



London Borough of Hammersmith & Fulham

Cabinet

Agenda

MONDAY
9 MAY 2011
7.00 pm

COURTYARD ROOM
HAMMERSMITH
TOWN HALL
KING STREET
LONDON W6 9JU

Membership

Councillor Stephen Greenhalgh, Leader
Councillor Nicholas Botterill, Deputy Leader (+Environment and Asset Management)
Councillor Mark Loveday, Cabinet Member for Strategy
Councillor Helen Binmore, Cabinet Member for Children's Services
Councillor Joe Carlebach, Cabinet Member for Community Care
Councillor Harry Phibbs, Cabinet Member for Community Engagement
Councillor Lucy Ivimy, Cabinet Member for Housing
Councillor Greg Smith, Cabinet Member for Residents Services

Date Issued
27 April 2011

If you require further information relating to this agenda please contact:
David Viles, Committee Co-ordinator, Governance and Scrutiny, tel:
020 8753 2063 or email: David.Viles@lbhf.gov.uk

Reports on the open Cabinet agenda are available on the Council's website: http://www.lbhf.gov.uk/Directory/Council_and_Democracy

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item number 3 on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to David Viles at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Tuesday 3 May 2011.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 11 May 2011**. Items on the agenda may be called in to the relevant Scrutiny Committee.

The deadline for receipt of call-in requests is: **Monday 16 May 2011 at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on **Monday 16 May 2011**.

Members of the Public are welcome to attend.
A loop system for hearing impairment is provided, together with disabled access to the building

Cabinet Agenda

9 May 2011

<u>Item</u>	<u>Pages</u>
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
<p>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.</p> <p>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.</p> <p>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.</p>	
3. TRI-BOROUGH WORKING UPDATE	
<p>To follow.</p>	
4. FORWARD PLAN OF KEY DECISIONS	1 - 11
5. SUMMARY OF OPEN DECISIONS TAKEN BY THE LEADER AND CABINET MEMBERS, AND REPORTED TO CABINET FOR INFORMATION	12 - 15
6. SUMMARY OF URGENT DECISION TAKEN BY THE LEADER, REPORTED TO THE CABINET FOR INFORMATION	16



FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period May 2011 to August 2011

The following is a list of Key Decisions, as far as is known at this stage, which the Authority proposes to take in the period from May 2011 to August 2011.

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

- Any expenditure or savings which are significant, regarding the Council's budget for the service function to which the decision relates in excess of £100,000;
- Anything affecting communities living or working in an area comprising of two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

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

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

*If you have any queries on this Forward Plan, please contact
Katia Richardson on 020 8753 2368 or by e-mail to katia.richardson@lbhf.gov.uk*

Consultation

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

Reports

Reports will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the relevant meeting.

Decisions

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

Making your Views Heard

You can comment on any of the items in this Forward Plan by contacting the officer shown in column 6. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) are on the front sheet of each Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2010/11

Leader:	Councillor Stephen Greenhalgh
Deputy Leader (+Environment and Asset Management):	Councillor Nicholas Botterill
Cabinet Member for Children's Services:	Councillor Helen Binmore
Cabinet Member for Community Care:	Councillor Joe Carlebach
Cabinet Member for Community Engagement:	Councillor Harry Phibbs
Cabinet Member for Housing:	Councillor Lucy Ivimy
Cabinet Member for Residents Services:	Councillor Greg Smith
Cabinet Member for Strategy:	Councillor Mark Loveday

Forward Plan No 108 (published 15 April 2011)

LIST OF KEY DECISIONS PROPOSED MAY 2011 TO AUGUST 2011

Where the title bears the suffix (Exempt), the report for this proposed decision is likely to be exempt and full details cannot be published.

New entries are highlighted in yellow.

* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
May			
Cabinet	9 May 2011	Tri-Borough Working Update	Leader of the Council
	Reason: Affects more than 1 ward	The Council has been in discussion with neighbouring boroughs, Royal Borough of Kensington & Chelsea and City of Westminster, about the potential for shared services. This report will update the proposals that will then go out for comment.	Ward(s): All Wards
Cabinet	9 May 2011	Tri-Borough IT Integration Secure Converged Networks	Leader of the Council
	Reason: Expenditure more than £100,000	A Cabinet key decision paper will be submitted to approve proposals for linking the Council's network to that of WCC and K&C to deliver the IT connectivity in a secure way to permit services to be delivered from a Tri-Borough perspective and assist the Council in achieving its value for money objectives.	Ward(s): All Wards
Cabinet	9 May 2011	Fire Risk Assessments (FRAs) for Housing Properties	Cabinet Member for Housing
	Reason: Expenditure more than £100,000	Extension of the existing arrangements to undertake FRAs using the services of an external consultant.	Ward(s): All Wards

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
Cabinet	9 May 2011	Reforming Public Services Through Lean Systems Thinking This report seeks approval to award a contract for targeted consultancy support to implement Lean Systems Thinking in the areas of H&F Direct and Business Support to deliver MTFS savings.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
June (provisional date)			
Cabinet	20 Jun 2011	Disposal of Air Rights at Planetree Court This report recommends the disposal of air rights above the vehicular entrance of Council owned accommodation at Planetree Court to the adjacent Jacques Prevert school to facilitate classroom and playground expansion for the school.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Avonmore and Brook Green
Cabinet	20 Jun 2011	Rationalisation of Leisure Facilities Existing Leisure Management Contract for Phoenix Leisure Centre and Janet Adegoke Swimming Pool has not represented value for money.	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City
Cabinet	20 Jun 2011	Possible changes to Taxicard Scheme In a context of reducing funding from Transport for London and increasing demand for the Taxicard scheme, a public consultation was carried out to seek views on future options. This report will summarise the public consultation responses and will put forward recommendations for the Taxicard scheme going forward.	Cabinet Member for Children's Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
Cabinet	20 Jun 2011	Pension Administration Services: Setting up a Framework Agreement - Award Report To approve the award of a Framework Agreement on behalf of the Council and other London Councils for Pension Administration Services to the contractor in Appendix to commence on 1st October 2011 for a period of four years.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	20 Jun 2011	Travel Assistance Policies SEN Travel Assistance Policy and Post 16 Transport Policy	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	20 Jun 2011	Shepherds Bush Common Improvement Project Approval to appoint works contractors to undertake restoration works on Shepherds Bush Common.	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): Shepherds Bush Green
Cabinet	20 Jun 2011	Decision to Award Term Contracts for Road2010 Condition Surveys Road2010 Road Condition Surveys 2011-2013	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	20 Jun 2011	Sex and Relationships and Substance Misuse Education Tender For Cabinet to approve the contract award in June 2011. This will be a 1 year contract with option to renew on a yearly basis with an approximate value of £125k in the first year (including £20k start up costs) The tender will seek a single provider to re-develop,	Cabinet Member for Children's Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
		manage and deliver the highly regarded sex and relationships and substance misuse programme currently delivered in LBHF schools, colleges and youth settings.	
Cabinet	20 Jun 2011	Serco Contract Review	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	Following a review of the financial and service performance of the Serco Waste and Cleansing contract, a clearer performance regime is proposed that provides greater value for money, improves service quality and is based on the principles of risk and reward.	Ward(s): All Wards
Cabinet	20 Jun 2011	A transport plan for Hammersmith & Fulham 2011 - 2031	Deputy Leader (+Environment and Asset Management)
	Reason: Affects more than 1 ward	The Local Transport Plan for Hammersmith & Fulham is a statutory document required by all London Boroughs to show how they intend to implement the Mayor's Transport Strategy.	Ward(s): All Wards
Cabinet	20 Jun 2011	Holy Cross RC Primary School Expansion - appointment of Architect	Cabinet Member for Children's Services
	Reason: Expenditure more than £100,000	Approval sought for appointment of architect to provide design solutions to deliver Holy Cross expansion to 2FE and site swap strategy jointly developed with French Lysee as approved at 16th March Cabinet.	Ward(s): Parsons Green and Walham
Cabinet	20 Jun 2011	Parking Projects Programme 2011/12	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	This report outlines the key parking priorities of the Council and presents a parking projects programme for 2011/12.	Ward(s): All Wards

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
Cabinet	20 Jun 2011	Mutual and Social Enterprises Strategy To agree the future policy for LBHF on alternative delivery vehicles and agree the pilot social enterprise scheme of Services to Schools.	Councillor Helen Binmore
	Reason: Budg/pol framework		Ward(s): All Wards
Cabinet	20 Jun 2011	Olympic Cycling Road Race enabling works This report details the street furniture amendments that are necessary in both Hammersmith & Fulham and Kensington & Chelsea in order to host the Olympic road cycling events and the London Surrey Cycling Classic (Olympic test event).	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Fulham Broadway; Palace Riverside; Parsons Green and Walham; Town
July (provisional date)			
Cabinet	18 Jul 2011	Economic Development Update This report updates Members on work to maximise jobs and employment opportunities for residents and to support business growth and retention.	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	18 Jul 2011	Hammersmith Park Sports Facility project - appointment of works & services contractor To approve the appointment of the contractor to undertake the works and services contract for the redevelopment of Hammersmith Park All Weather Pitch as selected and agreed by the project's Tender Appraisal Panel and approved by the Project Board.	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City
Cabinet	18 Jul 2011	Measured Term Contract for Risk Assessment Surveys and Associated Remedial Works on Communal Hot and Cold Water System in Housing Properties - Boroughwide	Cabinet Member for Housing
	Reason: Expenditure more than		Ward(s): All Wards

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
	£100,000	Tender acceptance report seeking approval to the letting of the contract.	
Cabinet	18 Jul 2011	Right to Move Pilot To agree to a joint pilot of a Right to Move scheme for Council's tenants to move to properties outside the Borough. The pilot to run in conjunction with Notting Hill Housing Group.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	18 Jul 2011	Framework Agreement for the Provision of Agency Workers A Framework Agreement to be accessible to all London Boroughs ("Participating Boroughs") for the provision of professional, technical, general and administrative agency workers inclusive of social care. School resourcing is also included within the scope of this Framework Agreement but shall be optional based upon each Participating Borough's needs.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	18 Jul 2011	Agency Worker Services: Setting up a Framework Agreement - Award Report To approve the award of a Framework Agreement on behalf of the Council and other London Councils for Agency Worker Services to be provided by the recommended Contractor. To commence on 1st October 2011 for a period of four years.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	18 Jul 2011	Abercrombie House; Baird House; Bentinck House, Canning House; Charnock House; Grey House & Wolf House (White City Estate) - Controlled Access System	Cabinet Member for Housing
	Reason: Expenditure		Ward(s): Wormholt and

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
	more than £100,000	Tender acceptance report to appoint contractor to carry out installation of controlled access system to various properties in White City Estate, London, W12.	White City
Cabinet	18 Jul 2011	Campbell House, Mitchell House, & Denham House (White City Est); Norland House, Poynter House, & Stebbing House (Edward Woods Est) and Sharnbrook House - Water Booster Pumps (Phase 3) Tender Acceptance Report to appoint contractor to carry out installation of water booster pumps to various properties at White City Estate & Edward Woods Estate.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): North End; Shepherds Bush Green; Wormholt and White City
Cabinet	18 Jul 2011	Davis House, Evans House & Mackay House (White City Estate) - External & Communal Repairs Tender Acceptance Report to appoint contractor to carry out external and communal repairs and decorations at White City Estate, W12.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City
Cabinet	18 Jul 2011	302 Fulham Palace Road - General Building Works Tender Acceptance Report to appoint contractor to carry out general building works at 302 Fulham Palace Road, London, SW6.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Palace Riverside
Cabinet	18 Jul 2011	37-101 Granville House (Sheltered Housing) - Window Replacement Works under the Decent Homes Contract Tender Acceptance Report to	Cabinet Member for Housing
	Reason: Expenditure more than		Ward(s): Town

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
	£100,000	appoint contractor to carry out window replacement works under the the Decent Homes Contract at 37-101 Granville House (Sheltered Housing Accommodation), London, SW6.	
Cabinet	18 Jul 2011	1-15 Philpot Square (Sheltered Housing) - Window Replacement Works under the Decent Homes Programme Tender Acceptance Report to appoint contractor to carry out window replacement works under the Decent Homes Programme at 1-15 Philpot Square (Sheltered Housing Accommodation), London, SW6.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Sands End
Cabinet	18 Jul 2011	Riverside Gardens, Hammersmith, W6 - Removal of Asbestos in Tank Room Tender Acceptance Report to appoint contractor to carry out the removal of asbestos in the tank room at Riverside Gardens, Hammersmith, W6.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway
Cabinet	18 Jul 2011	69-163 Seagrave Road and 1-30 Viking Court (Sheltered Housing) - Window Replacement Works under the Decent Homes Programme Tender acceptance to appoint contract to carry out window replacement works under the Decent Homes Programme at 69-163 Seagrave Road and 1-30 Viking Court, Fulham, SW6.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Fulham Broadway
Cabinet	18 Jul 2011	1-35 Swanbank Court (Sheltered Housing) - Window Replacement Works under Decent Homes Programme	Cabinet Member for Housing
	Reason: Expenditure		Ward(s): Palace Riverside

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
	more than £100,000	Tender acceptance to appoint contract to carry out window replacement works under the Decent Homes Programme at 1-35 Swanbank Court, Fulham, SW6.	
Cabinet	18 Jul 2011	Verulam House, Chelmsford House, Manor Court, Stanford Court, Riverside Gardens & Arthur Henderson House - Renewal of Cold Water Storage Tanks Tender Acceptance Report to appoint contractor to carry out Renewal of Cold Water Storage Tanks (Remedial Works) to Various Properties in Hammersmith and Fulham.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Fulham Reach; Hammersmith Broadway; Parsons Green and Walham; Sands End; Town

Agenda Item 5



London Borough of Hammersmith & Fulham

Cabinet

9 MAY 2011

SUMMARY OF OPEN DECISIONS TAKEN BY THE LEADER AND CABINET MEMBERS REPORTED TO CABINET FOR INFORMATION

CABINET MEMBER

**DEPUTY LEADER
(+ ENVIRONMENT
AND ASSET
MANAGEMENT)**

*Councillor Nicholas
Botterill*

5.1 CONTRACT FOR THE MAINTENANCE OF PAY AND DISPLAY MACHINES

This report seeks approval to extend the contract for the maintenance of pay and display machines with Metric Group Ltd for 1 year from April 2011.

Decision taken by Cabinet Member on: 4 April 2011

That the contract for the maintenance of pay and display machines with Metric Group Ltd be extended for 1 year from April 2011 at an estimated value of £422,000.

Wards: All

**CABINET MEMBER
FOR CHILDREN'S
SERVICES**

*Councillor Helen
Binmore*

5.2 DETERMINATION OF ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM COMMUNITY SCHOOLS FOR THE ACADEMIC YEAR 2012-2013

The report records the Cabinet Member's decision to determine the admission arrangements as set out for community nursery, primary and secondary schools in Hammersmith & Fulham. This falls within the scope of their executive portfolio. The prescribed deadline for determination is 15 April 2011.

Decision taken by Cabinet Member on: 4 April 2011

That, following the statutory consultation period:

- 1. The admission arrangements for all community primary and secondary schools, maintained by the LA, are determined as set out in Appendix 1 of the report.**
- 2. The Scheme for Co-ordination of Year 7 Admissions from September 2012, as set out in Appendix 2 of the report be agreed.**
- 3. The Scheme for Co-ordination of Reception admissions as set out in Appendix 3 of the report be agreed.**

4. The Scheme for Co-ordination of In-Year admissions as set out in Appendix 4 of the report be agreed.

Wards: All

**CABINET MEMBER
FOR CHILDREN'S
SERVICES**

*Councillor Helen
Binmore*

**5.3 LETCHFORD COMMUNITY CENTRE
EMERGENCY ROOF REPAIRS, SECURITY MEASURES
AND DAMP TREATMENT**

These works need to be undertaken because the building is in a poor state of disrepair allowing water penetration which has caused damage to the adjoining property. In completing these works there may be a requirement to complete a Party Wall agreement. The proposed works consist of repairs to: the rear roof/s of the community centre, the upper rear party flank wall, security works to the rear roof area over the main entrance and internal damp treatment in the rear passage of the community centre along the party-wall with No 16 Letchford Gardens.

Decision taken by Cabinet Member on: 4 April 2011

That approval is given to Mulalley & Company Limited at a cost of £27,600 plus fee of £4,140 making a total cost of £31,740 as set out in paragraph 4.1 of the report.

The works to be awarded under the Measured Term Contract for Non-Housing Projects 2011/2015.

Wards: College Park & Old Oak

**CABINET MEMBER
FOR CHILDREN'S
SERVICES**

*Councillor Helen
Binmore*

**5.4 APPOINTMENT OF LOCAL AUTHORITY SCHOOL
GOVERNOR- OLD OAK PRIMARY SCHOOL**

This report records the Cabinet Member's decision to appoint a LEA Governor, which falls within the scope of her executive portfolio.

Decision made by Cabinet Member on: 12 April 2011

To appoint Mr Christopher Fogelberg to the Governing Body of Old Oak Primary School for a period of four years from date of signature.

Wards: College Park and Old Oak

**CABINET MEMBER
FOR COMMUNITY
& CARE**

*Councillor Joe
Carlebach*

5.5 FAST TRACK SMALL GRANTS SCHEME, APRIL 2011

This report details allocations for the Fast Track Small Grants scheme aimed at local 3rd sector organisations.

Decision taken by Cabinet Member on: 18 April 2011

The Cabinet Member for Community Care agrees grant awards to the applicant organisations, as listed in Appendix 1 of the report. These awards are recommended in line with the stated funding criteria; the annual budget available for Fast Track Small Grants has been reduced and the scheme will be offered once a year.

Wards: All

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

5.6 FURNITURE PROCUREMENT TO ENABLE THE ADAPTATION OF FLOOR LAYOUTS AT 145 KING ST & 77 GLENTHORNE RD TO SMART WORKING STANDARD - TO ENABLE ACCOMMODATION OPTIMISATION AND THE RELEASE OF BARCLAY HOUSE WITH ASSOCIATED COST SAVINGS

This report sets out the procurement process undertaken to buy office furniture in connection with the Smart Working enabling works at 145 King Street and 77 Glenthorne Road in order to release Barclay House from the Council's property portfolio. It seeks the approval to place an order with Kinnarps (UK) Ltd under the OGC's Buying Solutions' General Office Furniture Framework Agreement.

The procurement of this furniture is necessary in order for the accommodation to be adapted to support the Smart Working environment and thereby enabling an increase in the occupancy levels in excess of 150 staff. The total estimated cost of occupancy per person (inclusive of rent, rates, energy consumption, cleaning, security/reception etc) is approximately £3,500 and the purchase of this furniture, is necessary to support the Smart Working standard. The staff from Barclay House will be relocated to 145 King St and 77 Glenthorne Rd. The lease at Barclay House ends in September 2011 and the lease will not be renewed. This will result in a saving to the council of £717,000 per annum. This procurement forms part of a package of works to facilitate this outcome.

Decision taken by Cabinet Member on 18 April 2011

- 1. That an order be placed with Kinnarps (UK) Ltd for the reasons outlined in this report for the purchase of furniture at a total cost of £82,696.78.**
- 2. That the funding for this procurement be met from the Corporate Planned Maintenance Programme 2010/2011 (Smart Working allocation) approved by Cabinet on 8 February 2010.**

Wards: Hammersmith Broadway

LEADER
Councillor Stephen Greenhalgh

5.7 USE OF COMPETITIVE DIALOGUE PROCUREMENT PROCEDURE FOR TRI-BOROUGH PASSENGER TRANSPORT CONTRACT

CABINET MEMBER FOR CHILDREN'S SERVICES
Councillor Helen Binmore

Passenger transport for children with special educational needs and adults with difficulties is the first front-line service LBHF, RBKC and WCC are attempting to procure jointly under tri-borough working.

CABINET MEMBER FOR COMMUNITY CARE
Councillor Joe Carlebach

This will be a complex procurement, with a number of risks and commercial uncertainties. To help manage and minimise these risks and uncertainties, Cabinet Member approval is sought to use the Competitive Dialogue procedure for this joint procurement. Under the Council's Contracts Standing Orders, prior Cabinet Member approval is required to use the Competitive Dialogue procedure.

Decision made by Cabinet Members on: 18 April 2011

That, as set out in section 8.10 of the Council's Contracts Standing Orders, the Leader, Cabinet Member for Children's Services and Cabinet Member for Community Care approve the use of the Competitive Dialogue procedure to procure a joint contract for passenger transport services.

Wards: All

CABINET MEMBER FOR RESIDENTS SERVICES
Councillor Greg Smith

5.8 RESIDENTS SERVICES CHANGES TO FEES AND CHARGES EFFECTIVE FROM 01 APRIL 2011

This paper sets out proposed changes to Commercial Waste & Recycling Fees and Charges effective from 01 April 2011.

Decision made by Cabinet Members on: 18 April 2011

That approval is given to the changes to Fees and Charges for Commercial Waste & Recycling as set out in Appendix A of the report, effective from 01 April 2011.

Wards: All

Agenda Item 6

SUMMARY OF URGENT DECISIONS TAKEN BY THE LEADER REPORTED TO CABINET FOR INFORMATION

The following report was considered in accordance with paragraph 1.21 of the Leader's Portfolio.

ITEM

6.1 DECISION TO AWARD AN ADVERTISING CONTRACT

This paper recommends awarding an initial six-year advertising contract to Trinity Mirror Southern, to be reviewed after two years, and with provision for extending it for a further four years at the discretion of the Council. A separate exempt report provides exempt information on the procurement process.

Reasons for Urgency:

H&F News is due to close on April 5 2011 following the implementation of the Government's updated Code of Recommended Practice on Local Authority Publicity.

This Urgency Paper will ensure compliance with the new Code while providing continuity for council advertising following an OJEU tendering process that was completed in early March.

Decision taken by the Leader on: 4 April 2011

- 1. That Trinity Mirror be awarded an initial six-year advertising contract, to be reviewed after two years and with the discretion to extend the contract annually for a further four-year period.**
- 2. To note that the advertising contract has provision to allow the Council to communicate to residents in space set aside and clearly signposted for public service information.**

Wards: All