

COUNCIL AGENDA

(Annual Council Meeting)

Wednesday 25 May 2011



The Mayor
Deputy Mayor

ADDISON

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

ASKEW

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

AVONMORE &
BROOK GREEN

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

COLLEGE PARK &
OLD OAK

Elaine Chumnerly (L)
Wesley Harcourt (L)

FULHAM BROADWAY

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

FULHAM REACH

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

HAMMERSMITH
BROADWAY

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

MUNSTER

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

NORTH END

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

PALACE RIVERSIDE

Marcus Ginn (C)
Donald Johnson (C)

PARSONS GREEN AND
WALHAM

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

RAVENSCOURT PARK

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

SANDS END

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

SHEPHERDS BUSH
GREEN

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

TOWN

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

WORMHOLT AND
WHITE CITY

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



SUMMONS

Councillors of the London Borough of
Hammersmith & Fulham
are requested to attend the
Annual Meeting of the Council on
Wednesday 25 May 2011
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

23 June 2011
Town Hall
Hammersmith W6

Geoff Alltimes
Chief Executive

Full Council Agenda

25 May 2011

<u>Item</u>		<u>Pages</u>
1.	ELECTION OF MAYOR 2011/12	
	To receive nominations for the election of a Mayor for the 2011/12 Municipal Year.	
	To appoint a Deputy Mayor for the 2011/12 Municipal Year.	
2.	MINUTES	1 - 10
	To approve and sign as an accurate record the Minutes of the Budget Council Meeting held on 23 February 2011.	
3.	APOLOGIES FOR ABSENCE	
4.	MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)	
5.	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.	
6.	ITEMS FOR DISCUSSION/COMMITTEE REPORTS	
6.1	PARTY APPOINTMENTS FOR 2011/12 MUNICIPAL YEAR	11
	To note the Chief Executive's report on the various appointments made by the Party Groups on the Council for the 2011/12 Municipal Year.	

6.2	ANNUAL REVIEW AND ADOPTION OF THE COUNCIL'S CONSTITUTION	12 - 20
	To receive the Monitoring Officer's report detailing the annual review of the Council's Constitution, and to agree to re-adopt it, with amendments, for a further municipal year.	
6.3	PETITIONS: ANNUAL REPORT 2010/11	21 - 27
	To receive the annual report to Council on the operation of the Petitions Scheme.	
7.	SPECIAL MOTIONS	
	To consider and determine any Special Motions:	
7.1	SPECIAL MOTION 1 - APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS AND THEIR RESPECTIVE PORTFOLIOS	28 - 54
7.2	SPECIAL MOTION 2 - APPOINTMENT OF CHAIRMEN AND MEMBERSHIPS OF REGULATORY, SCRUTINY AND OTHER COMMITTEES 2011/12	55 - 58
7.3	SPECIAL MOTION 3 - COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATION 2011/12	59 - 60
7.4	SPECIAL MOTION 4 - COUNCIL CALENDAR 2011/12	61 - 63
8.	INFORMATION REPORTS - TO NOTE	
8.1	TO RECEIVE THE LEADER'S ANNUAL REPORT (ORAL)	
8.2	OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11	64 - 84
	The report outlines the work undertaken by the Overview and Scrutiny Board, Select Committees and Scrutiny Task Groups during the course of the 2010/11 Municipal Year.	
8.3	SUMMARY OF ATTENDANCE AT PRINCIPAL COMMITTEE MEETINGS OF THE COUNCIL IN 2010/11	85 - 86

COUNCIL MINUTES

(BUDGET COUNCIL MEETING)

WEDNESDAY 23 FEBRUARY 2011

PRESENT

The Mayor Councillor Adronie Alford
Deputy Mayor Councillor Frances Stainton

Councillors:

Michael Adam	Ali De-Lisle	Donald Johnson
Colin Aherne	Charlie Dewhirst	Andrew Jones
Helen Binmore	Belinda Donovan	Alex Karmel
Nicholas Botterill	Gavin Donovan	Jane Law
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	Greg Smith
Alex Chalk	Wesley Harcourt	Matt Thorley
Elaine Chumnerly	Lisa Homan	Mercy Umeh
Stephen Cowan	Robert Iggulden	Rory Vaughan
Oliver Craig	Lucy Ivimy	
Tom Crofts	Andrew Johnson	

45. MINUTES

The minutes of the Special Council Meeting and the Ordinary Council Meeting held on 26 January 2011 were confirmed and signed as an accurate record.

46. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Iain Coleman, Georgie Cooney, Sally Powell and Peter Tobias.

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

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

48. DECLARATIONS OF INTERESTS

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.

In addition, the following declarations of interest were also made:

- Councillor Caroline Needham declared a personal and prejudicial interest in agenda item 6.1 - Revenue Budget and Council Tax Levels 2011/12, as her son is employed as an Outreach Worker at Fulham Central Children's Centre. She left the room during the discussion.
- Councillor Rory Vaughan declared a personal interest in agenda item 6.1 - Revenue Budget and Council Tax Levels 2011/12, as his son uses the Wendell Park Children's Centre.
- Councillor Wesley Harcourt declared a personal interest in agenda item 6.1 - Revenue Budget and Council Tax Levels 2011/12, as some of the Community Organisations funded by the Council were partner organisations of Advice UK where he works. He was also a trustee of the Hammersmith and Fulham Citizens Advice Bureau.

49. PUBLIC QUESTIONS

There were no public questions.

50. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

50.1 Revenue Budget and Council Tax levels 2011/12

7.02pm - The report and recommendations were moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

In accordance with Council convention, the Leader of the Administration, Councillor Stephen Greenhalgh, and the Leader of the Opposition, Councillor Stephen Cowan, were then given unlimited time to speak on the Budget report. Speeches on the report were made by Councillors Botterill and Binmore (for the Administration) and Councillors Jones and Homan (for the Opposition).

Under Council Procedure Rule 15 (e) (v), Councillor Mark Loveday moved, seconded by Councillor Victoria Brocklebank-Fowler that the Leader's time limit be extended. This was agreed. Councillor Stephen Greenhalgh (for the

Administration) made a speech winding up the debate. The report and recommendations were put to the vote.

FOR 28
 AGAINST 12
 ABSTENTIONS 0

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

8.19pm - **RESOLVED:**

1. To note the Council Tax freeze for the Hammersmith & Fulham element for 2011/12. For planning purposes, there will be no change for 2012/13 and 2013/14.
2. That the Council Tax be set for 2011/12 for each category of dwelling, as calculated in accordance with Sections 30 to 47 of the Local Government Finance Act 1992, as outlined below and in full in Appendix A of the report:
 - (a) The element of Council Tax charged for Hammersmith & Fulham Council will be £811.78 per Band D property in 2011/12.
 - (b) The element of Council Tax charged by the Greater London Authority will be £309.82 per Band D property in 2011/12.
 - (c) The overall Council Tax to be set will be £1,121.60 per Band D property in 2011/12.

Category of Dwelling	A	B	C	D	E	F	G	H
Ratio	6/9 £	7/9 £	8/9 £	1 £	11/9 £	13/9 £	15/9 £	18/9 £
a) H& F	541.19	631.38	721.58	811.78	992.18	1,172.57	1,352.97	1,623.56
b)GLA	206.55	240.97	275.40	309.82	378.67	447.52	516.37	619.64
c)Total (Draft)	747.74	872.35	996.98	1,121.60	1,370.85	1,620.09	1,869.34	2,243.20

3. That the Council's own total net expenditure budget for 2011/12 be set as £189.289m.
4. That fees and charges be approved as set out in paragraph 4.4 of the report.
5. That the Director of Finance and Corporate Services' budget projections to 2013/14 be noted.

Minutes are subject to confirmation at the next meeting as a correct record of the proceedings and any amendments arising will be recorded in the minutes of that subsequent meeting.

6. That the Director of Finance and Corporate Services' statements under Section 25 of the Local Government Act 2003 regarding adequacy of reserves and robustness of estimates be noted (section 13 of the report).
7. That the Director of Finance and Corporate Services be authorised to collect and recover National Non-Domestic Rate and Council Tax in accordance with the Local Government Finance Act 1988 (as amended), the Local Government Finance Act 1992 and the Council Schemes of Delegation.
8. That all Chief Officers be required to report monthly on their projected financial position compared to their revenue estimates (as part of the Corporate Monitoring Report).
9. That all Chief Officers be authorised to implement their service spending plans for 2011/12 in accordance with the recommendations within the report and the Council's Standing Orders, Financial Regulations and relevant Schemes of Delegation.
10. That Members note S106 of the Local Government Finance Act 1992 which requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or Council Tax.

50.2 Capital Programme 2011/12 to 2015/16

8.20pm - The report and recommendations were moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

The report and recommendations were put to the vote.

FOR	28
AGAINST	12
ABSTENTIONS	0

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

8.20pm - **RESOLVED:**

1. That the General Fund Capital Programme is £31.931m for 2011/12 be approved.
2. That a Debt Reduction target of £53.9m by 2015/16 which will reduce underlying debt (Capital Financing Requirement to £78.8m) be approved.
3. That 25% of receipts generated for the decent neighbourhoods programme continue to be used to support general capital investment be approved.
4. That the following initiatives within the capital programme be approved:
 - The continuation of the rolling programmes for Corporate Planned Maintenance (£2.5m), repairs to carriageways and footways (£2.1m) ,

private sector housing grants (£0.45m), Parks Improvements (£0.5m) and contributions to the Invest to Save Fund (£0.750m)

- The setting aside of £0.250m in reserve for the DDA Programme.
5. That, subject to agreement of the overall programme, prudential borrowing of £5.4m regarding the Schools Capital Strategy be approved.
 6. That the level of resource forecast (Table 5 of the report) and indicative expenditure for the decent neighbourhoods programme as detailed in Appendix 1 of the report and proposed 2011/12 contribution to fund works to the HRA stock of £14.867m from the Decent Neighbourhoods Pot for one year only be noted and approved.
 7. That the 2011/12 HRA capital programme as set out in Appendix 3 of the report, and subject to appropriate Member approval for un-committed schemes be approved.
 8. That the prudential indicators as set out in Appendix 4 of the report be approved.
 9. That the following annual Minimum Revenue Provision: (Appendix 5 of the report) be approved.
 - For debt which is supported through Formula Grant this authority will calculate the Minimum Revenue Provision in accordance with current regulations (namely 4% of the Capital Financing requirement net of adjustment A).
 - For debt which has arisen through prudential borrowing it should be written down in equal instalments over the estimated asset life. The debt write-off will commence the year after an asset comes into use.

50.3 Treasury Management Strategy Report

8.22pm - The report and recommendations were moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

The report and recommendations were put to the vote.

FOR	28
AGAINST	0
ABSTENTIONS	11

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

8.23pm - **RESOLVED:**

1. That the future borrowing and investment strategies and authorise the Director of Finance and Corporate Services to arrange the Council's cashflow, borrowing and investments in 2011/12 be approved.

2. That the additions to the list of institutions to the Council's restricted lending list noted at paragraph 10.4 of the report be approved.
3. In relation to the Council's overall borrowing for the financial year 2011/12, the Prudential Indicators as set out in Section 3 of the report, be approved.
4. That future amendments to the credit criteria be delegated to Cabinet.

(Councillor Vaughan announced that he worked for the Financial Services Authority. He left the Council Chamber during the discussion and did not vote on the report.)

50.4 Review of the Council's Constitution - Changes to Officer Schemes of Delegation and Minor Amendments

8.24pm - The report and recommendation were moved for adoption by the Cabinet Member for Strategy and Chief Whip, Councillor Mark Loveday.

Speeches on the report were made by Councillor Mark Loveday (for the Administration) and Councillor Andrew Jones (for the Opposition).

The report and recommendation was put to the vote:

FOR	28
AGAINST	13
ABSTENTIONS	0

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

8.25pm **RESOLVED:**

That the changes and amendments proposed to the Council Constitution, as summarised in Appendix 1 to the report, be agreed.

50.5 Councillors Allowances Scheme: Revision

8.28pm - The report and recommendation were moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

Speeches on the report were made by Councillor PJ Murphy (for the Opposition) and Councillor Mark Loveday (for the Administration).

The report and recommendation was put to the vote:

FOR	28
AGAINST	13
ABSTENTIONS	0

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

8.32pm - **RESOLVED:**

That the Councillors' Allowances Scheme 2011 – 12 as set out in Appendix 1 of the report, be adopted.

51. SPECIAL MOTIONS

There were no special motions.

52. INFORMATION REPORTS - TO NOTE (IF ANY)

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

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

Meeting started: 7.00 pm
Meeting ended: 8.33 pm

Mayor

ANNOUNCEMENTS BY THE MAYOR

1. On 27th January 2011, I attended the Imperial Jobs and Careers Fair, The Wharf Rooms, Imperial Road, SW6
2. On 27th January, I attended 'Nubian Life' Achievement Awards Ceremony, Commonwealth Avenue, White City, W12
3. On 28th January, accompanied by my Mayoress, I attended the Mayor of Bexley Charity Race Night, Crayford Stadium, Bexleyheath
4. On 2nd February, I attended the 2010 Celebration evening for Looked after Children, Cambridge School, W6
5. On 4th February, I attended the Holy Innocents Church Concert, Paddenswick Road, W6
6. On 5th February, accompanied by my Mayoress, I attended the Gala Banquet & Ball to celebrate Grenada's Independence, Novotel Hammersmith, W6
7. On 7th February, accompanied by the Deputy Mayor and my Mayoress, I attended the Year of the Rabbit event, Banqueting House, Whitehall London SW1A
8. On 9th February, I attended a Citizenship Ceremony during which, I presented each citizen with their official certificate, Council Chamber, FTH
9. On 10th February, I attended the National Day celebrations for the Republic of Serbia, Belgrave Square, SW1X
10. On 11th February, accompanied by both my Mayoresses, I attended the Lyons concert, St Paul's Cathedral, EC4
11. On 13th February, accompanied by my Consort and Mayoress, I attended the Kosovo's Independence Day Celebrations, Assembly Hall, HTH
12. On 14th February, I attended the Bhavan Republic Day Celebrations, Castletown Road, W14
13. On 15th February, I was delighted to attend H&F Year 3 Primary Schools' 'Skittle Ball' competition and present the winners' with their medals and trophy, Assembly Hall, HTH
14. On 16th February, I was delighted to attend H&F Year 4 Primary Schools' 'Skittle Ball' competition and present the winners' with their medals and trophy, Assembly Hall, HTH

15. On 17th February, accompanied by my Mayoress, I was delighted to attend H&F 'Young Chef of the Year' competition and present the winner with a trophy, H&E WLC, Gliddon Road, W14
16. On 19th February, accompanied by my Consort, I attended the London Mayors' Association 'Annual Dinner', Hyatt Churchill Hotel, Portman Square W1H
17. On 20th February, accompanied by my Mayoress, I attended the Mayor of Hillingdon Civic Service and reception, St Giles Church, Ickenham UB10
18. On 23rd February, I attended the opening of the Phoenix School Amateur Boxing Club, The Curve, Shepherds Bush, London W12

Agenda Item 6.1



Chief Executive's Report to Council

25 MAY 2011

PARTY APPOINTMENTS FOR THE 2011/12 MUNICIPAL YEAR

**WARDS
All**

The Council is asked to note the following Party appointments that have been made for the Municipal Year 2011/12:

ADMINISTRATION

Leader – Councillor Stephen Greenhalgh

Deputy Leader – Councillor Nicholas Botterill

Chief Whip – Councillor Mark Loveday

Deputy Whip – Councillor Victoria Brocklebank-Fowler

OPPOSITION

Leader – Councillor Stephen Cowan

Deputy Opposition Leader – Councillor Michael Cartwright

Opposition Whip – Councillor Colin Aherne

Deputy Opposition Whip – Councillor Jean Campbell

CONTRIBUTORS

CE

RECOMMENDATION:

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



Monitoring Officer's Report to Council

25 MAY 2011

ANNUAL REVIEW AND ADOPTION OF THE WARDS COUNCIL'S CONSTITUTION

All

Summary

The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution. A report on this subject is therefore included on the Annual Council Meeting agenda each year.

The Council's Constitution is based on a model published by the Government following the introduction of the Local Government Act 2000. The Council adopted a new style Constitution in May 2002, with a Leader, Cabinet and Overview and Scrutiny Committees.

CONTRIBUTORS:

DFCS
ADLDS

In-year amendments were agreed by the Council in February 2011 to reflect changes to the Schemes of Delegation to officers consequent upon the establishment of the Housing and Regeneration department.

A further report on this agenda recommends changes to the Council's Petitions Scheme which, if agreed, will also be incorporated in the revised Constitution.

The Constitution was last reviewed at the Annual Council on 26 May 2010.

RECOMMENDATIONS

- 1. That the updates, amendments and corrections proposed to the Council Constitution, as set out in Annex 1 to the report, be agreed.**
- 2. That, subject to agreement of the above, the Council's Constitution be re-approved and re-adopted for the 2011/12 Municipal Year.**

1. COMMENTS OF MONITORING OFFICER

- 1.1 Over the past 12 months, changes have been made to the Constitution to reflect changes to the governance arrangements, Cabinet portfolio responsibilities and amendments to the Schemes of Delegation. The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.
- 1.2 The Council's Executive and Scrutiny processes have continued to operate as intended and as laid out in the Constitution over the past year. A separate report on this agenda *Petitions: Annual report 2011/12* recommends minor changes to the Council's Petitions Scheme which, if approved, will also be incorporated in the revised Constitution.
- 1.3 Other proposed minor changes to the Constitution in the light of the annual review, and the reasons for them, are set out in Annex 1.

2. CONTRACTS STANDING ORDERS AND FINANCIAL REGULATIONS

- 2.1 These documents, which form part of the constitution, have been reviewed and updated where necessary, as set out in Annex 1.

LOCAL GOVERNMENT ACT 2000 BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1.	Review of the Constitution Working papers/file	Kayode Adewumi Head of Governance and Scrutiny, Ext 2499	First Floor, Hammersmith Town Hall, Room 133a

ANNEX 1

**ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION
PRINCIPAL PROPOSED AMENDMENTS**

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<u>Part 3 – Responsibility for functions</u>		
The Executive – Leader and Cabinet Members		TBC
Overview & Scrutiny Committee membership		TBC
Regulatory and other Committee Memberships		TBC

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Schemes of Delegation to Chief Officers	<p>Chief Executive in consultation/ conjunction with a Cabinet Member and/or other officers</p> <p>Director of Finance and Corporate Services – Finance functions</p> <p>Director of Environment</p> <p>Director of Environment and Director of Residents Services shared powers</p> <p>Director of Housing and Regeneration</p>	<p>Amend titles of officers to whom powers are delegated in conjunction with the Chief Executive, reflecting organisational changes.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes</p> <p>Add delegation of powers to officers in relation to:</p> <p style="padding-left: 40px;">The Traffic Management (London Borough of Hammersmith and Fulham) Permit Scheme Order 2009 (Statutory Instrument 3168)</p> <p style="padding-left: 40px;">London Local Authority Act and Transport Act 2003</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Schemes of Delegation to Chief Officers (cont) Schemes of Delegation to Chief Officers (cont.)	<p>Director of Housing and Regeneration (cont.)</p> <p>Director of Community Services</p> <p>Director of Residents Services</p> <p>Director of Children’s Services</p>	<p>Add delegation of powers to officers in relation to:</p> <p style="padding-left: 40px;">Commonhold and Leasehold Reform Act S166 (legislation Associated with the homelessness provisions of the Housing Act 1996 – Part viii)</p> <p style="padding-left: 40px;">Issuing statutory notices regarding annual service charges and major works, and ground rent notices, on leaseholders as required</p> <p>Delete delegations regarding Supporting People Contracts.</p> <p style="padding-left: 40px;">Supporting People grants are now un-ringfenced and decisions no longer require specific delegation.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p> <p>Add an additional “Proper Officer” column (consistent with other Schemes of Delegation to officers) showing the Assistant Director to whom each function is delegated.</p> <p style="padding-left: 40px;">To clarify departmental delegations from the Director.</p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<u>Part 4 – Rules of procedure</u>		
Council Procedure Rules:	Business at ordinary Council meetings Petitions Scheme	Amend to provide for no Special Motions at the Budget Council meetings. To allow Members more time to debate the budget and Council priorities for the year. Amendments to the petitions Scheme are recommended in the separate report on the Council agenda
Contract Standing Orders	Steps prior to purchase	Add provision for the establishment of Service Review Teams to review specifications prior to contract retendering. SRTs will examine service delivery from an inter-borough and holistic perspective considering essential, desirable and additional requirements before retendering Add arrangements for collaboration with other boroughs To reflect the efficiencies to be achieved by working with other Councils.

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Contract Standing Orders (cont.)	<p>Competition requirements for purchase, disposal and partnership arrangements; Submission, receipt and opening of tenders</p> <p>Passim.</p>	<p>Amend the requirement for the Mayor’s office, Mayor or Chief Whip to open tenders over a specified level in the case of electronic tenders. All e-tenders will be opened by the Assistant Director (Procurement and IT Strategy). Any paper-based tenders will continue to be opened by the Mayor or Chief Whip depending on the tender value.</p> <p>Both internal and external auditors require controls, to demonstrate that paper tenders could not be tampered with. With the introduction of e-tendering, the software provides a complete, tamper-proof audit trail and therefore the need to ask senior Councillors to act as independent observers is no longer required.</p> <p>Add provision for electronic tendering.</p> <p>Providing for the efficiencies and improved audit trails made possible by electronic tendering.</p> <p>Amend the CSOs to reflect latest legislative and organisational changes.</p> <p><i>Copies of the revised Contract Standing Orders (showing tracked changes) will be available for inspection by Council Members at the Annual Meeting.</i></p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Financial Procedure Rules	Reporting Key Decisions, Capital and Revenue Budget Amendments Passim.	<p>Amend references to a Key Decision to accord with the definition in Article 13 of the Constitution – i.e. that a decision will not generally be regarded as a Key Decision where its value is below £100k.</p> <p>The amendment will bring references to Key Decision thresholds within the Financial Procedure Rules fully into line with other parts of the Constitution.</p> <p>Amend financial thresholds for Cabinet Member’s Decisions to £20,000 from £50,000 to accord with Leader’s requirements, together with detailed amendments to references and contact officers.</p>
<u>Part 5 – Codes and Protocols</u>		
Councillors’ Support and Other Facilities: Guidelines for Use	Entire document	Amend to reflect the more focused range of services now available from the Councillors’ Support Service.
Handling Members’ Enquiries – Guidance for Members	Entire document	Amend to reflect changes to the process as a result of the introduction of iCasework to handle Members’ enquiries, changes to responsibilities within the process for handling Members’ inquiries and extending the procedure to encompass MPs’ enquiries.

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Information Security Policy	Entire document	<p>Amend to Incorporate the latest version of the Policy, with the following changes:.</p> <ul style="list-style-type: none"> • All sections of the policy have been redefined and restructured, making it more concise and more accessible to officers at all levels of the Council • New information security controls, with new procedures with regard to laptops, mobile devices and removable media and enforcement of the Council-wide ban on webmail.
<u>Part 7 – Management Structure</u>		
Organisation charts	All	Incorporating latest departmental structures



Report to Council

25 MAY 2011

LEADER

Councillor Stephen Greenhalgh

PETITIONS: ANNUAL REPORT 2010/11

The annual report to Council on the operation of the Petitions Scheme.

WARDS

All

CONTRIBUTORS

Petitions Officer
ADLDS

RECOMMENDATION:

That the Council's Petitions Scheme be amended as follows:-

- The courses of action available to the Council or the Cabinet in response to a valid petition to explicitly provide that the content of a petition may be taken into account when reaching a decision on the relevant report.
- Where a report to Council concerns an executive function (not being exercised in a manner inconsistent with the Budget & Policy Framework) the matter shall be referred to Cabinet for consideration together with any comments the Council resolves to make.

1. Background

1.1 The Council on 30 June 2010 adopted a Petitions Scheme in accordance with the requirements of the Local Democracy, Economic Development and Construction Act 2009. The Council's Scheme drew upon the model Petitions Scheme published by DCLG. The Scheme included a commitment to submit an annual report to the Council containing the following information:

- the subject matter of all petitions received during the year;
- the number of signatures to each petition;
- a summary of the Council's response to each petition;
- any recommendations for changes to the Scheme in the light of experience with its operation.

1.2 On 24 September 2010 DCLG wrote to all Local Authority Chief Executives to advise that with immediate effect the Government had withdrawn 'Listening to communities: Statutory guidance on the duty to respond to petitions'. Despite repealing the statutory guidance, local authorities are still legally bound to "provide a facility for making petitions in electronic form". The Council introduced an E-petitions facility late in 2010 in compliance with this requirement. Councils are still waiting to know whether the Government will repeal or amend the petitions legislation. The general view is that Councils will have to continue as the legislation is still in place, as the guidance mainly relates to signature thresholds.

2. Annual Report 2010/11

2.1 The information referred to in paragraph 1.1 above is set out in the Appendix to this report.

2.2 The Scheme has worked well over the first year of its introduction; two petitions were made to the Council, five to Cabinet and three to Cabinet Members. The Council also received an invalid petition related to 'Save our Cinema' in King Street. Opportunity has been given to people who live, work or study in the borough to petition the Council and the Cabinet on matters which are of concern to them. The Council's E-petitions facility, which was introduced late in 2010, has not been used; petitioners clearly prefer the traditional route of organising a paper petition. However, all paper petitions received by the Council are posted on the E-petitions website so that members of the public can electronically "sign" them if they so wish.

2.3 The Scheme also allows people living, working or studying in the borough to petition an Overview and Scrutiny Committee. This has not happened during the

period under review. Some petitioners have, however, addressed Scrutiny Committees using the deputation route which provides them with similar speaking rights as for deputations to Cabinet.

- 2.4 The Council's Scheme (and the model Scheme on which it is based) has the drawback of failing to distinguish between an "out of the blue" petition and one which is part of an existing consultation and decision making process. In addition, where the petitioners are present at a meeting there is no point in agreeing to meet them or to write to them with the Council's views afterwards as the Council's views will be evidenced by the decision. It is therefore recommended that a further explicit course of action be added to the list of those available in response to a petition, by which the Council or Cabinet could resolve that they will take the content of the petition into account when reaching a decision on the relevant report. Where a matter relates to an executive function which is not being exercised in a manner inconsistent with the Budget and Policy Framework the Council is unable as a matter of law to exercise that function itself. In such circumstances, the matter should therefore be referred to Cabinet together with any comments which the Council wishes to make on the matter.

The Council or Cabinet would then be able to take one or more of the following courses of action (Section 8 of the Petitions Scheme):

- a) take the action requested in the petition
- b) consider the petition at a Council meeting
- c) hold an inquiry into the matter
- d) undertake research into the matter
- e) hold a public meeting
- f) hold further consultation
- g) hold a meeting with petitioners
- h) refer the petition for consideration by the relevant Select Committee
- i) write to the petition organiser setting out its views about the request in the petition.
- j) resolve that the content of the petition be taken into account when reaching a decision on the relevant report.
- k) in the case of a petition to Council relating to an executive function which is not being exercised in a manner inconsistent with the Budget and Policy Framework, refer the matter to Cabinet for consideration.

3. Comments of the Director of Finance and Corporate Services

- 3.1 There are no financial implications to this report.

4. Comments of the Assistant Director (Legal and Democratic Services)

- 4.1 The comments of the Assistant Director are within this report. The recommended changes are in any event an explicit statement of the legal position.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Petitions submitted to the Council 2010/11	Kayode Adewumi ext. 2499	Finance and Corporate Services, Head Governance and Scrutiny
CONTACT OFFICER		NAME: Kayode Adewumi EXT. 2499	

APPENDIX

PETITIONS RECEIVED BY THE COUNCIL IN 2010/11

No.	PETITION SUBJECT	SUBMITTED TO:	No. OF SIGNATURES	RESPONSE
1a.	Proposed closure of Baron's Court Library	Cabinet 14 October 2010	2,350	Officers to undertake further research into the matter and report back to Cabinet as part of the Library Strategy review later in the year (Report back considered by Cabinet on 10 January 2011).
1b.	Proposed closure of Baron's Court Library	Cabinet 14 October 2010	28	Officers to undertake further research into the matter and report back to Cabinet as part of the Library Strategy review later in the year (Report back considered by Cabinet on 10 January 2011).
2.	Lena Gardens Primary School – request for resurfacing of playground	Cabinet Member for Children's Services	149	Letter from Cabinet Member to petition organiser.
3.	Sale of Sands End Community Centre	Council 27 October 2010	6.900	Officers to undertake research into the matter. (Petition considered by Cabinet as part of the H&F Buildings consultation report on 7 February 2011)
4a.	Objecting to the plans for the regeneration of Shepherds Bush Market and the surrounding areas of Goldhawk Road	Cabinet 11 November 2010	1,536	The relevant departments and Orion Shepherds Bush Ltd. to take the specific concerns of the petitioners into account as the scheme develops.

No.	PETITION SUBJECT	SUBMITTED TO:	No. OF SIGNATURES	RESPONSE
4b.	Shepherds Bush market tenants Association - objecting to the plans for the regeneration of Shepherds Bush Market and the surrounding areas of Goldhawk Road	Cabinet 11 November 2010	130	The relevant departments and Orion Shepherds Bush Ltd. to take the specific concerns of the petitioners into account as the scheme develops.
4c.	Lime Grove, Gaumont Terrace and Gainsborough Courts Residents' Association - objecting to the plans for the regeneration of Shepherds Bush Market and the surrounding areas of Goldhawk Road	Cabinet 11 November 2010	175	The relevant departments and Orion Shepherds Bush Ltd. to take the specific concerns of the petitioners into account as the scheme develops.
5.	Stop the Noise - Petition by residents of Barclay Road and Effie Road for extension of residents only (and residents' visitors) parking hours from 8pm to 12 midnight / 2am on Monday – Saturday inclusive and from 8pm to 12 midnight / 2am on Sundays	Cabinet Member for Environment and Asset Management	123	Letter from Cabinet Member to petition organiser.
6.	The rescinding of the new parking restrictions, extended to 10am, on Goldhawk Road, London W12, and surrounding streets	Cabinet Member for Environment and Asset Management	26	Letter from Cabinet Member to petition organiser.

No.	PETITION SUBJECT	SUBMITTED TO:	No. OF SIGNATURES	RESPONSE
7.	Opposing the disposal of the Irish Cultural Centre and requesting reconsideration of the future of this building and its people.	Council 26 January 2011	5,000+	Officers to undertake research into the matter and refer their findings to Cabinet on 7 February 2011 for consideration (this petition was heard at that Cabinet meeting as part of the H&F Buildings consultation report).
8.	Save the Village Hall, 58 Bulwer Street, W12	Cabinet 7 February 2011	250+	Considered by Cabinet as part of the H&F Buildings consultation report on 7 February 2011.
9.	The parents and carers of children attending Wendell Park Children's Centre opposing the proposed cuts outlined by the Council.	Cabinet 18 April 2011	2,000+	Officers to write to the petition organiser setting out Cabinet's views about the request in the petition.
10.	Young people attending the Fulham Cross Youth project disagreeing with the decision to move the youth project out of the Fulham Cross centre, Caroline Walk.	Cabinet 18 April 2011	484	Officers to write to the petition organiser setting out Cabinet's views about the request in the petition.
	Save the Cineworld cinema, King Street	Not Applicable	5,833	Invalid petition because it related to a current planning application. To be submitted to a future meeting of Planning Applications Committee as part of the consultation documentation.

SPECIAL MOTION NO. 1 – APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS AND THEIR RESPECTIVE PORTFOLIOS

Standing in the names of:

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

"This Council notes the following appointments by the Leader to the Cabinet and their respective portfolios".

THE EXECUTIVE – LEADER & CABINET MEMBERS 2011/12

LEADER	-	Councillor Stephen Greenhalgh
DEPUTY LEADER (+ENVIRONMENT AND ASSET MANAGEMENT)	-	Councillor Nicholas Botterill
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 Andrew Johnson
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) (NB Member has agreed to forgo their SRA in relation to this appointment)
Councillor Michael Adam (Asset Management) (NB Member has agreed to forgo their SRA in relation to this appointment)
Councillor Adronie Alford (Housing)
Councillor Georgie Cooney (Education)
Councillor Belinda Donovan (Crime)
Councillor Jane Law (Street Scene)

MAY 2011

EXECUTIVE MEMBERS: GENERIC RESPONSIBILITIES AND FUNCTIONS

The Leader of the Council is elected by the full Council. Other Executive members at Hammersmith & Fulham are appointed by the Leader to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from Overview and Scrutiny Committees and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the local strategic partnership (Borough Partnership), to deliver the highest quality services at the lowest cost to the Council Tax payer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a Code set out in Part 5 of this constitution.

Functions

The generic functions which are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the Executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the Executive in respect of his/her portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to his/her portfolio ('key decisions' being defined by Article 13 of this Constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to his/her portfolio. (Such proposals may be initial or final, before or after consideration by relevant Overview and Scrutiny Committees in accordance with the Budget and Policy Framework rules set out in this Constitution).

4. To arrange for appropriate consultation on proposed key decisions as published in the Council's Forward Plan, with relevant Overview and Scrutiny Committees, and with partner bodies and parties outside the Council.
5. To take decisions on matters within his/her portfolio other than those defined as 'key decisions', ensuring that these are properly considered, reported, and recorded in accordance with paragraph 20 of the Access to Information Procedure Rules set out in Part 4 of this Constitution.
6. To receive budgetary control reports for services and activities within his/her portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an Executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within his/her portfolio, such decisions may be taken by the Leader (or the Deputy Leader in the case of the Leader) or by the Cabinet.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by the Local Government Act 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

MAY 2011

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 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.
- 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

JUNE 2010, AMENDED MAY 2011

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 and Cabinet Member for Residents Services

Director of Environment

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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 and Cabinet Member for Community Engagement

Director of Finance and Corporate Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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 Community Care

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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, this Cabinet Member is responsible for the following:

In conjunction with the Leader and Cabinet Member for Children's Services

Director of Community Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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 and Cabinet Member for Strategy and Chief Whip

Director of Finance and Corporate Services

In conjunction with the Leader and Cabinet Member for Residents Services

Director of Residents Services

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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 Housing and Regeneration

In conjunction with all Cabinet Members

Chief Executive

MAY 2010, AMENDED MAY 2011

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.

4.6 2012 Olympics (including the London Youth Games).

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 and the Cabinet Member for Environment and Asset Management

Director of Environment

In conjunction with the Leader and the Cabinet Member for Community Engagement

Director of Residents Services

In conjunction with all Cabinet Members

Chief Executive

JUNE 2010, AMENDED MAY 2011

Agenda Item 7.2

SPECIAL MOTION NO. 2 – APPOINTMENTS OF CHAIRMAN AND MEMBERSHIPS OF REGULATORY, SCRUTINY AND OTHER COMMITTEES

Standing in the names of:

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

"This Council agrees the following appointments of Chairman and Memberships of Regulatory, Scrutiny and other Committees under its Constitution for the Municipal Year 2011/12, as set out below.

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

REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2011 / 2012

[* 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 Rachel Ford
Councillor Peter Graham
Councillor Andrew Johnson
Councillor Alex Karmel

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
Councillor Thomas Crofts

Councillor Marcus Ginn
Councillor Peter Graham
Councillor Stephen Hamilton
Councillor Alex Karmel
Councillor Matt Thorley

Councillor Colin Aherne
Councillor Daryl Brown
Councillor Michael Cartwright
Councillor Wesley Harcourt
Councillor Caroline Needham

3. LICENSING SUB-COMMITTEE*

Councillor Victoria Brocklebank-Fowler (Chairman)
Councillor Matt Thorley (Vice-Chairman)
Councillor Colin Aherne

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

4. AUDIT AND PENSIONS 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 and Joyce Epstein) plus two vacancies.

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. ADOPTION PANEL

Councillor Adronie Alford

9. Children's Trust Board

Councillor Helen Binmore

OVERVIEW & SCRUTINY COMMITTEES MEMBERSHIP 2011/12

1. OVERVIEW AND SCRUTINY BOARD

Councillor Alex Karmel (Chairman)
Councillor Rachel Ford
Councillor Donald Johnson
Councillor Lucy Ivimy
Councillor Georgie Cooney
Councillor Victoria Brocklebank-Fowler
Councillor Andrew Jones
Councillor PJ Murphy
Councillor Sally Powell

2. EDUCATION SELECT COMMITTEE

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

3. ENVIRONMENT AND RESIDENTS SERVICES SELECT COMMITTEE

Councillor Rachel Ford (Chairman)
Councillor Gavin Donovan
Councillor Robert Iggulden
Councillor Jane Law
Councillor Ali de Lisle
Councillor Matt Thorley
Councillor Jean Campbell
Councillor Wesley Harcourt
Councillor Lisa Homan

4. HOUSING, HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Councillor Lucy Ivimy (Chairman)
Councillor Oliver Craig
Councillor Charlie Dewhirst
Councillor Mike Adam
Councillor Stephen Hamilton
Councillor Peter Tobias
Councillor Iain Coleman
Councillor Stephen Cowan
Councillor Rory Vaughan

Agenda Item 7.3

SPECIAL MOTION NO. 3 – COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS 2011/12

Standing in the names of:

- (i) Councillor Mark Loveday
- (ii) Councillor Victoria Brocklebank-Fowler

"This Council agrees the Council's appointments to Local Government Organisations for 2011/12, as set out in Annex 1".

Annex 1

LOCAL GOVERNMENT ORGANISATIONS 2011/12

<u>NAME OF OUTSIDE ORGANISATION</u>	<u>NUMBER OF REPS/RATIO</u>	<u>NOMINATION</u>	<u>TERM/ EXPIRES</u>
<u>London Councils Leader's Committee</u>	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 31.05.12
<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 31.05.12
<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 31.05.12
<u>Greater London Employment Forum (GLEF)</u>	1 Rep + 1 Dep [Nomination]	Cllr Andrew Johnson [Cllr. Alex Karmel]	1 year to 31.05.12
<u>Greater London Provincial Council (GLPC)</u> (Appointment will be made from Leader's Cttee + GLEF nominated members)	[Nomination]	[Cllr. Alex Karmel]	1 year to 31.05.12
<u>Local Government Association (LGA) General Assembly</u>	Up to 4 Reps & 4 Votes	1. Cllr. Greenhalgh 2. Cllr. Botterill 3. Cllr. Loveday 4. Cllr. Frances Stainton [* Cllr. currently holds the 4 votes]	1 year to 22.07.12
<u>LGA Urban Commission</u>	Up to 2 Reps	Cllr Donald Johnson	1 year to 22.07.12

Agenda Item 7.4

SPECIAL MOTION NO. 4 – COUNCIL CALENDAR 2011/12

Standing in the names of:

- (i) Councillor Andrew Johnson
- (ii) Councillor Greg Smith

"This Council agrees that, for the Municipal Year 2011/12, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar, attached as Annex 1".

2011

COUNCIL CALENDAR

2012

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Monday	2 Bank Holiday			1		3 PARTY CONFERENCE			2 Bank Holiday			2 CB	
Tuesday	3			2		4	1		3			3	1
Wednesday	4	1		3 PAC		5	2		4	1 COUNCIL		4	2
Thursday	5 Referendum	2		4	1	6	3	1	5	2	1	5	3
Friday	6	3	1	5	2	7	4	2	6	3	2	6	4
Monday	9 CB	6 CB	4 CB	8	5 CB CABINET	10 CB CABINET	7 CB CABINET	5 CB CABINET	9 CB CABINET	6	5 CB CABINET	9	7 Bank Holiday
Tuesday	10	7 ESC	5 PAC	9	6 ERSSC	11 PAC	8 ERSSC	6	10	7	6 O&SB	10	8
Wednesday	11 PAC	8 PAC	6 ANNUAL LICENSING COMMITTEE	10	7 ESC	12 CG	9 PAC	7	11 PAC	8 PAC	7	11 PAC ERSSC	9 PAC
Thursday	12	9	7	11	8	13	10	8	12 CG	9	8	12	10
Friday	13	10	8	12	9	14	11	9	13	10	9	13	11
Monday	16 CG	13	11 ERSSC	15	12	17 LG	14	12	16 ERSSC	13	12	16	14
Tuesday	17	14	12	16	13	18	15	13	17 ESC	14	13	17	15
Wednesday	18	15	13	17	14	19 COUNCIL	16	14 PAC	18 HH&ASCSC	15	14 PAC	18 ESC	16
Thursday	19	16	14	18	15	20	17	15	19	16	15	19	17
Friday	20	17	15	19	16	21	18	16	20	17	16	20	18
Monday	23 LG	20 CB CABINET	18 CB CABINET	22	19 CB	24	21 CB	19 CB	23 CB	20 CB ERSSC	19 CB	23 STC	21 CG AGM
Tuesday	24	21	19	23	20	25	22 ESC	20	24	21 ESC	20	24	22
Wednesday	25 ANNUAL COUNCIL	22 CG	20 STC	24	21	26	23	21	25	22 HH&ASCSC	21	25	23
Thursday	26	23	21	25	22	27	24	22	26	23	22	26	24
Friday	27	24	22	26	23	28	25	23	27	24	23	27	25
Monday	30 Bank Holiday	27 LG	25	29 Bank Holiday	26 PARTY CONFERENCE	31	28	26 Bank Holiday	30 CB CABINET	27 LG	26	30	28 LG
Tuesday	31	28 HH&ASCSC	26 O&SB	30	27	29	29 STC	27 Bank Holiday	31 LG	28	27	30	29
Wednesday		29 COUNCIL	27	31	28	30	30 O&SB			29 BUDGET COUNCIL	28		30 ANNUAL COUNCIL
Thursday		30	28		29						29		31
Friday			29		30						30		
MAY		JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY

All meetings start at 7.00pm and are open to the public except where otherwise indicated on the Statutory Notice.
 Head of Executive Services 020 8753 1011

Key	Council	CB	CG	ERSSC	ESC	O&SB	HH&ASCSC	LG	PAC	STC
	Council	Cabinet Briefing	Conservative Group	Environment & Residents Services Select Committee	Education Select Committee	Overview & Scrutiny Board	Housing, Health & Adult Social Care Select Committee	Labour Group	Planning Applications Committee	Standards Committee



Report to Council

25 MAY 2011

**Scrutiny
Chairmen**

**OVERVIEW AND SCRUTINY ANNUAL
REPORT 2010/11**

WARDS

All

**Councillors:-
Alex Karmel
Robert Iggulden
Andrew Johnson
Donald Johnson**

Summary

The Chairman of the Overview and Scrutiny Board, Councillor Alex Karmel, will present the annual report on the activities and performance of the scrutiny function in Hammersmith and Fulham.

The attached report outlines the work undertaken by the Overview and Scrutiny Board, Select Committees and Scrutiny Task Groups during the course of the 2010/11 Municipal Year.

CONTRIBUTORS

**ADLDS
Head of
Governance &
Scrutiny**

RECOMMENDATION:

That the Overview and Scrutiny Annual Report 2010/11 be received.



OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11

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I'm delighted to welcome you to the 2010/11 annual report on the operation of Overview and Scrutiny in Hammersmith and Fulham.

The following pages set out briefly both the local and national context within which Scrutiny operates and review the main activities of each of the Council's Scrutiny Committees during the course of the last municipal year. Never can the scrutiny function have been more relevant to the local community than at the current time. Scrutiny's ability to make a positive contribution to the development of policies and services, promote accountability and engage with the public are vital as the Council and other public agencies respond to the present financial challenges with ambitious and innovative proposals to transform the way in which services are provided to residents of the borough.

The last 12 months have seen the introduction of new methods of scrutiny working designed to give elected Members the flexibility to examine issues in detail over an extended period of time outside of the formal Committee meetings. In the process we have been able to engage with all the relevant stakeholders including service users, residents and service providers. Two such reviews have been undertaken to date. I would like to particularly draw your attention to the work undertaken to examine ways of improving the oral health of children in the borough. This demonstrates the benefits of in depth evidence based scrutiny conducted with reference to expert witnesses and has the potential to produce a significant set of original recommendations which will make a real difference to people's lives. You can read more about it on page 16 in this report.

I would like to extend my personal thanks to all the residents, Council Officers and representatives of partner organisations who have given up their time to provide their expert knowledge and informed opinions to the scrutiny function throughout the year.

Finally, I hope that you find the content of the report interesting and informative and welcome your suggestions for improvements in next year's edition.

Councillor Alex Karmel

Chairman, Overview and Scrutiny Board

CHAIRMAN'S INTRODUCTION



Councillor Alex Karmel
CHAIRMAN

THE ROLE OF OVERVIEW AND SCRUTINY

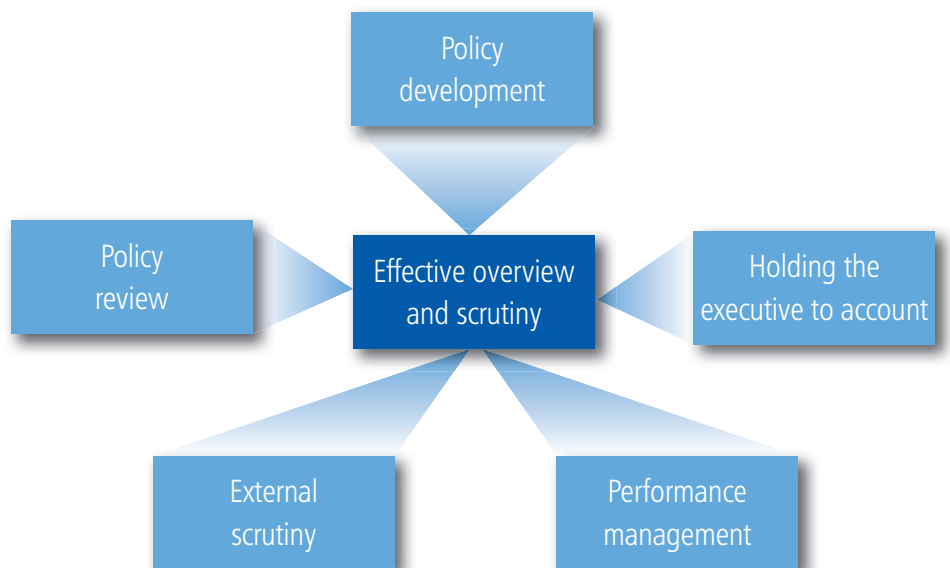


West London Showcase

The concept of Scrutiny in local authorities was formally introduced by the Local Government Act 2000 in order to balance the establishment of structures which placed executive power in the hands of either an elected Mayor or Leader and a small Cabinet authorised to make decisions both individually and collectively.

Scrutiny is, however, about much more than merely holding the Executive to account. It provides an opportunity for non executive Councillors to bring their own independent expertise to bear on strategy and policy issues, and to work constructively with the executive, local people, community organisations, partner agencies, service users and other customers to develop evidence based recommendations which improve policies and provide effective and responsive services. Increasingly Scrutiny is focusing not just on the work of the Council but all areas of public service which touch the lives of the local community.

Five core roles can be readily identified;



This is, however, far from exhaustive. Scrutiny has a wide ranging remit and can also have an important role to play in engaging the public with the decision making process, ensuring corporate priorities are met, providing satisfying and meaningful roles for non-executive Councillors and undertaking area based reviews.

The Centre for Public Scrutiny has identified four key principles that underpin effective scrutiny;

- Effective Scrutiny should be a 'critical friend' to executives, external authorities and agencies. It should challenge policy development and decision making in a robust, constructive and purposeful way while developing a partnership with external agencies and authorities.

- Effective Scrutiny should reflect the voice and concerns of the public and its communities. It should ensure an ongoing dialogue with the public and diverse communities where the public voice is heard and responded to. It should have open and transparent processes with public access to information.
- Effective Scrutiny should take the lead and own the Scrutiny process on behalf of the public. It should be independent from the executive, legitimated by the Council and should have adequate public representation and political balance that is representative of the current political groups involved.
- Effective Scrutiny should make an impact on the delivery of public services. It should promote community well-being and improve the quality of life, providing co-ordinated and strategic reviews of policy and service performance in line with strategic objectives.

SCRUTINY IN HAMMERSMITH & FULHAM

At Hammersmith and Fulham, there are four main scrutiny committees:

- The Overview and Scrutiny Board
- The Environment and Residents' Services Select Committee
- The Education Select Committee and
- The Housing, Health And Adult Social Care Select Committee.

The Committees have cross cutting remits designed to reflect the Council's key priorities and objectives and comprise of 9 elected non executive Members. Some also co-opt unelected members who can bring a particular expertise or direct knowledge of the service user perspective to assist with their work. Co-optees are usually non voting although the parent governor and diocesan representatives on the Education Select Committee are entitled to vote on education matters. The Overview and Scrutiny Board, which is responsible for coordinating the scrutiny function, includes the Chairman of each select committee.

Meetings are held throughout the year. The Scrutiny Committees are empowered to hold inquiries and investigate the available options for policy development and may appoint advisers and expert witnesses to assist them in this process. They may interview council officers, representatives of external organisations, service users and other witnesses, undertake site visits, conduct public surveys, hold public meetings, commission research and do anything else that they reasonably consider necessary to inform their deliberations. The Leader, Cabinet Members and senior officers are under a duty to comply with any request to attend. Reports and recommendations on proposals may be submitted for consideration to the Cabinet or Council who are obliged to respond, normally within 8 weeks.

The Committees are normally open to the press and public (although occasionally it may be necessary to meet in private session when dealing with certain confidential information). Members of the public may be invited to speak at

SCRUTINY IN HAMMERSMITH & FULHAM



The boat race



Fulham Library

meetings, at the discretion of the Chairman. Deputations signed by at least 10 registered electors of the Borough may be presented directly to the Committees.

Performance review and monitoring of Council services and functions is at the heart of local Scrutiny activity with particular emphasis on examination of the annual budget papers in accordance with the Council's emphasis on the delivery of high quality value for money services. All departmental business plans and key performance indicators are submitted to the relevant Scrutiny Committees for review which ensures that Scrutiny is well placed to contribute to the strategic business planning and performance management processes.

Each Committee receives the Forward Plan (a rolling list of key decisions which the Cabinet is planning to take in the coming four months) at every meeting, which assists in the development of work programmes and the identification of forthcoming key executive decisions deserving closer scrutiny and input. Scrutiny Committees have powers to call in executive decisions for review and if necessary, request the original decision maker to reconsider. Action to implement the decision is suspended during this process. Accountability is further enhanced by the attendance of the relevant Cabinet Member and senior Officers from the appropriate service department – often at Director level - at most Scrutiny meetings to report on activity and answer questions as they arise. Scrutiny Committees also have a wider role in policy development, originating topics of interest and feeding views back to the Cabinet and individual Cabinet Members, Officers, external partners and service providers.

You can find out more about Overview and Scrutiny in Hammersmith & Fulham at: www.lbhf.gov.uk/scrutiny

WHAT WE DO

This Committee's remit is to scrutinise any aspect of policy, provision and performance relating to housing, health and adult social care services in the borough, including statutory responsibilities in relation to health and also the voluntary and community sector.

We have lead responsibility for scrutinising the Cabinet Members for Housing and Community Care.

OUR ACTIVITIES IN 2010/2011

In 2010/2011, the Committee met on six occasions to consider and make recommendations on items from its work programme, which we attempt to divide equally between housing, health and adult social care items. In addition, a number of information reports were provided to the Committee, which helped in the management of its extensive remit.

A selection of highlights from the work programme is given below:

In respect of housing, two major changes were scrutinised: the consultation with residents on bringing housing services back to the Council; and the national changes in Housing Benefits.

H&F Homes informed us of the process being followed to consult with residents and, at a subsequent meeting, of the results of the postal survey of residents, which indicated that 70% were in favour of the Council's preferred option to return the management of housing services to the Council.

H&F Homes provided an initial report, which outlined the local impact of the housing benefits caps to the private rented sector and leased accommodation. In response to the Committee's request for a further report and the attendance of expert witnesses, an evaluation of the effects of the range of housing caps was presented to a subsequent meeting. Officers informed us of the work with private landlords and housing associations to mitigate the impacts on residents, focusing on re-negotiations to bring down rents to levels within the caps and the establishment of a dedicated team of Housing Options advisers and Housing Benefit specialists, called 'HB Assist' to advise affected residents about their options.

Expert witnesses from Shelter attended the meeting and responded to the report, by informing us of research carried out by the Cambridge Centre for Housing and Planning Research, which predicted a much higher number of families would be affected. The key assumptions in the research were challenged by the Cabinet Member for Housing. We agreed that, because of the importance of this issue, we would request a further update for the next municipal year.

The Committee was briefed on the Government's health reforms and the likely impact on Hammersmith & Fulham. Dr Tony Grewal, Medical Director, London Local Medical Committees gave evidence to the committee and presented the key opportunities and risks of the reforms from the GP perspective. The

HOUSING, HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE



Councillor Andrew Johnson
CHAIRMAN



William Morris Fun Run

Committee's recommendation that local health scrutiny committees should retain the right to refer substantial variations and developments to the Secretary of State was included in the Council's response to the White Paper consultation.

We subsequently received a briefing on key proposed reforms and changes in the Public Health White Paper, and specifically the transfer of the local public health functions from the NHS to local authorities.

In the field of adult social care, we followed up our previous work in respect of the carers' strategy action plan for adult carers, including the key changes in respect of outreach work into the community and personal budgets.

The Committee also scrutinised the consultation on the proposed merger of older and disabled people's day services and the outsourcing intentions of all in-house day service provision.

The Committee received an initial report setting out the Council's strategy for working with the 3rd sector, and expert witnesses Mr Peter Okali, Chief Executive CaVSA and Mr Kamran Malick, Director HAFAD responded to the report, highlighting specific issues. Hammersmith & Fulham intends to continue to fund the 3rd sector as far as possible. However, through CaVSA, 3rd sector organisations are informed of other available funds and are expected to have realistic funding and business plans in place. We plan to continue to scrutinise this strategy.

Senior clinicians and managers from Imperial College Healthcare NHS Trust briefed the Committee on the proposed changes to planned and urgent orthopaedic services.

The Committee continued to monitor the work of the Hammersmith and Fulham Local Involvement Network (LINK), and we will receive a report on completed LINKs projects in 2011/12.

Other topics considered during the year included the Spending Review and the Revenue Budget and Council Tax 2011/2012.

Finally, I continued to meet informally with my health scrutiny committee chairman counterparts at Kensington & Chelsea and Westminster. These meetings were primarily an opportunity for the chairmen and supporting officers to receive information from external bodies, which included:

- NHS London: the local impact of the national health reforms;
- Central London Community Healthcare: its development plans and foundation trust application;
- Commissioning Support for London: Cancer and Cardiovascular Case for Change and Proposed Model of Care; and
- North West London PCT Cluster QIPP Plan (Quality, Innovation, Productivity and Prevention).

Councillor Andrew Johnson
Chairman of the Housing, Health and Adult Social Care select Committee.

WHAT WE DO

The Committee is responsible for scrutinising any aspect of policy and provision related to education in the borough and the education budget as well as scrutiny of children's services relating to education and social services and health issues as they relate to young people. We also have lead responsibility for scrutinising the Cabinet Member for Children's Services.

OUR ACTIVITIES IN 2010/11

Safeguarding and the borough's Looked After Children (LAC) continued to be a high priority for the Committee. A report on improving LAC placements and outcomes was considered at our July meeting. In April, the Committee received a report on the views of children in care, provided feedback on how the views of the borough's children in care were sought, what was done with them, what had been learnt and how the services were being developed as a result. Before the meeting, a small group of young people met with some Committee members to talk about their experience of being in care, which gave members an opportunity to speak to the young people first hand about their experiences. The issues raised in this discussion were then fed back to the Committee at the meeting.

The Committee, concerned that children in Hammersmith and Fulham have some of the highest levels of tooth decay in London, recommended the establishment of a Member task group to review the problem and submit recommendations for improvement. Details of its progress are set out on page 16 of this report.

With the high profile proposed changes to the way councils run their services, the Committee was very keen to examine the emerging Tri Borough concept. The proposals to merge Children's Services across Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea and Westminster City Council to be implemented in phases from 2011 to 2012, were reviewed at our January meeting and Members revisited the topic in April. We will continue to examine proposals for the design and implementation of shared services in the forthcoming municipal year. Where appropriate this may involve some joint oversight with our scrutiny colleagues in Westminster and Kensington and Chelsea and I am currently in discussions with my counterparts at both authorities with a view to establishing how this might best be undertaken.

The proposals for the borough's children's centres were of high interest to the users and residents, and the Committee asked to look at the consultation taking place. We received a presentation on the proposals in February, which set out the options of: Option 1 – keeping all centres open and moving to a "hub and spoke/satellite" model with "hub" centres receiving higher levels of funding and "spoke/satellite" centres receiving lower levels of funding, or Option 2 – closing some children's centres (this was not Hammersmith and Fulham's preferred option). The Committee discussed the consultation process and the wide range of services offered by the centres which covered early education and childcare, family support, health services, employment advice and specialist support. A

EDUCATION SELECT COMMITTEE



Councillor Donald Johnson
CHAIRMAN



Tree Planting, Hurlingham Park

report on the consultation responses for the children's centres was discussed at the April meeting, as requested by the Committee. A deputation on the matter was received from the public at the same time.

The Free Schools proposals attracted a lot of interest and the Committee received a presentation in July on the new proposals and the Academies Bill. It was noted that Local Authorities do not have any direct responsibility for Free Schools. We continued to discuss the progress of the Free Schools proposals at our meetings and asked to be kept up to date on the proposals.

As part of the Committee's regular Ofsted Inspections Summary Reports item, our meetings in November and February focused on the schools that had recently received an Ofsted Inspections visit. The headteachers and Chairs of Governors of the 20 schools were invited to the meetings to discuss their school's report. The meetings gave the schools a chance to meet the Committee and to answer any questions about their inspection. It also gave the schools an opportunity to give feedback to the Council on how it could improve its service to the schools and a chance to exchange ideas and best practice. A programme of visits to the schools was arranged before the meeting to give the Members of the Committee an opportunity to see the school in action. The Committee congratulated the schools on their excellent performance and recommended that the training courses available for governors be looked into in order to be more flexible, such as holding the courses during the day and the evening and looking at other available courses.

Other topics considered during the year included the Revenue Budget and Council Tax 2011-2012, School Performance 2010, the Joint Strategic Needs Assessment of Children (JSNA) (which identified the health and wellbeing needs of the local population that could be met or influenced to a significant extent by the Primary Care Trust (PCT) or the Council), proposed performance indicators (PIs) for the Committee to review and the School Organisation Strategy.

The Committee remained keen to engage with young people and we are planning to hold an informal workshop based session with members of the Borough Youth Forum (BYF) to discuss issues affecting young people and the BYF's work programme. The borough's two UK Youth Parliament representatives had attended a previous education scrutiny meeting to give feedback on a session they had led on with the BYF and the informal session planned in May would build on this engagement with the young people to improve the experience for all.

Councillor Donald Johnson
Chairman of the Education Select Committee

WHAT WE DO

The Environment and Residents Services Select Committee is responsible for scrutinising policy and provision relating to the local environment, economy and quality of life, including matters such as parks recycling, refuse collection, transport, planning, community safety and licensing. We have lead responsibility for scrutinising the work of the Deputy Leader and Cabinet Member for Environment and Asset Management and the Cabinet Member for Residents Services.

OUR MAIN ACTIVITIES IN 2010/11

The Committee met on six occasions over the course of the year, scrutinising the work of both the Environment and Residents Services Departments as well as partner agencies. The Committee received input from the relevant Cabinet Members, the Directors of Environment and Residents Services and other senior Officers from the Council as well as residents, service users and representatives from other service providers. The Committee responded to consultation on proposals prior to submission to the Cabinet for decision, conducted examinations of the revenue budget proposals and budget strategy and reviewed performance against key indicators. Some of the highlights of this work are set out below.

Community Safety played a central role in the work of the Committee during the year. In November we undertook a wide ranging overview of community safety activity, examining the role and performance of the Crime and Disorder Reduction Partnership and the development of the Partnership's new strategic plan for the period 2011-13. In the process we took evidence from a variety of key stakeholders including the Police Borough Commander and representatives of the Metropolitan Police Authority and the London Probation Trust as well as Council Officers and staff from the Primary Care Trust.

The meeting paid particular attention to Police performance in respect of violent crime and other notifiable offences, integrated offender management and strategies relating to drug and substance abuse. We also examined the role of Safer Neighbourhood Panels, expressing concern that Ward Councillors were not always given the opportunity to participate in the meetings. This secured a commitment from the Police that local Councillors will in future be invited to attend all Neighbourhood Panels. The Committee commended the Partnership for its innovative work and recommended that it seek greater publicity for its programmes in order to widen access to information and reassure the public.

As a consequence of the evidence given at the meeting by the Probation Service and the Council's own Youth Offending Team, the Committee decided to review in more detail the effectiveness of the work undertaken with young people who have been involved in crime. This led to a special informal event, organised in conjunction with the London Probation Trust, where Members of the Committee had the opportunity to receive presentations from the Probation Service, the Council and various charitable and community groups involved in the management and rehabilitation of offenders and to hear testimonies from a number of young offenders regarding their experience of the various initiatives, including Community Payback schemes.

ENVIRONMENT AND RESIDENTS SERVICES SELECT COMMITTEE



Cllr Robert Iggulden
CHAIRMAN



Parks constabulary

Building on the evidence from this event, and subsequent visits by Members of the Committee to see Community Payback schemes in operation, we published a report of our findings and recommendations in which we called for the probation service and benefits agencies to work more closely together to ensure that offenders benefits payments are processed prior to their release from prison. We also recommended that the probation service work more closely with local community groups to identify projects for Community Payback Schemes.

Transportation was another significant area of the Committee's work. We gave close consideration to the development of the borough's draft Transport Plan, which sets out how the Council intends to implement the Mayor of London's Transport Strategy locally. In September we gave in principle endorsement of the Plan's objectives and, as a result of our recommendations, ensured that all residents' groups were directly contacted and invited to comment on the proposals as part of the planned consultation exercise.

Later in the year the Committee received details of the consultation response and raised various issues including north-south connectivity within the borough, noise mitigation measures for residents adjacent to overland tube lines and overcrowding on various bus routes. Separately we reviewed the work undertaken in support of school travel plans and recommended that the Council continues to promote active modes of travel to school, such as walking and cycling.

In the midst of the harsh winter weather the Committee urgently examined the arrangements for the gritting of highways and footways. We recommended that householders should be encouraged to take more responsibility for the clearance of snow outside their properties and asked for the opportunity to participate in a review of winter maintenance policy and practice due to be undertaken shortly.

At our January meeting we gave detailed consideration to the Cabinet's proposals for the Council's budget for 2011/12 insofar as they related to the Environment and Residents Services departments. The Committee examined proposals for both corporate and departmental growth and savings and reviewed the risk assumptions applied. We sought to clarify the implications of proposed efficiencies in a wide variety of service areas.

The Committee was active in reviewing proposals for changes to the local licensing regime. During the course of the year we were consulted on and endorsed proposals to revise the Statement of Licensing Policy, adopt powers to more effectively regulate sexual entertainment venues and introduce a saturation policy designed to exert greater control over applications for licensed premises in Shepherds Bush.

We also took a close interest in arrangements for managing the use of parks and open spaces by schools. Concerned at the extent of informal free usage some schools make of parks, and the high levels of use of parks and open spaces, we recommended that a strategy be devised to manage the relationship with schools. The Committee subsequently reviewed school booking policies, current usage levels and proposed improvements designed to enhance the parks, increase revenue and reduce costs.

Other matters examined by the Committee included the Council's proposed Local Development Framework Core Strategy, progress with the implementation of the new Materials Recycling facility at Smugglers Way and an initiative to improve rates of recycling in flats. We also continued to monitor the Council's use of covert surveillance techniques and related policies. Finally, we gave consideration to the outcome of a review into litter bin provision and made recommendations on the optimum design and features of bins both in town centres and other areas of the borough.

Councillor Robert Iggulden

Chairman of Environment and Residents Services Select Committee.





Councillor Alex Karmel
CHAIRMAN

WHAT WE DO:

The Overview and Scrutiny Board was established in 2010, following a review of existing scrutiny arrangements. The Board is responsible for the co-ordination and development of the Council's Scrutiny function and the monitoring of its performance.

The Board's remit is: any aspect of the Council's strategic policy formulation, setting and monitoring of the corporate budget, oversight of finance and use of resources, performance management, human resources, central support services, and organisational development and strategic partnerships, outside the scope of any other Scrutiny Committee.

We have lead responsibility for scrutinising the Leader and the Cabinet Member for Strategy.

OUR ACTIVITIES IN 2010/2011

In 2010/2011, the Board met on five occasions to consider and make recommendations on items from its work programme, which was broadly divided between national developments and their impact on the Council and the Board's responsibilities for performance monitoring.

National Developments

The Board received a report from the Chief Executive on the implications for the Council of the White Paper: Equity and Excellence: Liberating the NHS and a supplementary report in respect of the eight North West London PCTs, which for the transition period until they are abolished, will operate as one sector with PCTs forming three clusters: Hammersmith & Fulham, Kensington & Chelsea and Westminster; Ealing, Hillingdon and Hounslow; and Brent and Harrow.

We recommended that the Housing, Health and Adult Social Care and Education Select Committees undertake the ongoing scrutiny of the health reforms.

The Board was also briefed on:

- The 2010 Spending Review and the potential impact for the Council;
- The Localism Bill 2010/2011 and the wide range of changes to the way local authorities should work and function, and the Council's submission to the committee stage of the bill.

Performance Monitoring

We scrutinised quarterly reports in respect of financial and cross cutting performance indicators and high level revenue and capital budget monitoring.

In response to the Board's recommendations, an expanded set of performance indicators was developed. In addition, more information was provided in respect of a number of indicators, which were of concern, and specifically the telephone system and corporate sickness.

Revenue Budget and Council Tax 2011/2012

The Board scrutinised the Cabinet's proposals for the Council's budget for 2011/2012 and budget projections to 2013/2014, and the revenue budget for Finance and Corporate Services.

H&F Bridge Partnership Performance Annual Report

We received the annual performance report from H&F Bridge Partnership in respect of both service and financial terms. Members queried the additional storage requirement and recommended training in best practice.

Service Developments

The Board was briefed on:

- The 2011 Medium Term Financial Strategy and the proposed reporting arrangements;
- The World Class Financial Management Programme, which would transform financial processes and structure across the Council; and
- Tri-Borough Working between the London Borough of Hammersmith & Fulham, the Royal Borough of Kensington & Chelsea and the City of Westminster entitled 'Bold Ideas for Challenging Times'.

Task Groups

We were pleased to welcome Councillor Christopher Buckmaster, the former Scrutiny lead member and Councillor Joanna Gardner, the current Scrutiny lead member at the Royal Borough of Kensington & Chelsea who gave a presentation on task group working in the royal borough.

During the course of the year the Board endorsed the recommendations of the Housing, Health and Adult Social Care and the Education Select Committees to commission Task Groups in respect of Housing and Health Inequalities and Children's Oral Health.

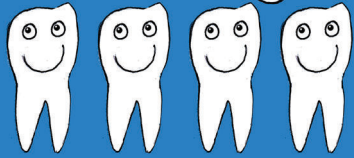
Councillor Alex Karmel

Chairman of the Overview and Scrutiny Board



Shepherd's Bush Empire

Children's Oral Health Task Group meeting



CHILDRENS ORAL HEALTH TASK GROUP

Following a proposal by the Education Select Committee and agreement by the Overview and Scrutiny Board, a Task Group was established to investigate the issue of oral health in children in the borough.

Hammersmith & Fulham has one of the highest levels of tooth decay in children compared with both the national and London areas. The percentage of 5 year olds experiencing tooth decay in Hammersmith and Fulham was 44.5% in 2007-8 – higher than London (32.7%) and England (30.9%) and the 3rd highest rate of decayed, missing and filled teeth in London for this age group.

The Task Group met for the first time on 12th January 2011 and has since been busy receiving evidence from a wide selection of stakeholders in the field, as well as written evidence and research around the subject area. So far the Task Group has interviewed the 2 Cabinet Members with responsibilities in this area; Councillor Carlebach, Cabinet Member for Community Care, and Councillor Binmore, Cabinet Member for Children's Services. It has also interviewed Carole Bell, Programme Director Children's Commissioning, and a wide range of other witnesses including:

- The British Dental Association,
- Community dental practitioners,
- The Borough Youth Forum
- Health visitors,
- Colgate Palmolive
- Local schools and Children's Centres
- The School Nurses Forum
- The Children's Trust
- Community Health Champions
- The NHS Inner North West London Primary Care Trusts.

In addition to a series of formal witness sessions a range of key stakeholders attended a forum on 11 May to identify and discuss potential solutions. Task Group members have also visited schools, health centres and childrens centres to gather evidence. Issues considered so far include educational programmes delivered through schools, water fluoridation and community engagement programmes.

The Task Group is expected to conclude in July 2011 with a report and recommendations to the Council's Cabinet and other local decision makers.

HEALTH INEQUALITIES TASK GROUP

The Health Inequalities Task Group was established following a successful bid by seven of the North West London Health Overview and Scrutiny Committees to become a Scrutiny Development Area as part of the Centre for Public Scrutiny's (CfPS) Reducing Health Inequalities programme.

The overall proposal was to look at housing provided through registered social landlords and private landlords in the context of liveability standards as a wider determinant of health. Each participating Authority (in isolation or partnership) investigated a specific strand of work addressing the various aspects of housing as a long term causal effect of health inequalities. Hammersmith & Fulham, in partnership with Hounslow, examined the location and density of new housing developments (i.e. good spatial planning including transport links, access to 'real' open and play spaces, controlling noise pollution, ensuring community safety).

Councillor Peter Tobias had led the successful bid to the CfPS and therefore continued to lead on this element of the work, which is now complete. The lessons learnt have helped to produce a resource kit for use in future scrutiny reviews nationally. The publication, 'Peeling the Onion' - Learning, tips and tools from the Health Inequalities Scrutiny Programme has been published on: <http://www.cfps.org.uk/what-we-do/tackling-health-inequalities/>.

The Hammersmith & Fulham review collected evidence from the following key areas:

- National policy guidelines and published research of existing evidence of the relationship between the built environment and health outcomes.
- Reports and information provided by NHS Hammersmith and Fulham.
- Oral evidence and witnesses from a range of key stakeholders including housing and planning managers, officers with front line experience and opinion, housing associations and voluntary bodies.
- Identification of Fulham Court Estate as a case study; site visit; and review of the Council's Fulham Court Estate Improvement Strategy.
- Site visits to meet with the Chairman of the tenants and Residents Association and new GP partnership at the Cassidy Medical Centre.

The research has now been completed, and the Task Group's final report and recommendations will be submitted to the Scrutiny Board in July.

SCRUTINY COMMITTEE MEMBERSHIP 2010/11

Environment & Residents Services Select Committee

Councillors Robert Iggulden (Chairman), Wesley Harcourt (Vice Chairman), Jean Campbell, Rachel Ford, Lisa Homan, Jane Law, Ali de Lisle, Matt Thorley, and Peter Tobias

Education Select Committee

Councillors Donald Johnson (Chairman), Caroline Needham (Vice Chairman), Michael Adam, Elaine Chumnerly, Tom Crofts, Belinda Donovan, Peter Graham, Frances Stainton and Mercy Umeh
Co-opted members (voting):
London Diocesan Board of Schools representative – Eleanor Allen
Westminster Diocese Education Service representative – to be nominated

Fiona Cook – parent governor representative
Sue Fennimore – parent governor representative
Co-opted member (non-voting)
Michael Pettavel - head teacher representative

Housing, Health and Adult Social Care Select Committee

Councillors Andrew Johnson (Chairman), Rory Vaughan (Vice Chairman),
Iain Coleman, Stephen Cowan, Oliver Craig, Charlie Dewhirst, Gavin Donovan, Marcus Ginn and Steve Hamilton
Co-opted member (non-voting):
Maria Brenton - Hammersmith and Fulham Action on Disability (HAFAD)

Overview & Scrutiny Board

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

Children's Oral Health Task Group

Councillors Marcus Ginn (Chairman), Caroline Needham and Peter Tobias.

Health Inequalities Task Group

Councillors Robert Iggulden (Chairman), Peter Tobias (Vice Chairman), Peter Graham, Stephen Cowan* and Rory Vaughan*

* To October 2010

CONTACTS

We would welcome your comments on this report. We would also be pleased to answer any questions that you may have about the Scrutiny function at Hammersmith and Fulham or to receive suggestions for improvement in the way we work and ideas for service area reviews.

Please contact either Gary Marson Tel 020 8753 2278, email gary.marson@lbhf.gov.uk or Michael Carr, Tel 020 8753 2076 Email michael.carr@lbhf.gov.uk

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Sue Perrin
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Overview & Scrutiny Board;
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If you would like to keep up to date with the work of any of the Scrutiny Committees we will be pleased to provide you with an email notification alert and web link to the agenda as soon as it is published. To subscribe please contact the Officers named above for the relevant Committee.

More Information

More information about Overview and Scrutiny at Hammersmith & Fulham can be found at www.lbhf.gov.uk/scrutiny or by emailing scrutiny@lbhf.gov.uk

ACKNOWLEDGMENTS

We extend our thanks to the following external guests and expert witnesses who have given evidence to Scrutiny Committees or Task Groups during the course of 2010/11.

Environment & Residents Services Select Committee

Kevin Hurley (Metropolitan Police, Borough Commander),

Cindy Butts (Metropolitan Police Authority),
Adela Kacsprzak (Assistant Chief Officer, London Probation Trust)

Holly Brearley (IOM Co-ordinator – London Probation Trust),

Alexandra Johnson (Senior Probation Officer – London Probation Trust),

Elfreda Kamanada (IOM Worker, Probation Service Officer – London Probation Trust),

Mariam Rashid (Offender Manager – London Probation Trust),

Margaret Reidy (Offender Manager – London Probation Trust),

Joan Siley (Quality Assurance Manager – London Probation Trust),

Nicola Walters (Quality Assurance Manager – London Probation Trust),

Nicky Robertson (Action Acton),

Sherry Sheikh (Employment Advisor – Action Acton),

Suzy Clarke (Senior Practitioner DIP – Turning Point),

Anonymous Witnesses (Youth Offending Service clients),

Anonymous Witness (PPO Client).

Education Select Committee;

The Headteachers, Chairs of Governors and representatives of the following schools;

Bentworth Primary School

Cambridge School

Canberra Primary School

Flora Gardens Primary School

Fulham Cross Girls School

Fulham Primary School

Greenside Primary School

Henry Compton School

James Lee Nursery

Kenmont Primary School

Miles Coverdale Primary School

New Kings Primary School

Normand Croft Community School for Early Years and Primary Education

Old Oak Primary School

Queensmill School

Randolph Beresford Early Years Centre

St Mary's Catholic Primary School

Sullivan Primary School

The Bridge Academy

William Morris Sixth Form

Housing, Health and Adult Social Care Select Committee

Sarah Whiting, Chief Executive, Inner North West. London PCT Cluster

Dr Tony Grewal, Medical Director, London Local Medical Committees

Andy Michaels, Director of Primary Care Strategy, London Local Medical Committees

Peter Okali, Chief Executive CaVSA

Kamran Malick, Director HAFAD

Rachel Orr, Shelter

Kate Webb, Shelter.

Imperial College Healthcare NHS Trust:

Dr Mark Palazzo, Director Specialist Services;

Professor Nick Cheshire, Director of Circulation Sciences and Renal Medicine;

Don Neame, Communications;

Mr Michael Pearse, Trauma and Orthopaedics Consultant

Lesley Stephen, Director of Performance, Planning and Information

Overview & Scrutiny Board

Susan Rossam, Partnership Director, H&F Bridge Partnership

Councillor Christopher Buckmaster, Royal Borough of Kensington & Chelsea

Councillor Joanna Gardner, Royal Borough of Kensington & Chelsea

Childrens Oral Health Task Group

Councillor Helen Binmore, Cabinet Member for Children's Services

Councillor Joe Carlebach, Cabinet Member for Community Care

Claire Robertson - Consultant in Dental Public Health NWL PCTs

Carole Bell - Programme Director Children's Commissioning, NHS Hammersmith and Fulham/ LBHF

Julia Mason - Commissioning Manager, Children and Commissioning, Inner North London PCT

Rhona Wilkie (Colgate Professional Relations Manager) and Anousheh Alavi (Colgate Scientific Affairs Manager UK & Ireland) - Colgate Palmolive UK Ltd

Jan Goulstone - Senior adviser PSHE and citizenship

Suzanne Iwai – Health Champion (White City),

Lornia Polius – Health Champion (White City),

Christine Mead - Self Care Development Manager, H&F PCT,

Koss Mohammed - Well London White City Volunteer Coordinator

Dr Hendrik Overgaard Nielson – NHS Dentist

Old Oak Children's Centre and Parents Forum

Jacky Feeney – Old Oak Children's Centre
Naudeep Pooni – Oral Health Promotor H&F PCT

Malika Hamiddou – CITAS General Manager and H&F NHS LINKS co-Chairman

The Borough Youth Forum

The Children's Trust Board

The School Nurses Forum

Health Inequalities Task Group

Mr Mahroof Kazi, JSNA Programme Manager

Dr David McCoy, Interim Director of Public Health, NHS H&F

David Evans, Principal Strategy and Performance Officer

Nicola Kingston, Health Improvement Manager, NHS HF

Paul Doe, Chief Executive, Shepherds Bush Housing Association

David Woods, Development Director Octavia Housing

Ian Ruegg, Principal Enabling Officer, LBHF
Nivenne Powell, Service Improvement Manager

Orla Gallagher, Interim Housing Director

Paul Hopkinson, Director of Property Services

Ieuen Bellis, South Team Leader/ Development Manager

Ms Mary Hippolyte, Chairman, Fulham Court Estate, Tenant & Residents Association

Ms Sharon Bruce-Tagoe, Estates Improvement Officer

Mrs Angela O'Connor, Housing Regeneration Project Manager

Dr Helene Brown, Lead GP, Cassidy Medical Centre

Dr Russell Rock, CEO, Chapel Street

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Published by Hammersmith & Fulham Council, May 2011.

An.FCS Scrutiny Annual Report 2011



Agenda Item 8.3



Report to Council

25 MAY 2011

SUMMARY OF ATTENDANCE AT PRINCIPAL COMMITTEE MEETINGS OF THE COUNCIL IN 2010/11

**Wards:
All**

Summary

Attached as an appendix to this report is a summary of Members' attendance at principal committee meetings of the Council in 2010/11.

For many years the Council has published a table of Councillors' attendance at its principal committees and sub-committees meetings. It is recognised that in their capacity as Councillors and Community Leaders, members attend many other meetings with officers, partners, community groups and outside bodies. They also attend Councillors' surgeries and other events which are not listed in the appendix.

The appendix also does not give details of those members who might have been on maternity, paternity or long-term sick leave which would affect attendance at meetings. The table does not therefore purport to be an exhaustive list of councillors' activity in the year.

CONTRIBUTORS

ADLDS

RECOMMENDATION:

That the appendix be noted.

LOCAL GOVERNMENT ACT 2000

BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department/Location
1.	Various minutes of Council meetings held between May 2010 to May 2011.	Kayode Adewumi Head of Governance and Scrutiny, Ext 2499	First Floor, Hammersmith Town Hall, Room 133a

Councillors: summary of activity 2010-11

	Adam	Aherne	Alford	Binmore	Botterill	Brockiebank-Fowler	Brown	Campbell	Carlebach	Cartwright	Chalk	Chummary	Coleman	Cooney	Cowan	Craig	Crofts	De Lisle	Dewhurst	Donovan B	Donovan G	Ford	Ginn	Graham	Greenhaigh	Hamilton	Harcourt	Homan	Igguiden	Ivimy	Johnson A	Johnson D	Jones	Karmel	Law	Loveday	Murphy	Needham	Phibbs	Powell	Smith	Stainton	Thorley	Tobias	Umeh	Vaughan	
Full Council	5	7	7	6	7	7	7	5	7	5	7	7	4	5	5	6	7	4	7	7	6	7	7	7	7	7	7	7	5	7	5	6	7	7	6	7	7	7	7	5	7	7	6	5	6	6	
Cabinet		3		11	10		1	11	5			3	3		5										11	1		1		11	1		5		10	2	3	11		12				1	4		
Overview & Scrutiny Board					2	4	3							5									2	1					4	3	4	5		4		1		5		1		1					
ERSSC					5			3										3		1		6					5	6	6											6	1	5	5				
ESC	2			6								6		2			6			6				6				1													4		4				
HH&ASCSC								6					3	6	2			6		6		5			6				5	6													5		6		
Standards Committee																																															
Standards Cttee Appointments Panel*																																															
Standards Assessment Sub-Committee					1																																										
PAC		10			9			1	10	10				2	9			1	4	2	9						8	2		8	8			10		1	1			1							
Audit & Pensions Cttee	4				2				3														4					4																			
Licensing Cttee/Sub-Committee		5				33		1	9				1						4			11	1		1	4	1		4				1				15			1		20			1		
Appointment Panel					1							1		1											1				1																		
Adoption Panel			8																																												
Fulham Palace Mgmt Board									1																					1												1					
Oral Health In Children				1					2														8																						9		
Health Inequalities														2										3					7														8			2	

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