on the 15th of each month.
- 1.2 The Council has taken into account the independent remunerator's recommendation but has decided to retain its own basic rate allowance frozen at the 2008 – 09 level.

The basic rate allowance for all LBHF Councillors will therefore be:

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

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

2. SPECIAL RESPONSIBILITY ALLOWANCES

- 2.1 Regard has been had to the recommendations in the independent remunerator's report for differential banding in relation to the payment of Special Responsibility Allowances (SRA's), but in the interest of maintaining a low Council Tax and the current economic conditions, it has been decided to freeze the Council's own scheme of SRA's at the same level approved for 2008 - 9 and not to follow the independent remunerator's recommendations which would have proved considerably more costly to local council taxpayers.
- 2.2 The following Special Responsibility Allowances shall therefore be paid to Councillors holding the specified offices indicated :

The Leader	£35,763
Deputy Leader	£29,796
Other Cabinet members (6)	£23,838
Chief Whip (where not a member of Cabinet)	£23,838
Deputy Chief Whip	£5,000
Chairmen of Overview & Scrutiny Committees (4)	£6,183

Leader of the Opposition	£17,874
Deputy Leader of the Opposition	£6,183
Opposition Whip	£6,183
Chairmen of Planning Applications Committee, Licensing Committee, Audit and Pensions Committee & Councillor member on Adoption Panel	£6,183
The Mayor	£11,922
Deputy Mayor	£6,183
Cabinet Assistants (5)	£3,000

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year. A Special Responsibility Allowance would cease where the SRA entitled post ceases to exist during year.

3) OTHER ALLOWANCES

a) Dependent Carer Allowance

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

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

b) Travel & Subsistence

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

(1) Public Transport

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

(2) Car mileage

Cc	first 8500 miles (pence per mile)	above 8500 miles (pence per mile)
Below 1000	42.9	11.7
1000 or more	47.7	12.2

The figures above are the 2009/10 rates as car mileage is paid at the same rate as for officers.

(3) Cycle allowance

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

(4) Subsistence

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

c) Sickness, Maternity and Paternity Allowance

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

4) ANNUAL INCREASE

The allowances in this scheme apply to the financial year 2010-11. All allowances have been frozen at the 2008 – 9 level.

5) ELECTION TO FOREGO ALLOWANCES

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

6) TIME LIMIT FOR CLAIMS

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

7) WITHHOLDING OF ALLOWANCES

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

8) MEMBERS' PENSIONS

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

9) MEMBERSHIP OF MORE THAN ONE AUTHORITY

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

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

Co-optees

The independent remunerator's report recommends a rate of allowance for co-opted members of £117 per meeting, to be calculated on an annualised basis by the number of meetings. This recommended figure has not been adopted. The Council's own figure of £921.00 p.a., frozen at the 2008 – 9 level, will be payable by equal monthly instalments of £76.75 on the 15th of each month.

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

Standards Committee Independent Members

The independent remunerator's report also recommends the independent Chairman and Committee Members of a Standards Committee be paid an allowance of £256 and £127 per meeting respectively, calculated on an annualised basis by the number of meetings, to reflect not just attendance at meetings, but related and incidental additional activity carried out by the postholders. This recommendation has not been adopted. The Council's own figure of £459.00 p.a., frozen at the 2008 – 9 level, will be payable by equal monthly instalments of £38.25 on the 15th of each month.

In all cases, the allowances given in this scheme shall not be uprated by the same percentage rate of increase as the previous years national Local Government Pay Settlement but frozen at the 2008 – 9 levels.

SPECIAL MOTION 2 – APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS AND THEIR RESPECTIVE PORTFOLIOS

THE EXECUTIVE – LEADER AND CABINET MEMBERS 2010/11

**LEADER - Councillor Stephen Greenhalgh
(+ ECONOMIC & HOUSING DEVELOPMENT)**

**DEPUTY LEADER - Councillor Nicholas Botterill
(+ENVIRONMENT AND ASSET MANAGEMENT)**

CABINET MEMBER FOR STRATEGY + (CHIEF WHIP) - Councillor Mark Loveday

CABINET MEMBER FOR CHILDREN'S SERVICES - Councillor Helen Binmore

CABINET MEMBER FOR COMMUNITY CARE - Councillor Joe Carlebach

CABINET MEMBER FOR COMMUNITY ENGAGEMENT - Councillor Harry Phibbs

CABINET MEMBER FOR HOUSING - Councillor Lucy Ivimy

CABINET MEMBER FOR RESIDENTS SERVICES* - Councillor Greg Smith

* Includes licensing and public protection and safety.

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

**Councillor Frances Stainton (Parks, Heritage and Culture)
Councillor Michael Adam (Asset Management)
Councillor Georgie Cooney (Education)
Councillor Belinda Donovan (Crime and Street Scene)
Councillor Peter Tobias (Health)**

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

LEADER OF THE COUNCIL

The Leader of the Council is also the Cabinet Member responsible for economic and housing development

Introduction

The Leader of Hammersmith and Fulham Council is elected by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by his/her portfolio. He/she 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.

The Leader has authority to discharge any executive function him/herself, 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.

Scope of Portfolio

This portfolio covers the following areas:

1. Leader's Functions

- 1.1 Appointing to and removing from office up to nine Cabinet Members, one of whom shall be appointed his/her Deputy.
- 1.2 Ensuring collective deliberation with Cabinet Members.
- 1.3 Representing and acting as ambassador for the Authority, providing community leadership (e.g. Borough Partnership), and the development of a Local Strategic Partnership and the approval of the Local Area Agreement.
- 1.4 Strategic policy initiatives.
- 1.5 Responsibility for the Strategic Partner for Information Technology.
- 1.6 The Authority's capital and revenue budgets, including the medium term financial strategy, annual proposals on the Council Tax base, Council Tax levels and budget allocations between departments.
- 1.7 Determining applications and the approval of grants and loans to firms community and voluntary organisations, charities and trusts for the

purposes of economic development and employment within the borough that fall within this portfolio.

- 1.8 Responsibility for the monitoring of revenue and capital budgets.
- 1.9 Responsibility for Pension Fund management.
- 1.10 Responsibility for Treasury Management.
- 1.11 Responsibility for organisational development.
- 1.12 Probity and financial monitoring.
- 1.13 Preparation of annual accounts.
- 1.14 Employee relations.
- 1.15 The content and production of the Authority's Community Strategy.
- 1.16 The provision of services in respect of electoral and other registration Services.
- 1.17 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.
- 1.18 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.19 The strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.20 Joint venture property/land developments with companies or statutory corporations.
- 1.21 The Leader may (under the "strong Leader model") take any decision likely to incur savings or expenditure of more than £100,000 if he 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.
- 1.22 Adult Learning and Skills Service (incorporating local learning and skills).

2. Regeneration Functions

- 2.1 Responsibility for the creation of a *Borough of Opportunity* through the renewal and regeneration of the most deprived parts of Hammersmith & Fulham.
- 2.2 Eradicating physical, economic and social deprivation.
- 2.3 Physical regeneration: Working with the Cabinet Member for Strategy on physical regeneration.
- 2.4 Social regeneration: Working with the Cabinet Members for Housing and Children's Services.
- 2.5 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.
- 2.6 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.
- 2.7 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.
- 2.8 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Council's regeneration strategy.
- 2.9. 2012 Olympics.

3. Area in which power is shared with the Deputy Leader and Cabinet Member for Environment and Asset Management

- 3.1 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.

4. Area in which power is shared with the Deputy Leader and Cabinet Member for Environment and Asset Management, and the Cabinet Member for Strategy

- 4.1. Compulsory purchase of land for planning purposes.

- 5. Area in which power is shared with the Cabinet Member for Residents Services**
 - 5.1 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Authority's regeneration strategy.

- 6. Areas in which power is shared with the Cabinet Member for Community Engagement**
 - 6.1 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
 - 6.2 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

- 7. Areas in which power is shared with the Cabinet Member for Strategy**
 - 7.1 Physical regeneration.
 - 7.2 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes.
 - 7.3 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.
 - 7.4 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

- 8. Areas in which power is shared with the Cabinet Member for Housing**
 - 8.1 Social regeneration.
 - 8.2 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
 - 8.3 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
 - 8.4 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
 - 8.5 The compulsory purchase of land using housing powers.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Leader is responsible for all budgets in liaison with the relevant Cabinet Members, and:

In conjunction with all Cabinet Members:
All Directors

In conjunction with all Cabinet Members
Chief Executive

MAY 2010

RESPONSIBILITIES AND PORTFOLIOS

DEPUTY LEADER AND CABINET MEMBER FOR ENVIRONMENT AND ASSET MANAGEMENT

Scope of Portfolio

1. **The portfolio covers the following areas:**
 - 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 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
 - 1.4 The implementation of the authority's planning policies.
 - 1.5 Policy and service implementation in respect of building control, street lighting, waste disposal and recycling, sewerage, buildings maintenance, controlled parking (except administration of permits) and parking enforcement.
 - 1.6 The preparation and consideration of environmental improvement schemes (except in parks and open spaces).
 - 1.7 The authority's local Transport Plan and Borough Spending Plan.
 - 1.8 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 Authority, that services are delivered to ensure client and resident satisfaction.
 - 1.9 The Authority's powers and duties under all relevant legislation pertaining to building control.
 - 1.10 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
 - 1.11 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.
 - 1.12 The maintenance and management of the Borough's roads, river walls, drawdocks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.

- 1.13 Policy and service implementation in relation to parking control.
- 1.14 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.

2. Area in which power is shared with the Leader

- 2.1 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.

3. Areas in which power is shared with the Cabinet Member for Residents Services

- 3.1 Policy, management and development of Fulham Palace.
- 3.2. Policy, planning and strategy for parks and open spaces.
- 3.3 Matters relating to the street scene.

4. Areas in which power is shared with the Cabinet Member for Strategy

- 4.1 Strategic land use, economic and transport planning, including oversight of UDP and local development framework preparation and review.
- 4.2 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.
- 4.3 Compulsory purchase of land for planning purposes.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Deputy Leader is responsible for the following:

In conjunction with the Leader

Director of Environment

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CHIEF WHIP AND CABINET MEMBER FOR STRATEGY

Scope of Portfolio

The portfolio is in two distinct parts: Executive functions in respect of strategy and the functions of Chief Whip. The strategy functions cover the following areas:

1. Strategy Functions

- 1.1 Responsibility for ensuring that that the Council is responsive to the needs of local neighbourhoods and serves them well.
- 1.2 The development, implementation and monitoring of the Authority's Performance Review Strategy, including the monitoring of risk management registers, and the Authority's response to the Audit Commission's Annual Performance Indicator Reports.
- 1.3 The content and publication of the Annual Local Performance/Corporate Plan, and the establishment and setting of corporate targets for achievement, together with the establishment and setting of targets for individual services provided by the Authority.
- 1.4 The development and monitoring of the Authority's policies and procedures with regard to services, reviewing Corporate practice/procedures in this area (including contractual matters and tender evaluation), and ensuring the Council's compliance with all relevant UK and EU legislation.
- 1.5 The 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 EU Procurement Directives and Legislation in relation to service provision.
- 1.6 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.
- 1.7 Responsibility for Comprehensive Area Assessment.
- 1.8 Responsibility for monitoring performance against the Local Area Agreement.

2. Areas in which power is shared with the Deputy Leader and the Cabinet Member for Environment and Asset Management

- 2.1 Strategic land use and economic and transport planning, including oversight of UDP and local development framework preparation and review.

2.2 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.

3. Area in which power is shared with the Leader, and the Deputy Leader and Cabinet Member for Environment and Asset Management

3.1 Compulsory purchase of land for planning purposes.

4. Area in which power is shared with the Leader

4.1 Physical regeneration

4.2 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes.

4.3 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.

4.4 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.

CHIEF WHIP RESPONSIBILITIES

The Chief Whip occupies a central position in the smooth running of the Council, with the following specific responsibilities:-

- Liaison with the Leader of the Opposition on the following:
 - Organising meetings
 - Briefing on procedural matters
 - Full Council meetings
 - Filling of vacancies
- Liaison with the Chief Executive and Executive Management Team on the following:
 - Decisions of the Administration Group
 - Programming of meetings
 - The decision-making process
- Chief Whip of the majority political group on the Council.
- Nominating Councillors to all internal bodies, including Overview and Scrutiny Committees, quasi-judicial bodies, Overview and Scrutiny Task Groups etc. in consultation with the relevant Cabinet member and Leader of the Opposition as appropriate.

- Liaison with Executive members and the Leader of the Opposition in respect of filling vacancies on outside bodies as appropriate.
- Organising meetings, including Overview and Scrutiny Committees, quasi-judicial bodies, task forces etc. in liaison with the Leader of the Opposition.
- Advising on Councillors' training and development needs in relation to their representative roles, and liaison with the Director of Finance and Corporate Services in respect of appropriate provision.
- Keeping under review the level of support services to Councillors in undertaking their representative role, and liaising with the Director of Finance and Corporate Services over variations in service.
- Informing Councillors of appropriate conferences and seminars, and making arrangements for them to attend such events.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

In conjunction with the Leader

Director of Finance and Corporate Services

In conjunction with all Cabinet Members

Chief Executive

EXECUTIVE MEMBERS : RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR CHILDREN'S SERVICES

Scope of Portfolio

1. Children's Services Functions

1.1 The role of 'Lead Member for Children's Services' as designated under Section 19(1) of the Children Act 2004 and described as follows in statutory guidance:

"a) Education Services - The Authority'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 Authority's social services functions within the meaning of the Local Authorities Social Services Act 1970 insofar as they relate to children, and the Authority'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 31 of the Health Act 1999 insofar as they relate to children; and

d) Inter-agency Cooperation - The new functions of the Child Support Agency set out in the Act, in particular leading and building the arrangements for inter-agency co-operation.

1.2. Appointing Councillors to the Authority's Adoption and fostering Panels in accordance with the Adoption and Fostering Legislation and Regulations.

The above functions incorporate:

- The Council's role as 'corporate parent', including assistance to young people who have been looked after beyond their 16th birthday, where circumstances justify;
- Fostering and adoption services;
- Social services to children and young people with HIV/AIDS and/or those with drug or alcohol problems;
- The Council's responsibilities towards unaccompanied asylum seeking children;
- The Council's regulatory duties in relation to children's social services;
- Ensuring that families with social care needs experience a 'joined-up' service;

- The development of Children's Centres;
- Setting the overall direction in relation to the Council's organisation of funding of, and support to, schools;
- The Council's interest in nursery and 'early years' education, learning out of school hours, play and subsidised and unsubsidised childcare;
- Partnership working with the National Health Service to promote the interests of children and their families, including decision-making on such matters at the Joint Health Partnership Board;
- The Youth Offending Team and youth justice matters;
- The Council's youth services and its encouragement of other services to young people;
- As 'Young People's Champion', furthering the Council's commitment to the involvement of young people in decision-making processes where appropriate;
- Sports activities for children and young people; and
- The Council's relationship with the 'Connexions' service for young people offering support and career guidance (or any successor service).

2. Education Functions

- 2.1 Strategic policy in respect of Education, school extended services, youth and Connexions.
- 2.2 Strategic policy in respect of raising school standards.
- 2.3 Consultation and liaison on educational matters with staff, parents, governors, pupils/students and other users, Government departments and other interested parties.
- 2.4 The budget allocation to schools and other establishments within the Education service with reference to rules laid down in the Scheme for Fair Funding of Schools as appropriate.
- 2.5 Developing and maintaining positive links, relationships and partnerships with local agencies and businesses to deliver all aspects of the service.
- 2.6 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations (including school governing bodies) that fall within this portfolio.
- 2.7 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

2.8 The development, implementation and monitoring of the Authority's early years strategy.

3. Social Services functions

3.1. The Council's responsibility for policy and operation of the Council's Education transport operation.

3.2. Meeting the Authority'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.

3.3 Ensuring that the needs of vulnerable children are met.

3.4 Developing and monitoring service provision in respect of residential facilities, provided for the care of children.

4. Area in which power is shared with the Cabinet Member for Residents Services

4.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.

Note: for the purposes of estimate preparation, monitoring and control and staffing/ industrial relations issues, this Cabinet Member is responsible for the following:

In conjunction with the Leader

Director of Children's Services

In consultation with the Cabinet Member for Housing

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR COMMUNITY CARE

Scope of Portfolio

- 1. The portfolio covers the following areas:**
 - 1.1. The Authority's policies and strategic plans relating to Adult Social Services, Supporting People Programme for specialist Housing Support and grants to the Voluntary Sector.
 - 1.2. Chairing the Better Government Cabinet Member panel to foster close engagement with older and disabled residents of the borough.
 - 1.3. Meeting the Authority's statutory functions under the National Assistance Act 1948, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation.
 - 1.4 Ensuring that the needs of vulnerable adults are met.
 - 1.5. The development, monitoring and implementation of the Authority's strategic policies in respect of social inclusion. The development, monitoring and implementation of the Authority's Voluntary Sector strategy, including any Council-wide conditions applied to grant aid or funding by the Authority.
 - 1.6. Determining applications for financial assistance for community and voluntary organisations within the borough that fall within this portfolio.
 - 1.7. 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.
 - 1.8. Consultation with the agencies and voluntary organisations concerned with public health matters in the borough, and encouraging and supporting the development of such organisations.
 - 1.9. The establishment of partnerships and other forms of collaborative working with the Health Authorities to develop and monitor joint programmes and other projects and services relating to public health provision and education within the borough.
 - 1.10 The development and implementation of community development projects in pursuance of social services objectives.

- 1.11. 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.
- 1.12 The administration of the AIDS Support Grant, Social Care Reform Grant and Stokes Grant.
- 1.13 The development of joint working, including joint commissioning of services with the Health Authorities and Trusts for the provision of social and health care.
- 1.14 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.15 The development, monitoring and implementation of the Authority's strategy in respect of better government for older people and people with disabilities.
- 1.16 Responsibility for policy and practice for the Voluntary and Community Sector, including grants.
- 1.17 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Deputy Leader is responsible for the following:

In conjunction with the Leader

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR COMMUNITY ENGAGEMENT

Scope of Portfolio

- 1. The portfolio covers the following areas:**
 - 1.1 The development, monitoring and implementation of the Authority's Communication Strategy.
 - 1.2 The development, implementation and monitoring of the Authority's Public Consultation Strategy
 - 1.3 The Council's customer care and complaints policies.
 - 1.4 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.
 - 1.5 The effectiveness of the Authority's procedures to secure public Access to Information and open government, including procedures relating to petitions, deputations and other representations.
 - 1.6 In consultation with the relevant portfolio holder, the impact of the Council's representation on external organisations.

- 2. Areas in which power is shared with the Leader**
 - 2.1 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
 - 2.2 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

- 3. Area in which power is shared with the Cabinet Member for Residents Services**
 - 3.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Community Engagement is responsible for the following:

In conjunction with the Leader

Director of Finance and Corporate Services
Director of Residents Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR HOUSING

Scope of Portfolio

The portfolio covers the following areas:

1. Housing Functions

- 1.1 All aspects of housing services, housing policy and the housing programme (including those delegated to H&F Homes – the arms-length management organisation appointed to manage the Council's housing) and any other new or unallocated housing and associated functions.
- 1.2 The overall housing strategy, policy and forward programme through its business plan, Housing Investment Programme Strategy and other policy documents.
- 1.3 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.
- 1.4 The disposal of individual void properties within the agreed criteria.
- 1.5 Determining annual allocations in respect of the Housing Investment Programme including:
 - Conversion and modernisation of Council housing;
 - Registered Social Landlords (Assisted Development Programme);
 - 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;
 - Housing development programme; and
 - Renewal areas and area improvement.
- 1.6 The Council's powers and duties in relation to energy conservation, in public sector housing.
- 1.7 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of housing.
- 1.8 Appointing or nominating, and where appropriate, removing the Authority's representatives on appropriate organisations that fall within this portfolio.

2. Areas in which power is shared with the Leader

- 2.1 Social regeneration.
- 2.2 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 2.3 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
- 2.4 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 2.5 The compulsory purchase of land using housing powers.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

In conjunction with the Leader Director of Children's Services
Director of Community Services

In consultation with the Cabinet Member for Community Care Director of
Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS

CABINET MEMBER FOR RESIDENTS SERVICES

Scope of Portfolio

This portfolio covers the following areas:

1. General

- 1.1 Appointing or nominating and, where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.

2. Residents Services functions

- 2.1 Policy and operational matters in relation to the Council's Residents Services programme to provide high quality telephone, internet and face to face access to a range of services from time to time assigned to the Residents Services Department.
- 2.2 Policy and service implementation in respect of public conveniences.
- 2.3 To establish and review appropriate mechanisms for the organisation and management of appropriate entertainments and events in parks and open spaces, including fireworks displays.
- 2.4 Policy and operational matters in relation to libraries, hiring of civic halls and facilities and the exercise of the Council's powers in relation to the provision of civic catering facilities.
- 2.5 The management and administration of Wormwood Scrubs, Wormwood Scrubs Charity and the associated financial, legal and property services functions.
- 2.6 The Authority's sports strategy.
- 2.7 H&F Direct and Customer Access strategy.

3. Crime and Street Scene functions

- 3.1 The development, monitoring and implementation of the Council's policies in relation to reducing crime and anti social behaviour.
- 3.2 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.

- 3.3 Responsibility for ensuring the parks constabulary, street wardens and other enforcement officers concerned with tackling anti social behaviour perform well and work alongside the Metropolitan Police.
- 3.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the borough, working in partnership with the Metropolitan Police.
- 3.5 Responsibility for liaising with H&F Homes to ensure that the estate wardens tackle anti social behaviour.
- 3.6 Policy and strategy for the Safer Communities Division.
- 3.7 The development, monitoring and implementation of drug and alcohol policies as they impact on crime and anti social behaviour.
- 3.8 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.
- 3.9 Policy, service implementation and enforcement in respect of street cleansing, refuse collection, consumer protection, trading standards, street trading, environmental health and public safety, corporate health and safety, pest control, food safety and contaminated land.
- 3.10 Security of all the Council's civic buildings.
- 3.11 The issuing of notices and enforcement requirements as set out in the Environmental Protection Act.
- 3.12 Implementation of the Council's Licensing and Gambling Policies.
- 3.13 Taking action to reduce fear of crime.
- 3.14 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 3.15 Policy and service implementation in respect of mortuary, burial, cremation and Coroner services
- 3.16 The Authority's powers and duties in relation to private sector housing (including energy conservation)

3.17 The exercise of duties of the Council with respect to Emergency Planning services.

4. Parks, Heritage and Culture functions

4.1 To promote and assist the provision of good quality theatre facilities within the borough.

4.2 Exercising the Council's functions in relation to parks and open spaces, including the provision of entertainment, sports, leisure, grounds maintenance and the development of parks and open spaces generally.

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

4.4 To establish and review appropriate mechanisms for the organisation and management of town centre festivals, community festivals and other commemorative, celebratory and cultural events (excluding fireworks displays).

4.5 The Authority's arts strategy.

5. Area in which power is shared with the Leader

5.1 Establishing and maintaining effective working partnerships with local businesses in pursuance of the Authority's regeneration strategy.

6. Area in which power is shared with the Deputy Leader and Cabinet Member for Environment and Asset Management

6.1 Policy, planning and strategy for parks and open spaces.

6.2 Matters relating to the street scene.

6.3 Policy, management and development of Fulham Palace.

7. Area in which power is shared with the Cabinet Member for Children's Services

7.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.

8. Area in which power is shared with the Cabinet Member for Community Engagement

- 8.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, this Cabinet Member is responsible for the following:

In conjunction with the Leader

Director of Residents Services
Director of Environment

In conjunction with all Cabinet Members

Chief Executive

MAY 2010

SPECIAL MOTION 3 – APPOINTMENT OF CHAIRMEN AND MEMBERSHIPS OF REGULATORY, SCRUTINY AND OTHER COMMITTEES

REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2010 / 2011

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

1. **PLANNING APPLICATIONS COMMITTEE ***

Councillor Alex Chalk (Chairman)
Councillor Victoria Brocklebank-Fowler (Vice Chairman)
Councillor Oliver Craig
Councillor Alex Karmel
Councillor Lucy Ivimy
Councillor Andrew Johnson

Councillor Colin Aherne
Councillor Michael Cartwright
Councillor Wesley Harcourt

2. **LICENSING COMMITTEE*^**

Councillor Victoria Brocklebank-Fowler (Chairman)
Councillor Adronie Alford (Vice-Chairman)
Councillor Lucy Ivimy (Vice-Chairman)
Councillor Joe Carlebach (Vice-Chairman)
Councillor Georgie Cooney
Councillor Marcus Ginn
Councillor Peter Graham
Councillor Stephen Hamilton
Councillor Alex Karmel
Councillor Matt Thorley

Councillor Colin Aherne
Councillor Michael Cartwright
Councillor Caroline Needham
Councillor Wesley Harcourt
Plus 1 vacancy

3. **LICENSING SUB-COMMITTEE***

Councillor Victoria Brocklebank -Fowler - Chairman
Councillor Joe Carlebach - Vice-Chairman
Councillor Colin Aherne

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

4. **PENSIONS AND AUDIT COMMITTEE ***

Councillor Michael Adam (Chairman)
Councillor Nicholas Botterill
Councillor Marcus Ginn
Councillor Robert Iggulden
Councillor Michael Cartwright
Councillor PJ Murphy

5. STANDARDS COMMITTEE**

5 Independent Members (Steven Moussavi, Grace Moody-Stuart, Christopher Troke and Joyce Epstein) plus one vacancy.

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

2 Opposition members (Councillor Stephen Cowan and Lisa Homan)

6. STANDARDS COMMITTEE APPOINTMENTS PANEL*

Leader - (Chairman)

Deputy Leader – (Vice-Chairman)

Leader of the Opposition

[+ Chair of Standards Committee *ex officio*]

7. APPOINTMENTS PANEL*

Leader – (Chairman)

Deputy Leader - (Vice-Chairman)

Cabinet member* relevant to area of appointment

(NB: * Where an appointment relates to the portfolios of two Cabinet members, both will be members of the panel)

Leader of the Opposition (or a named substitute)

1 other relevant Opposition member

Exceptions: Appointment of Chief Executive

All members of Executive

Leader of the Opposition

4 Other Opposition members

NON-STATUTORY CONSULTATIVE BODIES

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

8. FULHAM PALACE MANAGEMENT BOARD

Councillor Frances Stainton - (Chairman)

Councillor Donald Johnson

Councillor Michael Cartwright

9. ADOPTION PANEL

Councillor Adronie Alford

OVERVIEW & SCRUTINY COMMITTEES MEMBERSHIP 2010/11

1. OVERVIEW AND SCRUTINY BOARD

Councillor Alex Karmel (Chairman)
Councillor Andrew Johnson
Councillor Donald Johnson
Councillor Robert Iggulden
Councillor Georgie Cooney
Councillor Victoria Brocklebank-Fowler
Councillor Daryl Brown
Councillor Andrew Jones
Councillor Sally Powell

2. EDUCATION SELECT COMMITTEE

Councillor Donald Johnson- (Chairman)
Councillor Thomas Crofts
Councillor Michael Adam
Councillor Belinda Donovan
Councillor Peter Graham
Councillor Frances Stainton
Councillor Elaine Chumnerly
Councillor Caroline Needham
Councillor Mercy Umeh

3. ENVIRONMENT AND RESIDENTS SERVICES SELECT COMMITTEE

Councillor Robert Iggulden (Chairman)
Councillor Rachel Ford
Councillor Jane Law
Councillor Ali de Lisle
Councillor Matt Thorley
Councillor Peter Tobias
Councillor Jean Campbell
Councillor Welsey Harcourt
Councillor Lisa Homan

4. HOUSING, HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Councillor Andrew Johnson (Chairman)
Councillor Oliver Craig
Councillor Charlie Dewhirst
Councillor Gavin Donovan
Councillor Marcus Ginn
Councillor Stephen Hamilton
Councillor Iain Coleman
Councillor Stephen Cowan
Councillor Rory Vaughan

**SPECIAL MOTION 4 – COUNCIL APPOINTMENTS TO LONDON LOCAL
GOVERNMENT ORGANISATIONS 2010/11**

LONDON LOCAL GOVERNMENT ORGANISATIONS 2010/11

<u>NAME OF OUTSIDE ORGANISATION</u>	<u>NUMBER OF REPS/RATIO</u>	<u>NOMINATION</u>	<u>TERM/EXPIRES</u>
<u>London Councils)</u> Leader's Committee	1 Rep. + 2. Deps. (1 vote per authority)	Rep: Cllr. Stephen Greenhalgh (Dep.1 Cllr Nicholas Botterill (Dep.2 Cllr Mark Loveday)	1 year to 31.05.11
<u>London Councils Transport and Environment Committee</u> (Assoc. Joint Cttee)	1 Rep + up to 4 Deps.	Rep. Cllr. Nicholas Botterill (Dep. Cllr.Greg Smith)	1 year to 31.05.11
<u>London Councils Grants Committee</u> (Assoc.Joint Cttee)	1 Rep. + up to 4 Deps.	Rep: Cllr. Harry Phibbs (Dep1. Cllr.Greg Smith) (Cabinet Member only)	1 year to 31.05.11
<u>London Councils Forums</u> [+ = Nominations only]	1 Rep.+ 1 Dep.		1 Year to 31.05.11
+ Housing Forum	[Nomination]	Cllr Lucy Ivimy] [Dep Cllr. Adronie Alford]	
+ Health & Adult Services	[Nomination]	Cllr.Joe Carlebach [Dep. Cllr Peter Tobias]	
+ Culture, Tourism & 2012	[Nomination]	Cllr. Frances Stainton [Dep Cllr. Thomas Crofts]	
+ Crime & Public Protection	[Nomination]	Cllr Greg Smith [Dep Cllr Belinda Donovan]	
+ Economic Development	[Nomination]	Cllr Mark Loveday	
+ Children & Young People	[Nomination]	Cllr Helen Binmore [Dep Cllr Georgie Cooney]	
<u>Greater London Employment Forum (GLEF)</u>	1 Rep + 1 Dep [Nomination]	[Cllr.Alex Karmel]	1 year to 31.05.11

<p><u>Greater London Provincial Council (GLPC)</u></p> <p>(Appointment will be made from Leader's Cttee + GLEF nominated members)</p>	<p>[Nomination]</p>	<p>[Cllr.Alex Karmel]</p>	<p>1 year to 31.05.11</p>
<p><u>Local Government Association (LGA)</u></p> <p>- General Assembly</p> <p><u>LGA Panels/Committees</u> [** = Council Nomination only]</p> <p>** Policy and Strategy ** Planning ** Social Affairs ** Education ** Equalities</p>	<p>Up to 4 Reps & 4 Votes</p> <p>[Nomination] [Nomination] [Nomination] [Nomination] [Nomination]</p>	<p>1. Cllr. Greenhalgh 2. Cllr. Botterill 3. Cllr. Loveday 4. Cllr. Frances Stainton</p> <p>[* Cllr. currently holds the 4 votes]</p> <p>[Cllr. Loveday] [Cllr. Chalk] [Cllr. Harry Phibbs] [Cllr. Helen Binmore] [Cllr. Harry Phibbs]</p>	<p>1 year to 22.07.11</p>

Abbreviations used in the council calendar



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

MEETINGS OPEN TO THE PUBLIC

COUNCIL	Full Council meeting
ESC	Environment Select Committee
ERSSC	Environment & Residents Services Select Committee
HH&ASCSC	Housing, Health & Adult Social Care Select Committee
PAC	Planning Applications Committee
O&SB	Overview & Scrutiny Board
STC	Standards Committee

MEETINGS NOT OPEN TO THE PUBLIC

CB	Cabinet briefing (with Executive Management Team)
CG	Conservative Group meeting
LG	Labour Group meeting

Wards and councillors

Deputy Mayor tbc

ADISON
Alex Chalk
Chanda Donovan
Gerrit Tobias

ASKEW
Lisa Homan
Caroline Needham
Rory Vaughan

AVONMORE & BROOK GREEN
Helen Binmore
Joe Carlebach
Robbert Iggulden

COLLEGE PARK & OLD OAK
Elaine Chummary
Wesley Harcourt

FULHAM BROADWAY
Victoria Brocklebank-Fowler
Rachel Ford
Matt Thorley

Deputy Mayor tbc

FULHAM REACH
Gavin Donovan
Peter Graham
Andrew Johnson

HAMMERSMITH BROADWAY
Michael Cartwright
Stephen Cowan
PJ Murphy

MUNSTER
Michael Adam
Adronie Alford
Alex Karmel

NORTH END
Daryl Brown
Georgie Cooney
Tom Crofts

PALACE RIVERSIDE
Marcus Ginn
Donald Johnson
Parsons Green & Waltham

RAVENSCOURT PARK
Charlie Dewhurst
Lucy Ivimy
Harry Phipps

SANDS END
Ali De Lisle
Steve Hamilton
Jane Law

SHEPHERDS BUSH GREEN
Iain Coleman
Andrew Jones
Mercy Umeh

TOWN
Oliver Craig
Stephen Greenhalgh
Greg Smith

WORMHOLT & WHITE CITY
Colin Aherne
Jean Campbell
Sally Powell

Produced by Hammersmith & Fulham Council, May 2010
Ref: I:ACE council calendar 10-11.

October	November	December	January	February	March	April	May
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31

Hammersmith & Fulham

Council

Calendar

2010/2011



2010 council calendar

2011



	May	June	July	August	September	October	November	December	January	February	March	April	May
Monday	3 BANK HOLIDAY						1		3 BANK HOLIDAY				2 BANK HOLIDAY
Tuesday	4	1		2			2		4	1			3
Wednesday	5	2		3	1		3	1 O&SB	5	2			4
Thursday	6 BOROUGH ELECTIONS	3	1 CB	4	2 CB CABINET		4	2 CB	6	3			5
Friday	7	4	2	5	3	1 PARTY CONFERENCE	5	3	7	4	1		6
Monday	10	7	5	9	6	4	8	6	10	7	7	4	9
Tuesday	11	8	6	10	7	5	9	7	11	8	8	5	10
Wednesday	12	9	7	11	8	6	10	8	12	9	9	6	11
Thursday	13	10	8	12	9	7	11	9	13	10	10	7	12
Friday	14	11	9	13	10	8	12	10	14	11	11	8	13
Monday	17	14	12	16	13	11	15	13	17	14	14	11	16
Tuesday	18	15	13	17	14	12	16	14	18	15	15	12	17
Wednesday	19	16	14	18	15	13	17	15	19	16	16	13	18
Thursday	20 CG (AGM)	17	15	19	16	14	18	16	20	17	17	14	19
Friday	21	18	16	20	17	15	19	17	21	18	18	15	20
Monday	24 LG	21	19	23	20	18	22	20	24	21	19	16	23
Tuesday	25	22	20	24	21	19	23	21	25	22	20	17	24
Wednesday	26 ANNUAL COUNCIL	23	21	25	22	20	24	22	26	23	21	18	25
Thursday	27 CB	24	22	26	23	21	25	23	27	24	22	19	26
Friday	28	25	23	27	24	22	26	24	28	25	23	20	27
Monday	31 BANK HOLIDAY	28	26	30	27	25	29	27	31	28	26	23	30
Tuesday		29	27	31	28	26	30	28		29	27	24	31
Wednesday		30	28		29	27		29			28	25	
Thursday			29		30	28		30			29	26	
Friday			30		29	27		31			30	27	

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 30 JUNE 2010

Question by: Ms Margaret Turley

To the: Cabinet Member for Community Care

QUESTION

“The Council’s strap line says it is “Putting Residents First”. How is the Council doing that with Hammersmith and Fulham’s unpaid carers?”

Agenda Item 5.2

No. 2

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 30 JUNE 2010

Question by: Ms Pauline Trapmore

To the: Cabinet Member for Community Care

QUESTION

“How much public money in total was spent by LBHF on all aspects of the tender for the carers’ services contract? Please break the total figure down to show what was spent from when the review began in 2008 right up to date. The Council will be aware that cost for this covers an eclectic range of areas from legal advice, training for panel members to press relations, etc. Please detail all.”

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 30 JUNE 2010

Question by: Ms Marjorie Serra

To the: The Leader

QUESTION

“We understand that the Hammersmith and Fulham Carers Centre has been valued at £1.7million. Please confirm your understanding of the building’s value.”

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 30 JUNE 2010

Question by: Ms Desiree Cranenburgh

To the: Cabinet Member for Community Care

QUESTION

“Before the election the Council gave indications that the Hammersmith and Fulham Carers Centre would get the new contract. Why was it announced almost immediately after the election date that the Hammersmith and Fulham Carers Centre would not be awarded the contract? Please detail the exact date the decision was made.”

PUBLIC QUESTION TIME

LONDON BOROUGH OF HAMMERSMITH & FULHAM

COUNCIL MEETING – 30 JUNE 2010

Question by: Mr Bruce Marquart

To the: The Leader

QUESTION

"There are many voluntary groups, including ours, delivering extensive front-line services and jobs to local LBHF residents. We all have tenancies due to expire in August, 2010 at 241 King Street, Palingswick House, what are the future conditions for a Long term Lease Extension to Palingswick House so that this work can continue uninterrupted?"

Agenda Item 6.1



Report to Council

30 JUNE 2010

LEADER

*Councillor Stephen
Greenhalgh*

PETITIONS SCHEME

WARDS

All

SYNOPSIS

The Local Democracy, Economic Development and Construction Act 2009 requires every local authority, from 15 June 2010, to adopt a "Petitions Scheme" which sets out how it will handle petitions, and by 15 December 2010 to have an on-line petition facility, under which anyone may set up a petition on the authority's website, and other petitioners may "sign up" to the petition on-line.

This report outlines how the Council intends to meet the requirements of the legislation and requests the approval of its Petitions scheme.

CONTRIBUTORS

DFCS
ADLDS

RECOMMENDATION:;

That the Petitions Scheme as set out in Appendix 1, be adopted

That approval be given to amend the Constitution to accommodate the scheme as set out in Appendix 2.

1. Background

The Council is required under the Local Democracy, Economic Development and Construction Act 2009 from 15 June 2010 to adopt a "Petition Scheme" which sets out how it will handle petitions, and by 15 December 2010 to have an on-line petition facility, under which anyone may set up a petition on the authority's website, and other petitioners may "sign up" to the petition on-line. This report sets out the Petitions Scheme in compliance with the legislation and seeks authority to amend the Constitution to accommodate the Petitions Scheme.

2. Current Practice

The number of petitions received by the Council is relatively small - mostly relating to Housing and Environment issues. These are dealt with through Cabinet Member Decision reports. Petitions received through the planning process are incorporated into the officer report for submission to the Planning Applications Committee. Petitioners, as members of the public, are welcome to attend Planning Applications Committee meetings but are not permitted to speak. They can however be represented by their Ward Councillor, who may address the Committee. The number of signatories to petitions currently ranges from 10 to 200. On the other hand, petitions submitted to Cabinet currently require only 10 signatories. They are allowed to address the meeting for 5 minutes. The new Scheme will introduce a uniform approach across the Council to dealing with petitions in the future.

3. What is a Petition?

The 2009 Act defines different categories of petitions, and allows the authority to define the number of signatures required for each category –

- "Petitions for Debate" must be reported to and debated at full Council.
- "Petitions to hold an Officer to account" trigger an open meeting of an Overview and Scrutiny Committee at which the relevant Chief Officer will report and be questioned on his/her actions. The Overview and Scrutiny Board/Select Committee could request another officer to attend the meeting if the Chairman feels they are more appropriate to respond to the issues raised.
- "Exempted Petitions" – Petitions received in response to statutory consultation such as planning applications will continue to be reported to Planning Applications Committees. Other statutory petitions such as a request for a referendum on a Mayoral form of Executive would be dealt with under the prescribed legislation.
- "Ordinary Petitions", where the authority can determine how they will be handled.

4. Petition Signature Thresholds

The Department for Communities and Local Government has issued statutory guidance on Petitions Schemes which suggests that authorities should set the

number of signatures required for each category of petition at levels which encourage rather than discourage petitions, and should set a lower threshold for petitions on local rather than authority-wide matters. It also encourages authorities to respond to all of the petitions it receives.

The Local Authorities (Petitions) England Order stipulates that the maximum threshold which can be set is 5% of the local population. Using the 2007 census figure of 172,500, the highest permissible number of signatures required to trigger a Council debate would be 8,625

Summary of Petition Types, Requirements and Decision Maker.

Type of Petition	Proposed Threshold (Number of Signatories)	Maximum Threshold (Signatories)	Decision Maker
Council Debate	5000	8,625	Full Council
Call an Officer to give evidence	2000	4,300	Select Committee or Scrutiny Board
Petitions to Cabinet	250	1,720	Cabinet
Petitions to Cabinet Members	100	172	Relevant Cabinet Member(s)

The limits have been set at a level to encourage residents and other interested parties to access the democratic process. The threshold limits only relate to the decision making routes referred to above, all petitions received by the Council which falls below these thresholds will continued to be considered by officers in consultation with the appropriate Cabinet Member. The scheme would not preclude residents and other interested parties from meeting with their elected representatives and officers to discuss issues of concern. Residents can also bring their concerns to the attention of the Council through the Scrutiny function, deputation process and public questions at Council meetings.

5. Other Issues

The Council will receive an annual report detailing the subject matter of all petitions received during the year, the number of signatures to each petition and a summary of the Council's response to each. Changes to the Scheme will be recommended, as necessary, in the light of experience with its operation particularly if the threshold figures are found to encourage frivolous or vexatious petitions which clog up the decision making process or waste officers' time or if they act as an impediment to people wanting to make petitions.

The Council is required by 15 December 2010 to have an on-line petition facility, under which anyone may set up a petition on the authority's website, and other petitioners may "sign up" to the petition on-line. The online facility will be introduced in the Autumn on a trial basis leading up to the December 2010 deadline.

The Petitions Scheme would only apply to petitions which relate to matters for which the authority has responsibility or about which it is able to influence via its partner authorities.

6. Comments of the Assistant Director of Legal and Democratic Services

The comments of the Assistant Director (Legal and Democratic Services) are contained within the report.

7. Comments of the Director of Finance and Corporate Services

There are no financial implications of implementing the Petitions Scheme but it may generate additional work in departments responding to issues being raised.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1	Sections 10 to 22, Local Democracy, Economic Development and Construction Act 2010	Kayode Adewumi	2 nd Floor, Town Hall, King Street, W6
2	DCLG Statutory Guidance on Handling Petitions	Kayode Adewumi	2 nd Floor, Town Hall, King Street, W6
CONTACT OFFICER: Kayode Adewumi		EXT : 020 8753 2499	

APPENDIX 1

LONDON BOROUGH OF HAMMERSMITH AND FULHAM

PETITIONS SCHEME

1. INTRODUCTION

- 1.1 This Petitions Scheme was approved by the Council under the provisions of Section 11 (1) of the Local Democracy, Economic Development and Construction Act 2009 (the Act). It incorporates procedures to comply with the requirement under the Act for the Council to set up an E- petitions Scheme.
- 1.2 This Scheme, which is available on the Council's website, will be updated periodically in response to experience with the Scheme, guidance from the Government or changes in legislation. The Scheme will be reviewed annually as set out in Section 14 below.
- 1.3 The Council has appointed a Petitions Officer, who will receive petitions and from whom further information and advice can be obtained. You can contact the petitions Officer by e-mail - petitions.officer@lbhf.gov.uk, or by post at: the Petitions Officer, Room 203, Hammersmith Town Hall, King Street, London, W6 9JU (tel. 020 8753 2499).

2. PRINCIPLES

- 2.1 The Council welcomes petitions, either in paper form (see the form at the end of this document) or submitted via e-mail or through our E-petitions online facility. We accept petitions as a way in which people can let us know of their concerns and the degree of local support for what we do. We have agreed special procedures to ensure that all valid petitions are reported to an appropriate body within the Council.
- 2.2 We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition. Valid petitions, whether received by post, by hand, by e-mail or submitted in person or via our E-petitions online facility, will be accepted in accordance with this Scheme.
- 2.3 A petition can be open for signature up to a maximum of 90 days, unless an extension is agreed with the petition organiser; most will be responded to much sooner.

3. WHO CAN SUBMIT A PETITION?

- 3.1 Anybody who lives, works or studies in the borough may organise, submit or sign a petition.

4. WHAT ARE THE GUIDELINES FOR SUBMITTING A PETITION?

4.1 A valid petition submitted to the Council must:

- Relate to something which is the Council's responsibility, or which the Council has some influence over – the Council has close working relationships and, often, partnership agreements, with a wide range of public organisations operating in the borough and across London. These organisations include the Hammersmith and Fulham Primary Care Trust, the local emergency services, the West London Waste Authority, and Transport for London as it operates in the borough.
- Be a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- Have the names, addresses and signatures of the people who support the petition (name, address and valid e-mail address if the petition is submitted via e-mail or via the E-petition facility). The address might be a residential, work place or study location within the borough, with a valid postcode.
- Meet defined thresholds for numbers of signatures of people who live, work or study in the borough. (See section 9 below).
- Contain contact details, including an address, of the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on our website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.
- Not, in the Council's opinion, be vexatious, abusive or otherwise inappropriate.
- Not relate to planning or licensing decisions or to any other matter where people have a statutory right to make comments, or to request a review or to appeal.

5. HOW TO SUBMIT A PETITION

5.1 Petitions may be submitted by e-mail, post, in person at the Town Hall, or created, signed and submitted online through our E-petitions facility link. All petitions currently available for signature will be shown on our website. We reserve the right to check the validity of the addresses of anyone who signs a petition to ensure that they have a real interest in the borough.

5.2 The organisers of petitions are advised to use the form attached as an Appendix to this Scheme if they want to send their petitions by post, by hand or by e-mail; there is a specific format for petitions on our E-petitions facility. The form can be sent to the Petitions Officer by e-mail (petitions.officer@lbhf.gov.uk), or by post, or hand delivered to the Petitions Officer, Room 203, Hammersmith Town Hall, King Street, London, W6 9JU. You can contact the Petitions Officer on 020 8753 2499.

- 5.3 We welcome E-petitions which are created and submitted through our website. E-petitions must follow the same guidelines as paper petitions. On receipt of details from a person wanting to sign an E-petition, we will send an e-mail to the e-mail address provided. This e-mail will include a link which must be clicked in order to confirm the e-mail address is valid. Once this step is complete, the 'signature' will be added to the E-petition. People visiting the E-petition on our website will be able to see the names of everyone who has 'signed' it but not their contact details.
- 5.4 All petitions currently available for signature will be posted on the Council's website. The website shows what is happening to a petition as it goes through the various stages of the process set out in this Scheme. It will take five working days before a petition is available on our website. This is because the content of the petition needs to be checked as to whether it is suitable, and the petitioners' names verified to ensure they have a genuine interest in the borough. It will then be made available on the website for further signatures.
- 5.5 Elected Members of the London Borough of Hammersmith and Fulham may sign a petition but will need to follow the Council's rules about declaring an interest if they are involved in decision making in response to the petition.

6. WHAT IS EXCLUDED FROM THE SCHEME?

- 6.1 The following petitions will be excluded from the Scheme:-
- Where a petition is considered to be vexatious, abusive or otherwise inappropriate.
 - The petition applies to a planning or licensing application, where there are already procedures to make representations.
 - The petition is a statutory petition (for example requesting a referendum on having an elected Mayor).
 - The petition concerns a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, where other procedures apply.
 - The petition concerns a matter which the Council has no ability to influence (see section 11 below)
- 6.2 Invalid petitions will not be published. An explanation with the reasons for this will be sent out to the petition organiser.
- 6.3 In the period immediately before an election or referendum, the Council may need to deal with petitions differently. This is because the law requires local authorities during the period before an election or referendum to act in a way which does not appear to favour or discriminate any political party.
- 6.4 Where the petition is valid but the Council cannot publish it for some reason, we will contact the petition organiser with an explanation, and advise on how to change the petition in order to overcome the problem. If the petition is not resubmitted within 10 working days, a summary of the petition and the reason

why it has not been accepted will be published under the 'rejected petitions' section of the website.

7. WHAT WILL THE COUNCIL DO WHEN IT RECEIVES A PETITION?

- 7.1 The Petitions Officer will send a valid petition to a Responding Officer in the relevant Council department. The Responding Officer will be responsible for investigating the issue and advising on the action to be taken by the Council. An acknowledgement of receipt will be sent to the person organising the petition within 10 working days of the petition having been made. Where the petition has been submitted via the E-petitions facility, the acknowledgment will also be sent to everyone who provides a valid e-mail address. The acknowledgement will say what we have done or intend to do in response to the petition. It will also be published on our website, except in cases where this would be inappropriate. The petition will be copied to the relevant Ward Councillor(s).
- 7.2 We want to ensure that petitions are clearly and effectively worded. We will therefore offer help to petition organisers to enable them to make their petitions as focused as possible, in the interests of getting a response from the Council which addresses petitioners' concerns. If we feel there are other ways of getting a quicker and more satisfactory response to the subject of the petition, we will suggest them. We may therefore contact the petition organiser about these issues before the acknowledgment is sent or afterwards.
- 7.3 If the Council can do what the petition asks for, the acknowledgement may confirm that the requested action has been taken (or will be taken by a specified date) and the petition organiser will be asked to agree to the closure of the petition, either immediately or after the specified date.
- 7.4 If the petition has enough signatures to trigger a Council debate (see paragraph 9.1 below), or the petitioners want a senior officer to give evidence (see paragraph 9.3 below), then the acknowledgement will confirm this and state when and where the meeting will take place. If the subject of the petition needs more investigation, the petition organiser will be informed of the steps the Council plans to take.

8. HOW WILL THE COUNCIL RESPOND TO PETITIONS?

- 8.1 The response to a petition will depend on what the petition asks for and how many people have signed it, but may include one or more of the following:
- taking the action requested in the petition
 - considering the petition at a Council meeting
 - holding an inquiry into the matter
 - undertaking research into the matter
 - holding a public meeting
 - holding consultation
 - holding a meeting with petitioners

- referring the petition for consideration by one of the Council's Scrutiny Committees*
- writing to the petition organiser setting out our views about the request in the petition

*Scrutiny Committees (also called Select Committees) are committees of Councillors who are responsible for scrutinising the work of the Council - in other words, the Scrutiny Committee has the power to hold the Council's decision-makers to account. The Scrutiny Committees are overseen by the Scrutiny Board.

9. TYPES OF PETITION

a. Petitions for debate at Council

9.1 If a petition attracts a minimum of **5,000 valid signatures** (unless it is a petition asking for a senior Council officer to give evidence at a public meeting) this will automatically trigger a debate at a full Council meeting. The full Council, a meeting which all Councillors attend to discuss major issues, will decide to take or not take the action requested in the petition, or to commission further investigation into the subject of the petition. The Council will try to consider the petition at its next scheduled meeting, although on some occasions this may not be possible; the discussion will then take place at the following meeting.

9.2 The petition organiser (or someone he/she nominates) may address the Council for no longer than five minutes on the subject of the petition. The Petitions Officer will contact the petition organiser in advance of the meeting to arrange this. Councillors will question all parties on the subject of the petition.

b. Petitions to call an officer to give evidence

9.3 The petition may ask for the Chief Executive or a Director to give evidence at a relevant Scrutiny Committee meeting about something for which the officer is responsible as part of his/her job. A minimum of **2,000 valid signatures** will be required to trigger this action. For example, the petition may ask a Chief Officer to explain progress on an issue, or to explain the advice given to elected Members to enable them to make a particular decision. The Scrutiny Committee may decide that it would be more appropriate for another officer to give evidence instead of the senior officer named in the petition. The Committee may also decide to call a Cabinet Member or other Councillor to attend the meeting.

9.4 The petition organiser (or someone he/she nominates) may address the Scrutiny Committee for no longer than five minutes on the subject of the petition. The Petition Officer will contact the petition organiser in advance of the meeting to arrange this. Scrutiny Committee members will question all parties on the subject of the petition.

c. Petitions to Cabinet

9.5 A petition with a minimum of **250 valid signatures** will be considered at a meeting of the Cabinet (the Council's top decision-making body). Cabinet meets monthly (except in August). The Cabinet will try to consider the petition at

its next scheduled meeting, although on some occasions this may not be possible and the petition may have to be deferred to the following meeting.

- 9.6 The petition organiser (or someone he/she nominates) may address the Cabinet for no longer than five minutes on the subject of the petition. The Petition Officer will contact the petition organiser in advance of the meeting to arrange this. Cabinet members will question all parties on the subject of the petition.

d. Petitions to a Cabinet Member

- 9.7 Petitions with a minimum of **100 signatures** will be considered by the relevant Cabinet Member(s). Each member of the Council’s Cabinet holds Executive responsibility for a specific portfolio of Council functions. A Cabinet Member may refer a petition to the full Cabinet for consideration if he/she is of the view that the matters raised are sufficiently significant.

- 9.8 The Cabinet Member may request a meeting with the petition organiser (or someone he/she nominates) to discuss the subject of the petition. The Petitions Officer will contact the petition organiser in advance to arrange this.

9.9 Summary of Petition Types, Requirements and Decision Maker.

Type of Petition	Threshold (minimum number of Signatories)	Decision Maker
Council Debate	5,000	Full Council
Call an Officer to give evidence	2,000	Scrutiny Committee or Scrutiny Board
Petitions to Cabinet	250	Cabinet
Petitions to Cabinet Members	100	Relevant Cabinet Member(s)

10. NOTIFYING THE DECISION TAKEN IN RESPONSE TO A PETITION

- 10.1 All petition organisers will be notified of the decision taken (with reasons if the decision is to take no action) within 5 working days of the decision being made. This notification will be published on our website, unless it is considered inappropriate to do so.
- 10.2 The Council accepts that it will not normally be sufficient for a decision maker to merely “note” a petition. The response to a petition will normally provide information on the steps the Council intends to take to address the concerns of the petitioners or reasons why their concerns cannot be addressed in the way they wish.

11. WHAT WILL THE COUNCIL DO IF THE PETITION IS NOT DIRECTLY RELATED TO SERVICES PROVIDED BY IT?

- 11.1 If the petition is about something which the Council has no power to influence, we will consider making representations on behalf of the community to the relevant body. In such cases, the Petitions Officer will ask the petition organiser whether he/she wishes the Council to send the petition to the relevant authority if this is possible.
- 11.2 However, in many cases where the Council is not directly responsible for the matter which is the subject of the petition, it may work closely (or have formal partnership arrangements) with the body that is responsible (see para. 4.1 above). In this case, the decision maker may refer the matter to a Scrutiny Committee which will invite representatives of the relevant body to attend while the petition is considered.
- 11.3 If the petition is about something that a different Council is responsible for, the Council will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event the Council will notify the petition organiser of the action taken.

12. WHAT CAN PETITIONERS DO IF THEY ARE NOT SATISFIED WITH THE RESPONSE TO A PETITION?

- 12.1 If the petitioners are not satisfied with the Council's decision in response to a petition, the petition organiser can request the Council's Scrutiny Board¹ to review whether the Council's decision is adequate, by e-mailing or writing to the Petitions Officer. This should be done within 28 days of the Council's response being received by the petition organiser, who should provide a short explanation of the reasons why the Council's response to the petition was not considered to be adequate.
- 12.2 The Scrutiny Board will call for a report from officers on the request for a review of the Council's decision, and will endeavour to consider the request at its next scheduled meeting; on some occasions this may not be possible and consideration will be deferred to the following meeting. Should the Scrutiny Board determine the Council has not dealt with the petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council's Cabinet and arranging for the matter to be considered at a meeting of the full Council.
- 12.3 The petition organiser (or someone he/she nominates) may address the Scrutiny Board for no longer than five minutes on the subject of the petition. The Petitions Officer will contact the petition organiser in advance of the meeting to arrange this. Scrutiny Board members will question all parties on the subject of the petition.

¹ If the Scrutiny Board was responsible for taking the original decision in relation to the decision, the appeal will be referred to another Scrutiny Committee (one of the Select Committees).

- 12.4 The petition organiser will be informed of the results of the Scrutiny Board's review of the Council's decision on the petition, with reasons as to why no action or any further action is recommended, within 5 working days of the Scrutiny Board's meeting. This notification will be published on our website, unless it is considered inappropriate to do so.

13. ATTENDING A MEETING WHERE A PETITION IS BEING CONSIDERED

- 13.1 A petition may be considered at a formal meeting of the full Council, Cabinet or Scrutiny Committee.

13.2 Receiving of petitioners at a formal meeting

- (i) People who have signed a petition may attend a meeting where the petition is being considered. The petition organiser will be given adequate notice of the date and time of the meeting.
- (ii) The petition organiser (or one person nominated by him/her) may address the meeting for a period not exceeding 5 minutes.
- (iii) Members may during a period not exceeding 10 minutes ask questions of a petition organiser (or nominee) if required.
- (iv) Members may then invite officers of the Council and/or representatives of other relevant authorities to comment on the subject of the petition.
- (v) The Committee will then debate the subject of the petition for a maximum of 30 minutes, taking into account the issues raised by the petitioners, officers and representatives of other relevant authorities. Petitioners may remain for the duration of the debate if they so wish.

13.3 Limitation on the number of petitioners attending a formal meeting

The Chairman of the meeting reserves the right to limit the number of petitioners present at a meeting to maintain order and/or to allow sufficient time for other business specified on the agenda.

14. ANNUAL REPORT ON THE OPERATION OF THE SCHEME

- 14.1 The Council will receive an annual report detailing the subject matter of all petitions received during the year, the number of signatures to each petition and a summary of the Council's response to each. Changes to the Scheme will be recommended as necessary in the light of experience with its operation.

JUNE 2010

IF THE PETITION INVOLVES ANY OTHER PUBLIC AUTHORITY OPERATING IN THE BOROUGH, PLEASE STATE WHICH AUTHORITY IS/ARE INVOLVED

WE HEREBY PETITION LBHF AS FOLLOWS: (This is an opportunity for you to state the purpose of your petition – you can attach additional pages if necessary).

Please state the date when you want your petition to be made to LBHF. This should be no earlier than the date on which you have obtained (or expect to have obtained) the minimum required number of signatures. Please send the petition by e-mail as soon as possible after this date.

Date of making the e- petition:

If a petition is posted or hand delivered, the date of making the petition will be the date it is received by the Petitions Officer.

Please send your form to the Petitions Officer by e-mail (petitions.officer@lbhf.gov.uk) or by post/by hand at Room 203, Hammersmith Town Hall, King Street, London W6 9JU. You can get further information from this officer, tel. 020 8753 2499.

Summary of Petition Types, Requirements and Decision Maker.

Type of Petition	Threshold (minimum signatories)	Decision Maker
Council Debate	5000	Full Council
Call an Officer to give evidence	2000	Select Committee or Scrutiny Board
Petitions to Cabinet	250	Cabinet
Petitions to Cabinet Members	100	Relevant Cabinet Member(s)

The Petitions Scheme will only apply to petitions which relate to matters for which the authority has responsibility or which it is able to influence via its partner authorities.

APPENDIX 2

PROPOSED AMENDMENTS TO THE COUNCIL’S CONSTITUTION TO ACCOMMODATE THE PETITIONS SCHEME

(amended or additional wording underlined)

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
PART 2 : Article 3 – Citizens and the Council)	Para. 3.01(c)	<p>(c) Participation. Citizens have the right to :</p> <p>(i) submit petitions to <u>the full Council</u>, Cabinet, Cabinet Members, or Overview & Scrutiny Committees and Task Groups, <u>in accordance with the Petitions Scheme set out in Annex A to the Council Procedure Rules in Part 4 of this Constitution;</u></p>
PART 2 : Article 6 – Overview and Scrutiny Committees	<p>Para. 6.01 – Scrutiny Board Terms of Reference</p> <p>Para. 6.02 – General role of Overview and Scrutiny Committees</p>	<p>Add:</p> <p><u>Reviewing the adequacy of the steps and decisions taken in response to petitions made under the Council’s Petitions Scheme, in cases where a review has been requested.</u></p> <p>vi) consider any petitions or deputations on a relevant matter, <u>and any request for a review of the steps taken and decisions made by the Council in response to a petition when so directed by the Scrutiny Board,</u> in accordance with the Overview and Scrutiny Procedure Rules <u>in Part 4 of this Constitution.</u></p>

CONSTITUTION SECTION	RELEVANT SUB- SECTION	PROPOSED CHANGES
PART 2: Article 7 - The Executive (Cabinet)	Para. 7.06 – Responsibility for Functions	Cabinet members have responsibility for developing policies, setting objectives, taking decisions (either individually or collectively via Cabinet), <u>responding to petitions made to them under the Council’s Petitions Scheme</u> , and monitoring Council and departmental activities, for the areas set out in their Responsibilities and Portfolios maintained in <u>Part 3</u> of this Constitution
PART 4 - Council Procedure Rules	Para. 1.2 and 2.1 – business at annual and ordinary Council meetings Annex A – Petitions and Deputations	Add new sub-paragraphs as follows: <u>Considering any petitions made to the Council under the Petitions Scheme at Annex A</u> Delete and replace with the Petitions Scheme set out Appendix 1 to this report.
PART 4 - Executive Procedure Rules	Para. 2.3 – Business of the Executive	Add new sub-paragraph as follows: (v) <u>consideration of any petitions made to the Cabinet under the Petitions Scheme at Annex A to the Council Procedure Rules in Part 4 of the Constitution;</u>
PART 4 - Overview and Scrutiny Procedure Rules	Sub-section 16 – Members and officers giving account	Add: <u>In cases where a petition, submitted in accordance with the Council’s Petitions Scheme (see section 24 below), asks for the Chief Executive or a Director to give evidence at a Scrutiny Committee meeting, it is the duty</u>

SPECIAL MOTION NO. 1 – CHANGE TO COMMITTEE MEMBERSHIP

Standing in the names of:

- (i) Councillor Stephen Greenhalgh
- (ii) Councillor Victoria Brocklebank-Fowler

"This Council agrees the following appointment under its Constitution for the rest of the Municipal Year 2010/11, effective from the day after the Council meeting:

Councillor Rachel Ford be appointed a member of the Planning Applications Committee."

Agenda Item 7.2

SPECIAL MOTION NO. 2 – CARERS’ CENTRE AND CARERS’ SERVICES

Standing in the names of:

- (i) Councillor Rory Vaughan
- (ii) Councillor Elaine Chumnerly

“The Council recognises the crucial role played by the many unpaid carers of all ages and from all backgrounds in Hammersmith and Fulham and deplores the Conservative Administration’s removal of critical support for the borough’s unpaid carers. We call on the Administration to reverse plans to close the Carers’ Centre and cut carers’ services.”

SPECIAL MOTION NO. 3 – H&F NEWS

Standing in the names of:

- (i) Councillor Andrew Jones
- (ii) Councillor PJ Murphy

“This Council welcomes the findings of the Parliamentary Culture Media and Sports Select Committee in its publication the Future for Local and Regional Media. In particular we note that it referred to the London Borough of Hammersmith and Fulham in paragraph 73 stating:

“Publications such as Hammersmith and Fulham Borough Council’s H&F News effectively pose as, and compete with, local commercial newspapers and are misleading to the public. It is unacceptable that a local authority can set up a newspaper in direct competition to the local commercial newspaper in this way. Nor should any council publication be a vehicle for political propaganda.”

We also note that Prime Minister David Cameron’s government has published its plans in a document called Our Programme for Government in which it says “We will impose tougher rules to stop unfair competition by local authority newspapers”.

We call on the Administration to dispose of H&F News and end all political propaganda.”

Agenda Item 7.4

SPECIAL MOTION NO. 4 – THIRD RUNWAY AT HEATHROW AIRPORT

Standing in the names of:

- (i) Councillor Nicholas Botterill
- (ii) Councillor Robert Iggulden

“This Council welcomes the government's swift implementation of its manifesto commitment to cancel the proposed third runway at Heathrow Airport.”

SPECIAL MOTION NO. 5 – COUNCIL DEBT

Standing in the names of:

- (i) Councillor Stephen Greenhalgh
- (ii) Councillor Mike Adam

“This Council:

- (1) Welcomes action by 2006-10 Conservative administration to cut non-housing debt by £36 million.
- (2) Notes that it currently pays £5 million a year in debt interest before it spends a single penny on front line services.
- (3) Pledges to halve the level of non-housing debt within the next four years and to repay this debt in full over the longer term.”

Agenda Item 7.6

SPECIAL MOTION NO. 6 – WESTERN EXTENSION OF THE CONGESTION CHARGE ZONE

Standing in the names of:

- (i) Councillor Nicholas Botterill
- (ii) Councillor Thomas Crofts

“This Council:

- (1) Notes the damage caused to residents and businesses in the borough by the ill-conceived Western Extension of the Congestion Charge Zone introduced by the Mayor of London's predecessor.
- (2) Notes the overwhelming opposition of borough residents and businesses to the Western Extension.
- (3) Welcomes the announcement of the Mayor of London Boris Johnson that the Western Extension will be abolished by Christmas 2010.”

SPECIAL MOTION NO. 7 – H&F CREDIT UNION

Standing in the names of:

- (i) Councillor Harry Phibbs
- (ii) Councillor Mark Loveday

“This Council:

- (1) Congratulates the H&F Credit Union on its provision of straightforward, affordable financial services to anyone living in Hammersmith & Fulham.
- (2) Urges residents and staff to join the Credit Union and help it to continue to flourish.”

Agenda Item 8.1



Report to Council

30 JUNE 2010

LEADER
Councillor
Stephen
Greenhalgh

CHANGES TO CABINET PORTFOLIOS

WARDS
All

Summary

The Council at its meeting on 26 May 2010 agreed revisions to the Constitution and re-adopted the document for the 2010/11 Municipal Year.

This report is asking Council to note changes to the portfolios of the Leader and Cabinet Member for Residents Services consequent upon the Leader's wish to change the scope of his portfolio.

RECOMMENDATIONS

CONTRIBUTOR:

ADLDS

That Council notes the transfer of the portfolio responsibility for the 2012 Olympics (including the London Youth Games) from the Leader to the Cabinet Member for Residents Services.

1. CABINET PORTFOLIO

- 1.1 Under the new executive arrangements, the Leader is responsible for the appointment of the Cabinet and for the delegation of functions between the Cabinet and officers, and not Full Council. Any changes made by the Leader in-year to the Cabinet, Cabinet portfolios or the delegation of executive functions to officers will be dealt with by way of a Cabinet Member (Leader's) Decision and will be reported to Cabinet and Full Council for information.
- 1.2 The Leader has changed the scope of his and the Cabinet Member for Residents Services portfolio. Responsibility for the 2012 Olympics which formerly resided with the Leader has been moved to the Cabinet Member for Residents Services. This portfolio responsibility (including the London Youth Games) sits more satisfactorily within the Cabinet Member for Residents Services Portfolio.

2. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

- 2.1. The Director has no comments to make on this report.

3. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

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

LOCAL GOVERNMENT ACT 2000 - BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1.	Council papers 26 May 2010 and CMD signed on 17 June 2010.	Kayode Adewumi, 020 8753 2499	2 nd Floor, Town Hall, King Street, W6 9JU

Report to Council

30 JUNE 2010

LEADER

*Councillor Stephen
Greenhalgh*

**SPECIAL URGENCY DECISIONS –
MONITORING REPORT**

The attached report presents details of decisions taken by the Leader or Cabinet Members (and Chief Executive during the election recess period) under the special urgency provisions of the Constitution (decision not in the Forward Plan). The report covers the period 1 February to 31 May 2010.

**WARDS
All**

CONTRIBUTORS

DFCS
ADLDS

RECOMMENDATIONS:

That the report be noted.

1. SPECIAL URGENCY PROVISIONS OF THE CONSTITUTION

- 1.1. Rule 16 of the Access to Information Procedure Rules in the Council's Constitution allows for specially urgent key decisions which are not in the Forward Plan to be taken without giving the prescribed public notice, provided the relevant Scrutiny Committee Chairman agrees that the decision cannot reasonably be deferred.
- 1.2. Rule 17.3 requires the Leader to submit reports to the Council on Executive decisions taken under Rule 16 during the preceding quarter. The reports must include the number of decisions so taken and a summary of the matters in respect of which those decisions are taken.

2. SPECIAL URGENCY DECISIONS TAKEN BY THE LEADER IN THE PERIOD FEBRUARY 2010 TO MAY 2010

Decision taken and date	Reason for urgency
None.	

3. SPECIAL URGENCY DECISIONS TAKEN BY THE CHIEF EXECUTIVE IN THE PERIOD 19 APRIL TO 6 MAY 2010

- 3.1 The following report was considered in accordance with arrangements for decision-making in advance of the Annual Council meeting agreed by the Leader on 19 April 2010.

Decision taken and date	Reason for urgency
<p>TENDER FOR THE DELIVERY OF A SOCIAL WORK DEGREE PROGRAMME</p> <ul style="list-style-type: none">1. That approval be given to invite tenders for the academic content of the degree course for the "Step up to Social Work" project on behalf of the regional partnership for West London.2. That authority be delegated to the Director of Children's Services to award the contract. <p>20 May 2010</p>	<p>The timetable for the procurement is driven by the CWDC and it was not possible to comply with this timetable and the Council's Contract Standing Orders. Also, the timetable did not allow submission to the first Cabinet meeting in June, which is after the last possible date for evaluation of tenders.</p>

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Documents	Name/ext. of holder of file/copy	Department
1	Council Constitution	David Viles Ext. 2063	Finance and Corporate Services, Legal and Democratic Services