

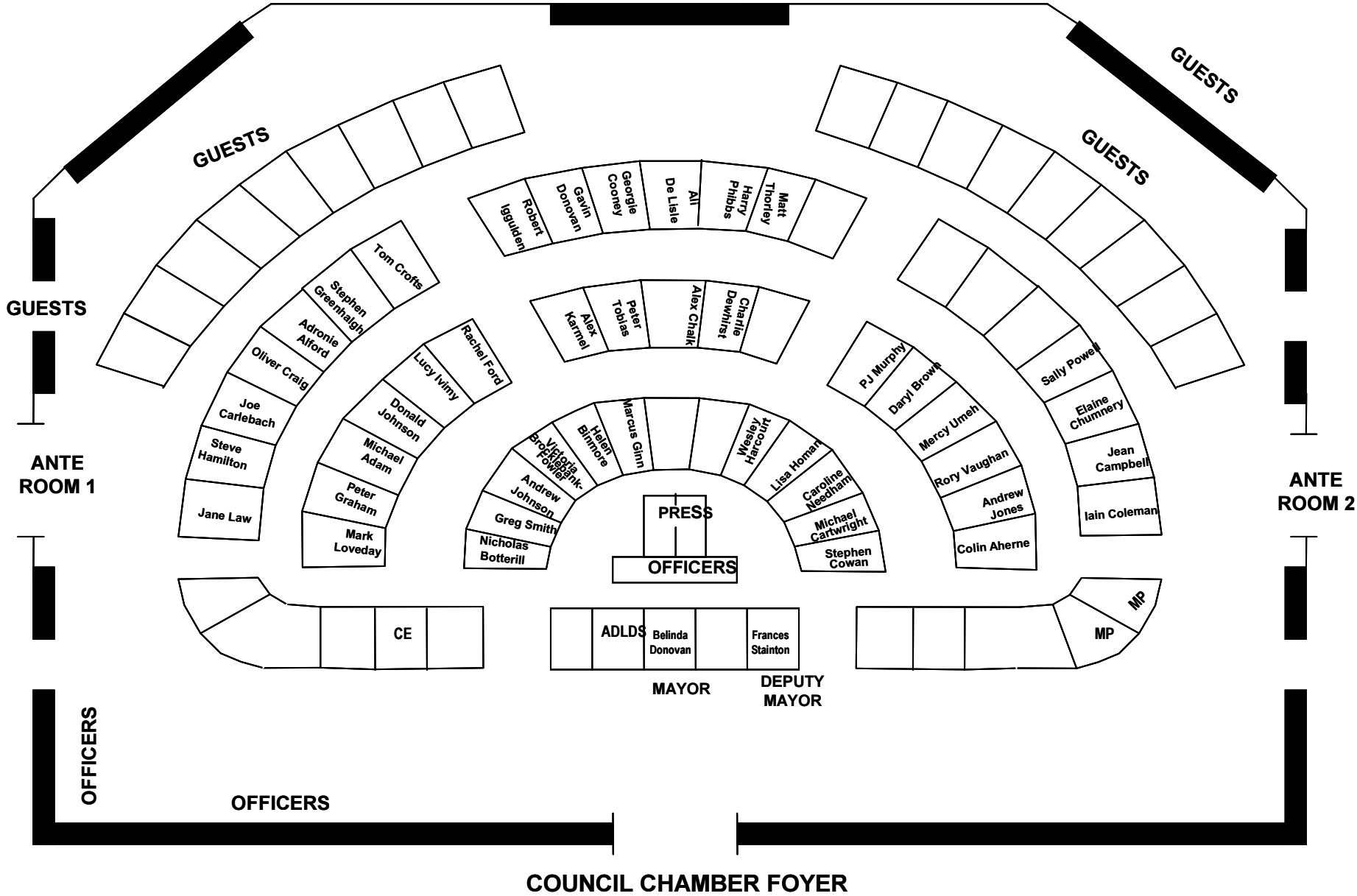
# COUNCIL AGENDA

(Annual Council Meeting)

Wednesday 30 May 2012



# COUNCIL CHAMBER SEATING 2012/13





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 30 May 2012  
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

21 May 2012  
Town Hall  
Hammersmith W6

Derek Myers  
Chief Executive

# Full Council Agenda

30 May 2012

<u>Item</u>		<u>Pages</u>
<b>1.</b>	<b>ELECTION OF MAYOR 2012/13</b>	
	To receive nominations for the election of a Mayor for the 2012/13 Municipal Year.	
	To appoint a Deputy Mayor for the 2012/13 Municipal Year.	
<b>2.</b>	<b>MINUTES</b>	1 - 8
	To approve and sign as an accurate record the Minutes of the Extraordinary Council Meeting held on 19 March 2012.	
<b>3.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>4.</b>	<b>MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)</b>	
<b>5.</b>	<b>DECLARATIONS OF INTERESTS</b>	
	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.	
<b>6.</b>	<b>ITEMS FOR DISCUSSION/COMMITTEE REPORTS</b>	
<b>6.1</b>	<b>PARTY APPOINTMENTS FOR 2012/13 MUNICIPAL YEAR</b>	9
	To note the Chief Executive's report on the various appointments made by the Party Groups on the Council for the 2012/13 Municipal Year.	

<b>6.2</b>	<b>ANNUAL REVIEW AND ADOPTION OF THE COUNCIL'S CONSTITUTION</b>	10 - 25
	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.	
<b>6.3</b>	<b>COUNCILLORS' ALLOWANCES SCHEME</b>	26 - 27
	This report provides an update to the Members' Allowance Scheme approved by Council at its meeting on 29 February 2012.	
<b>6.4</b>	<b>PETITIONS: ANNUAL REPORT 2011/12</b>	28 - 32
	To receive the annual report to Council on the operation of the Petitions Scheme.	
<b>7.</b>	<b>SPECIAL MOTIONS</b>	
	To consider and determine any Special Motions:	
<b>7.1</b>	<b>SPECIAL MOTION 1 - APPOINTMENT OF THE LEADER</b>	33
<b>7.2</b>	<b>SPECIAL MOTION 2 - APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS AND THEIR RESPECTIVE PORTFOLIOS</b>	34 - 58
<b>7.3</b>	<b>SPECIAL MOTION 3 - APPOINTMENT OF CHAIRMEN AND MEMBERSHIPS OF REGULATORY, SCRUTINY AND OTHER COMMITTEES 2012/13</b>	59 - 62
<b>7.4</b>	<b>SPECIAL MOTION 4 - COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS 2012/13</b>	63 - 64
<b>7.5</b>	<b>SPECIAL MOTION 5 - COUNCIL CALENDAR 2012/13 AND 2013/14</b>	65 - 67
<b>8.</b>	<b>INFORMATION REPORTS - TO NOTE</b>	
<b>8.1</b>	<b>TO RECEIVE THE LEADER'S ANNUAL REPORT (ORAL)</b>	
<b>8.2</b>	<b>OVERVIEW AND SCRUTINY ANNUAL REPORT 2011/12</b>	68 - 96
	The report outlines the work undertaken by the Overview and Scrutiny Board, Select Committees and Scrutiny Task Groups during the course of the 2011/12 Municipal Year.	

<b>8.3</b>	<b>SUMMARY OF ATTENDANCE AT PRINCIPAL COMMITTEE MEETINGS OF THE COUNCIL IN 2011/12</b>	97 - 98
<b>8.4</b>	<b>SPECIAL URGENCY DECISIONS - MONITORING REPORT</b>	99 - 100

The report presents details of decisions taken by the Leader or Cabinet Members under the special urgency provisions of the Constitution (very urgent decision not in the Forward Plan). The report covers the period 1 June 2011 to 30 April 2012.





# **COUNCIL MINUTES**

(EXTRAORDINARY COUNCIL MEETING)

MONDAY 19 MARCH 2012



## PRESENT

The Mayor Councillor Frances Stainton  
Deputy Mayor Councillor Belinda Donovan

### Councillors:

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

## **40. MINUTES**

Councillor Mark Loveday moved, seconded by Councillor Colin Aherne, an amendment to the minutes of the Budget Council meeting held on 29 February 2012 to include the following at the end of Minute Number 38.1:

“Councillor Aherne sought a ruling from the Mayor that Councillor Brown’s vote should be recorded as “Not Voting”. The Mayor ruled in accordance with Standing Orders that her vote should be recorded as voting “Against”.”

The amendment was put to the meeting which was unanimously agreed.

### **RESOLVED:**

The minutes of the Budget Council Meeting held on 29 February 2012 were confirmed and signed as an accurate record, subject to the amendment to Minute Number 38.1, to include the following paragraph at the end of the item:

Councillor Aherne sought a ruling from the Mayor that Councillor Brown’s vote should be recorded as “Not Voting”. The Mayor ruled in accordance with Standing Orders that her vote should be recorded as voting “Against”.

**41. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jean Campbell, Marcus Ginn, Wesley Harcourt, Robert Iggulden and Peter Tobias.

**42. 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).

The Mayor was pleased to announce that she, the Deputy Leader and Chair of NHS North West London had signed the Army Community Covenant at the reception after the Freedom of the Borough Parade on 11 March 2012. This was a significant moment as Hammersmith and Fulham was one of the first boroughs to sign this covenant.

**43. DECLARATIONS OF INTERESTS**

In respect of agenda item 5.1 Earls Court and West Kensington Opportunity Area – Supplementary Planning Document (SPD), the following declarations of interest were made:

- Councillor Steve Hamilton declared a prejudicial interest as he had an interest in a property in the area relating to the SPD.
- Councillor Alex Karmel declared a prejudicial interest as his mother had an interest in a property in the area relating to the SPD.
- Councillor Jane Law declared a prejudicial interest as her mother in law had an interest in a property in the area relating to the SPD.

The Councillors left the room during this item and took no part in the discussion or the voting.

**44. ITEMS FOR DISCUSSION/COMMITTEE REPORTS**

**44.1 Earls Court and West Kensington Opportunity Area - Supplementary Planning Document (SPD)**

7.06pm - The report and recommendation were moved for adoption by the Leader of the Council, Councillor Stephen Greenhalgh.

A speech on the report was made by Councillor Stephen Greenhalgh (for the Administration).

Under Council Procedure Rule 13.2 (b), Councillor Michael Cartwright moved, seconded by Councillor Daryl Brown, an amendment to the report as follows:

“insert after “resolve” in the first line:

“to carry out a ballot of tenants and leaseholders on the West Kensington and Gibbs Green estates, organised by the Electoral Reform Society, to ascertain if they are supportive of the adoption of the SPD and if a majority who vote are in favour resolve...”

Speeches on the amendment were made by Councillors Michael Cartwright, Daryl Brown, Iain Coleman, Andrew Jones, Dame Sally Powell, PJ Murphy and Stephen Cowan (for the Opposition) and Councillor Stephen Greenhalgh (for the Administration). The amendment was put to the vote and a roll-call was requested:

FOR	AGAINST	NON VOTING
AHERNE	ADAM	
BROWN	ALFORD	
CARTWRIGHT	BINMORE	
CHUMNERY	BOTTERILL	
COLEMAN	BROCKLEBANK-FOWLER	
COWAN	CARLEBACH	
HOMAN	CHALK	
JONES	COONEY	
MURPHY	CRAIG	
NEEDHAM	CROFTS	
POWELL	DE LISLE	
UMEH	DEWHIRST	
VAUGHAN	DONOVAN (B)	
	DONOVAN (G)	
	FORD	
	GRAHAM	
	GREENHALGH	
	IVIMY	
	JOHNSON (A)	
	JOHNSON (D)	
	LOVEDAY	
	PHIBBS	
	SMITH	
	STANTON	
	THORLEY	
FOR	13	
AGAINST	25	
NON VOTING	0	

The amendment was declared **LOST**.

Speeches on the substantive report and recommendation were then made by Councillors Nicholas Botterill, Tom Crofts, Andrew Johnson and Lucy Ivimy (for the Administration) and Councillor Stephen Cowan (for the Opposition).

Councillor Stephen Greenhalgh (for the Administration) made a speech winding up the debate before the substantive report and recommendation was put to the vote:

FOR	25
AGAINST	13
NON VOTING	0

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

8.40pm - **RESOLVED**:

That the Earls Court and West Kensington Opportunity Area Joint Supplementary Planning Document (Appendix 1 of the report) be adopted.

*(Councillors Steve Hamilton, Alex Karmel and Jane Law had declared a prejudicial interest in this item and left the room, taking no part in the discussion or the voting).*

#### **45. SPECIAL MOTIONS**

##### 45.1 Motion to Adjourn Special Motions

8.41pm - Under Standing Order 15(e)(ix), Councillor Mark Loveday moved, seconded by Councillor Victoria Brocklebank-Fowler, that Special Motions 1 and 2 be adjourned until the next Ordinary Council Meeting.

Speeches on the motion were made by Councillor Mark Loveday (for the Administration) and Councillor Stephen Cowan (for the Opposition) before it was put to the vote:

FOR	25
AGAINST	13
ABSTENTIONS	0

The motion was declared **CARRIED**.

8.47 pm - **RESOLVED**:

That Special Motion 1 – Boris/Barclays Bank Bikes and Special Motion 2 – Town Hall Developments be adjourned until the next Ordinary Council Meeting.

#### **46. INFORMATION REPORTS - TO NOTE**

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

**47. FAREWELL TO MICHAEL COGHER, ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)**

The Council noted that this was the last Council meeting at Hammersmith and Fulham that Michael Cogher, Assistant Director (Legal and Democratic Services), would attend as he was leaving for a position at the City of London. Councillor Dame Sally Powell thanked Michael Cogher for being a loyal officer to the Borough and for always treating the Councillors with equal respect. His sense of humour and performance during the induction sessions in particular went down very well with the Councillors. The Mayor thanked Michael Cogher for his enormous help and noted he was always available with advice whenever needed. Councillor Mark Loveday echoed the comments made and the Council thanked Michael Cogher for all his hard work and help over the years and wished him all the best in his new position.

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

Meeting started: 7.00 pm  
Meeting ended: 8.50 pm

Mayor .....

ANNOUNCEMENTS BY  
THE MAYOR

1. On 2<sup>nd</sup> March, I attended and presented the winning medals and trophies at the HFPSSA Swimming Gala, Fulham Pools, SW6
2. On 2<sup>nd</sup> March, I was honoured to attend the National Day of the Republic of Bulgaria, Bulgarian Embassy, Queens Gate, SW7
3. On 2<sup>nd</sup> March, I attended the German Ambassador Reception, 34 Belgrave Square, SW1
4. On 3<sup>rd</sup> March, I launched the latest Foodbank charity food giving event encouraging shoppers to donate goods with a few words over their PA system, Sainsbury's, Townmead Road, SW6
5. On 5<sup>th</sup> March, I attended the Thames Diamond Jubilee Pageant Advisory Meeting, Mansion House, EC4
6. On 5<sup>th</sup> March, I was delighted to receive a cheque for my chosen charity of One Thousand Pounds from George Irvin entertainments, Mayor's Parlour, HTH
7. On 6<sup>th</sup> March, I attended the High Sheriff of Greater London's Award Ceremony, Supreme Court, Parliament Square, SW1
8. On 7<sup>th</sup> March, accompanied by the Leader of the Council and Cabinet Member for Children's Services, I was delighted to attend the official opening of Hammersmith Academy School, by The Lord Mayor of London, Cathnor Road, W12
9. On 7<sup>th</sup> March, I attended and greeted Boris Johnson, Mayor of London at a reception for People's Question Time, HTH
10. On 7<sup>th</sup> March, I attended St. Georges charity dinner for Macmillan Palace of Varieties, The Park Lane Hotel, Piccadilly
11. On 8<sup>th</sup> March, I attended the 'International Women's Day' reception, City Hall, SE1
12. On 9<sup>th</sup> March, I attended The Royal Yeomanry 'Grand Military Gold Cup' reception, Sandown Park Racecourse, Elmbridge
13. On 10<sup>th</sup> March, accompanied by my Consort, I attended The Royal Yeomanry Officers Mess Dinner, Cavalry and Guards Club, 127 Piccadilly
14. On 11<sup>th</sup> March, I was honoured to read a lesson at St. Paul's Church, take the Salute, host a civic reception, and sign the Army Community Covenant at the Freedom of the Borough Parade, HTH. Speaking at the reception in the Assembly Hall on what help Hammersmith & Fulham offers to the Armed Forces service men and women. We are proud to be among the first Boroughs to sign the Covenant.

15. On 12<sup>th</sup> March, I took part in the 'International Women's Day' reception, HRH The Duchess of Cornwall, was the guest of honour RBKC, Mayor's Parlour, Town Hall, W8





# Chief Executive's Report to Council

30 MAY 2012

**PARTY APPOINTMENTS FOR THE 2012/13 MUNICIPAL YEAR**

**WARDS  
All**

The Council is asked to note the following Party appointments that have been made for the Municipal Year 2012/13:

## **ADMINISTRATION**

Leader – Councillor Nicholas Botterill

Deputy Leader – Councillor Greg Smith

Chief Whip – Councillor Mark Loveday

Deputy Whip – Councillor Jane Law

## **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

30 MAY 2012

## ANNUAL REVIEW AND ADOPTION OF THE COUNCIL'S CONSTITUTION

WARDS

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 October 2011 to reflect changes to the Schemes of Delegation to officers consequent upon Tri-borough working.

The Constitution was last reviewed at the Annual Council on 25 May 2011.

### RECOMMENDATIONS

1. That the updates, amendments and corrections proposed to the Council Constitution, as set out in Appendix 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 2012/13 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.
- 1.3 Proposed changes to the Constitution in the light of the annual review (including the establishment of the White City Opportunity Area Working Group), and the reasons for them, are set out in Appendix 1. A further report will be submitted to the July Council meeting to reflect the proposed changes to the Standards regime.

## **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 Appendix 1.

### **LOCAL GOVERNMENT ACT 2000** **BACKGROUND PAPERS**

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

**REVIEW OF THE COUNCIL'S CONSTITUTION MAY 2012  
PROPOSED AMENDMENTS**

**APPENDIX 1**

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
<b><u>Part 2 – Articles of the Constitution</u></b>		
<b>Article 6 – Overview and Scrutiny Committees</b>	Scrutiny Board – Terms of Reference	<p><u>Add:</u> To monitor the development, implementation and operation of the governance, structures and processes in respect of joint working with other local authorities save for matters within specific service areas which fall within the remit of other Select Committees.</p> <p><u>Rationale:</u> To clarify the authority for a cross-cutting review of Bi and Tri borough structures and processes.</p>
	Environment and Residents Services Select Committee and all subsequent references	<p><u>Amend:</u> the title of this Select Committee to Transport, Environment, Residents Services and Select Committee</p> <p><u>Rationale:</u> To reflect new departmental identities.</p>
	Environment and Residents Services Select Committee – Terms of Reference	<p><u>Add:</u> ‘The discharge of functions contained in s.9FH of Schedule 2 to the Localism Act 2011 to review and scrutinise the exercise by risk management authorities of flood risk management functions which may affect the local authority’s area”.</p> <p><u>Rationale:</u> To comply with the requirements of the Localism Act 2011 to make arrangements for the scrutiny of flood risk management.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
<b>Article 6 – Overview and Scrutiny Committees (cont.)</b>	Para. 6.02 – General role of the Overview and Scrutiny Committees	<p><u>Add</u> to sub-para. (ii), after “make reports and/or recommendations to the Executive and/or the full Council in connection with the discharge of any functions” the words “or a Member or officer exercising the relevant delegated powers”.</p> <p><u>Rationale:</u> To reflect existing practice of Scrutiny Committees making recommendations to Cabinet Members and officers where appropriate.</p>
	Para. 6.03 – Specific functions of the Overview and Scrutiny Committees	<p><u>Delete</u> sub-para. (b) (v) “review and comment upon the development of, or performance against, relevant LAA targets”.</p> <p><u>Rationale:</u> To reflect abolition of LAA</p>
	Para.6.03 – Specific functions of the Overview and Scrutiny Committees	<p><u>Add</u> to sub-para (c ) Scrutiny of Health a further section (vi): “The Overview and Scrutiny Board may exercise these powers in the approval of commissioned Task Group reports and recommendations”.</p> <p><u>Rationale:</u> Regularises the position in respect of recommendations to NHS bodies by Task Groups approved by the Scrutiny Board. This gives them the same statutory status as those of the formally designated health scrutiny committees (Housing, Health and Adult Social Care and Education Select Committees), placing the relevant NHS body under an obligation to consider and respond to the recommendations.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
	Para. 6.03 - Specific functions of Scrutiny Committees	<p>Add a new sub-section (d) as follows: “<b>Scrutiny of children’s health and welfare</b> : The Education Select Committee has power to review and scrutinise any matters relating to the Children’s Trust Board and to make reports and/or recommendations to the Children’s Trust Board.”</p> <p><u>Rationale:</u> To make provision for the Select Committee to exercise scrutiny functions in relation to the work of the Children’s Trust Board.</p>
<b><u>Part 3 – Responsibilities for Functions</u></b>		
<b>The Executive (Cabinet)</b>	Changes to the composition of the Cabinet	Printed in the Council agenda.
<b>Cabinet Member portfolios</b>	Changes to portfolio responsibilities	Printed in the Council agenda.

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
<b>Overview and Scrutiny, Regulatory and other Committees – memberships and terms of reference</b>	<p>Membership of Scrutiny and other Committees</p> <p>Schemes of delegation to Chief Officers</p> <p>Licensing Committee</p> <p>White City Opportunity Area Working group</p>	<p>Printed in the Council meeting.</p> <p>Detailed amendments have been made to reflect changes to post titles, allocation of delegated functions between departments and the introduction of new powers.</p> <p><u>Add</u> - The Committee shall comprise 16 Councillors (ratio 11:5)</p> <p><u>Rationale</u> – This is to reflect the proportional allocation of seats on the Committee.</p> <p><u>Add</u> to the list of other Committees the title of this new working group and the Terms of Reference attached as Appendix 3.</p>
<p><b><u>Part 4 – Rules of Procedure</u></b></p>		
<b>Council Procedure Rules</b>	<p>Rule 2 – Business at Ordinary Council Meetings</p>	<p><u>Amend</u> para. 2.1 (g) to provide that Special Motions are not discussed at Extraordinary meetings of the Council as well as at the Budget meeting.</p> <p><u>Rationale</u>: To focus the effort of the meeting on the item(s) which are the reason for calling an Extraordinary meeting.</p>

<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Council Procedure Rules (cont.)</b>	Rule 3 – Business at other Council meetings	<p><u>Amend</u> the final sentence of subsection ( c) so that it reads: “An Extraordinary meeting may consider any of the matters specified in Rule 2.1 above (Business at ordinary Council meetings) except questions submitted by the public.”</p> <p><u>Rationale:</u> Adding the proposed exception regarding questions submitted by the public will bring the agenda for an extraordinary Council meeting into line with Rule 12 (a) which provides that no public questions may be asked at the Annual Council meeting “or any extraordinary meeting”.</p>
	<p>Rule 15 (e) (vi): amendments to a motion which may be moved without prior notice</p> <p>Rule 15 (e) (ix) : motion to adjourn a</p>	<p><u>Amend</u> to read: “Amendment to a motion or recommendation”</p> <p><u>Rationale:</u> Adding the words “or recommendation” to the list of motions or amendments which may be moved without prior notice brings this rule into line with Rule 13.2 (b) which provides for report recommendations being varied by way of amendment. The effect of this proposed change would be that amendments to such recommendations can be moved without prior notice.</p> <p><u>Amend</u> to read: “That the meeting or debate or Special Motion be</p>



	meeting or debate which may be moved without prior notice	now adjourned.”  <u>Rationale:</u> Adding the words “or Special Motion” clarifies that Special Motions (as well as meetings or debates) can be adjourned on a motion made without prior notice.
<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Council Procedure Rules (cont.)</b>	<p>Rule 15 - Rules of debate at Council</p> <p>Rule 15 (l); alteration or withdrawal of a motion</p> <p>Rule 15 (m) and (n): prohibition on smoking and drinking at meetings</p>	<p><u>Add</u> a new sub-paragraph (f) as follows: “<u>On a motion to adjourn a Special Motion:</u> The Mayor shall put the adjournment motion to the vote without giving the mover of the original motion the right of reply. If the motion is passed, consideration of the matter(s) under discussion shall stand adjourned to a further meeting.”</p> <p><u>Rationale:</u> Implements the change to rule 15 (e) (ix) above and creates a similar provision for adjourning Special Motions as for adjourning meetings or debate.</p> <p><u>Amend</u> to allow for a motion to be altered or withdrawn with the consent of the meeting only and not with the consent of the meeting and the seconder.</p> <p><u>Rationale:</u> To clarify current practice.</p> <p><u>Move</u> these prohibitions to a new sub-section within Rule 21.</p> <p><u>Rationale:</u> These prohibitions are misplaced under a section of Rule 15 which deals with moving of amendments and motions.</p>

<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Council Procedure Rules (cont.)</b>	Rule 22 – Admission/exclusion of press and public	<p><u>Add</u> as new sub-para (b): “There are no public speaking rights at Planning Applications Committee. Written petitions made on a planning application are incorporated into the officer report to Planning Applications Committee. Petitioners, as members of the public, are welcome to attend meetings, but are not permitted to speak. They can however be represented by their Ward Councillor, who may address the Committee. Deputation requests are not accepted on applications for planning permission.”</p> <p><u>Rationale:</u> This wording is taken from the Guidance for Councillors and officers dealing with Planning and Licensing in part 5 of the Constitution. Inserting it in Rule 22 will clarify and confirm the position regarding speaking rights at Planning Applications Committee.</p>
<b>Access to Information Procedure Rules</b>	Rule 1 - Scope	<p><u>Delete</u> reference to Task Groups.</p> <p><u>Rationale:</u> Current practice is for task groups to operate on an informal basis with no automatic rights of public access in order to reduce bureaucracy and avoid obstacles to the submission of evidence.</p>

<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Overview and Scrutiny, Procedure Rules</b>	Rule 8 – Overview and Scrutiny Task Groups	<p><u>Amend</u> the first sentence of para. 3 to read: “A Task Group shall have no fewer than three elected members.</p> <p><u>Rationale:</u> Currently, the rule refers to “3 members”. Making clear that the 3 members are Councillors will enable Task groups to co-opt expert members where desirable.</p> <p><u>Add</u> to para. 3: “A Task Group shall have the power to co-opt up to a maximum of two members in a non-voting capacity who are not elected Councillors.”</p> <p><u>Rationale:</u> Clarifying the role and numbers of co-opted members.</p> <p><u>Add</u> a new para. 4: “The Access to Information Procedure Rules do not apply to Scrutiny Task Groups unless the Task Group agreed a motion to the contrary.</p> <p><u>Rationale:</u> Confirming the proposed change to Rule 1 above.</p>
<b>Overview and Scrutiny,</b>	Rule 13 – Reports from Overview and Scrutiny Committees	<u>Replace</u> Rule 13 with the new wording attached as Appendix 2.

<b>Procedure Rules</b>		<u>Rationale:</u> Simplification of process and inclusion of reference to the treatment of Scrutiny recommendations to officers.
<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Overview and Scrutiny, Procedure Rules</b>	Rule 23 – Public participation	<u>Delete</u> reference to Task Groups.  <u>Rationale:</u> Confirming the proposed change to rule 1 above.
	Appendix A – Councillor Call for Action	<u>Delete</u> from the first paragraph the words “the relevant Scrutiny Committee on an issue which is a local government matter (including a matter that relates to the Council’s partners involved in the delivery of Local Area Agreement targets...)” and <u>replace</u> with ‘a Scrutiny Committee any matter which is relevant to its functions....’  <u>Rationale:</u> Widens the scope of issues which any Member can refer to a Scrutiny Committee beyond local government matters in accordance with the Localism Act 2011, and removes obsolete reference to Local Area Agreement targets.
	Appendix B – Deputation requests	<u>Delete</u> reference to Task Groups.  <u>Rationale:</u> Confirming existing practice that Task Groups do not receive Deputations.
<b>Contract Standing</b>	Whole document	The CSOs have been amended and updated in detail.

<b>Orders</b>		
<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b><u>Part 5 – Codes and Protocols</u></b>		
<b>Councillors’ Support and Other Facilities</b>	Sect. 2 – Bulk mailouts	<u>Delete</u> - Section 2 – Bulk Word processing  <u>Rationale</u> - Clarifying that this service is no longer available.
<b>Local Protocol for Councillors on Access to Information/Open Government</b>	Whole document	<u>Insert</u> - Bespoke Planning Protocol as an Appendix  <u>Rationale</u> - For the sake of clarity, the bespoke Planning Protocol agreed by Planning Applications Committee is attached as an Appendix
<b>Handling Councillors and Members of Parliament enquiries – Guidance for Councillors</b>	Para. 3.2 - timescales	<u>Amend existing text.</u>  <u>Rationale</u> - Clarifying that urgent enquiries will be dealt with as soon as reasonably practicable bearing in mind the circumstances.
<b>Guidance for</b>		<u>Delete</u> - existing Code and insert updated Code in light of the

<b>Councillors and Officers dealing with Planning and Licensing</b>		Localism Act 2011  <u>Rationale</u> – To provide Members with up to date advice on predetermination, declaration of Interest and other key issues arising from the Localism Act 2011.
<b>CONSTITUTION SECTION</b>	<b>RELEVANT SUB-SECTION</b>	<b>PROPOSED CHANGES</b>
<b>Information Security policy</b>	Whole document	This Policy has been amended and updated in detail.
<b>Part 6 – Members Allowance Scheme</b>		
	Whole document	Current version replaced with new version approved by Council on 29 February 2012.
<b><u>Part 7 – Management Structure</u></b>		
Organisational structure charts	All charts	Replace with latest versions.

## APPENDIX 2

(New wording in *italics*)

### 13. Reports from Overview and Scrutiny Committees

- (a) Once it has formed recommendations on ~~proposals for development~~ *any matter* an Overview and Scrutiny Committee may prepare a formal report and submit it to the ~~Proper Officer~~ for consideration by the Executive (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework). The Committee may wish to send its recommendations to the Executive or to the Council on the matter if it prefers.
- (b) If an Overview and Scrutiny Committee cannot agree on one single final report to the Council or Executive on proposals ~~for development~~ on any matter as referred to in 13 (a) above, then up to one minority report may be prepared and submitted for consideration by the Council or Executive with the majority report.
- (c) The Council or Executive shall consider the report of the Overview and Scrutiny Committee normally within 8 weeks of it being submitted. ~~to the Proper Officer.~~
- (d) ~~Once an Overview and Scrutiny Committee has completed its deliberations on any matter, it will forward a copy of its final report to the Proper Officer who will allocate it to either or both the Executive and the Council for consideration, according to whether the contents of the report would have implications for the Council's budget and policy framework. If the Proper Officer refers the matter to Council, he/she will also serve a copy on the Leader that the matter is to be referred to Council. If the matter is referred to Council, the Leader will be served with notice and the Executive will have 6 weeks in which to respond to the Overview and Scrutiny Committee report. The Council shall not consider it within that period. When the Council does meet to consider any referral from an Overview and Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Executive to the Overview and Scrutiny Committee proposals.~~
- (e) Where an Overview and Scrutiny Committee prepares a report for consideration by the Executive in relation to a matter where the ~~Council Leader~~ *Leader* has delegated the decision ~~to a Member or Officer~~, the Overview and Scrutiny Committee will submit a copy of their report to ~~him/her~~ *the Member or Officer* for consideration. ~~At the time of doing so, the Overview and Scrutiny Committee~~

~~shall serve a copy on the Proper Officer.~~ The Member *or Officer* with delegated decision making power must consider the report and respond in writing to the Overview and Scrutiny Committee at the next ordinary meeting following receipt. ~~A copy of his/her written response to it shall be sent to the Proper Officer.~~ The Member *or Officer* may be asked to attend the meeting of the Overview and Scrutiny Committee to present their response.

- (f) All Councillors will in any event have access to the Executive's Forward Plan and timetable for decisions and intentions for consultation. At the stage when the Executive makes firm proposals and a provisional decision, in the form of a written and published decision on any matter, it will become available for call-in in accordance with the Council's decision-making process. Such reports will be placed by the Proper Officer on the agenda for the next meeting of the relevant Overview and Scrutiny Committee, subject to the access to information provisions.
- (g) Task Groups shall submit their reports to the Scrutiny Board.



## **APPENDIX 3**

### **NON-STATUTORY ADVISORY/ CONSULTATIVE BODIES**

[Note: This Working Group is not a formal Committee of Council. Therefore, it is an advisory body with no legal decision-making powers]

### **WHITE CITY OPPORTUNITY AREA WORKING GROUP**

#### **TERMS OF REFERENCE**

- 1.1 The Working Group shall meet on an ad hoc basis, on dates programmed by the Chairman, for the purpose of
- providing overall discussion and guidance for the officer work planned as part of the Neighbourhood Community Budget pilot.
  - advising the Executive on the overall strategic vision and the long-term redevelopment of White City Opportunity Area and on any formal decisions necessary.
  - discussing draft formal papers related to White City Opportunity Area for Cabinet's consideration.
  - advising the Executive how to deliver greater community control over local services and outcomes, especially in addressing the problems of families with complex needs, housing, worklessness and crime in the Area.
  - working with the White City Neighbourhood Forum to develop and monitor the White City Regeneration programme.
  - acting as the interface between the Council, developers, partner organisations, GLA, Government departments, businesses and members of the public so as to maximise the benefits to be obtained from White City Opportunity Area.
- 1.2 Except as provided herein, Council Procedure Rules shall apply in all respects to the White City Opportunity Area Working Group.
- 1.3 The White City Opportunity Area Working Group shall consist of four members as follows:
- 2 Administration Councillors and 2 Opposition Councillors.
- 1.4 The quorum shall be 2 members.

# Agenda Item 6.3



## Report to Council

30 MAY 2012

**LEADER**

**COUNCILLORS' ALLOWANCES SCHEME**

**WARDS  
All**

**SYNOPSIS**

This report provides an update to the Members' Allowance Scheme approved by Council at its meeting on 29 February 2012.

**CONTRIBUTORS**

**RECOMMENDATION:**

EDFCG  
DLDS

**That the update to the Councillors' Allowance Scheme 2012 – 13 as set out in the report be noted.**

**1. MEMBERS' ALLOWANCE SCHEME UPDATE**

- 1.1 The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake an annual review of its Members' Allowances scheme. This report provides an update to the allowance scheme approved by Council at its meeting on 29 February 2012.
- 1.2 The Administration has nominated an Executive consisting of seven Cabinet Members reducing the number from eight to seven. The Cabinet Member portfolios have been changed to reflect the new responsibilities. The new Cabinet consists of the following Members:-

LEADER (+REGENERATION, ASSET  
MANAGEMENT AND IT\*)

Councillor Nicholas Botterill

DEPUTY LEADER (+ RESIDENTS SERVICES\*\*)

Councillor Greg Smith

CABINET MEMBER FOR CHILDREN'S  
SERVICES

Councillor Helen Binmore

CABINET MEMBER FOR COMMUNICATIONS  
(+CHIEF WHIP)

Councillor Mark Loveday

CABINET MEMBER FOR COMMUNITY CARE

Councillor Marcus Ginn

CABINET MEMBER FOR HOUSING

Councillor Andrew Johnson

CABINET MEMBER FOR TRANSPORT AND  
TECHNICAL SERVICES\*\*\*

Councillor Victoria  
Brocklebank-Fowler

\* Includes Economic Development

\*\* Includes Licensing and Public Protection and Safety.

\*\*\* Includes Planning.

1.3 Six Cabinet Assistant posts have also been appointed to cover specific areas of strategic policy input into the Administration's priority area as follows:-

Councillor Harry Phibbs (Communications)  
Councillor Belinda Donovan (Crime)  
Councillor Georgie Cooney (Education)  
Councillor Adronie Alford (Housing)  
Councillor Frances Stainton (Parks)  
Councillor Ali de Lisle (Street Scene)

A maximum of three Cabinet Assistants will be in receipt of a Special Responsibility Allowance.

1.4 As a result of a reduction in number of Cabinet Member posts, there will be a saving in 2012/13 Member Allowance budget.

## **2. COMMENTS OF THE DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)**

2.1 The proposals contained within the report are in line with the Local Government Act 2000 and appropriate regulations.

## **3. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE**

3.1 The Executive Director of Finance and Corporate Governance can confirm that the proposed action will result in a saving to the budget in 2012/13.

### **LOCAL GOVERNMENT ACT 2000** **LIST OF BACKGROUND PAPERS**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext. of Holder of File/Copy</b>	<b>Department/ Location</b>
1.	The Remuneration of Councillors in London: 2010 Review (May 2010)	Kayode Adewumi, ext 2499	FCS, Room 133a, Hammersmith Town Hall
2.	Members' Allowance Scheme report 2011/12	Kayode Adewumi, ext 2499	FCS, Room 133a, Hammersmith Town Hall



## Report to Council

30 MAY 2012

LEADER	PETITIONS: ANNUAL REPORT 2011/12	WARDS
	The annual report to Council on the operation of the Council's Petitions Scheme.	All
CONTRIBUTORS	<u>RECOMMENDATION:</u>	
Petitions Officer Monitoring Officer	That the Council continue to operate the Petitions Scheme as outlined in paragraph 2.4. be agreed.  That the operation of the Council's Petitions Scheme be noted.	

### 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 were 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. From 1

April 2012, the provisions of the Local Democracy, Economic Development and Construction Act 2009 related to petitions were repealed. The consequence is that the Council does not have to have operate a petition scheme unless its wants to do so on a voluntary basis. It is recommended that the Council continue to operate the Petition scheme providing another avenue for residents to engage with the democratic process.

## **2. Annual Report 2011/12**

- 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 past two years. In 2011/12, thirteen petitions were received, of which nine were valid. Seven of the nine petitions were considered and responded to. Cabinet received a petition, two were considered by Cabinet Members and six officers. Two additional petitions were submitted online but nobody signed them. While the Council also received another two invalid petitions related to Walnut Tree at rear of 8 Fulham Park Gardens and a petition against a Parking Enforcement Officer.
- 2.3 The Scheme also allows people living, working or studying in the borough to petition an Overview and Scrutiny Committee but 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 Council meeting on 30 June 2010, agreed the number of signatures required for each category of petition at levels outlined below. The limits were set at a level to encourage residents and other interested parties to access the democratic process. The threshold limits only relate to the decision making routes referred to below, all petitions received by the Council which falls below these thresholds will continued to be considered by officers in consultation with the appropriate Cabinet Member. Once an issue has been considered by a decision maker under the scheme, a subsequent petition on the same issue will not be reconsidered by another decision maker because it has exceeded the next signature threshold.

### **Summary of Petition Types, Requirements and Decision Maker.**

<b>Type of Petition</b>	<b>Proposed Threshold (Number of Signatories)</b>	<b>Decision Maker</b>
Council Debate	5000	Full Council
Call an Officer to give evidence	2000	Select Committee or Scrutiny Board
Petitions to Cabinet	250	Cabinet
Petitions to Cabinet Members	100	Relevant Cabinet Member(s)

**3. Comments of the Executive Director of Finance and Corporate Governance**

3.1 There are no financial implications to this report.

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

4.1 The comments of the Director are within this report.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	Various Petitions submitted during the year.	Kayode Adewumi ext. 2499	Finance and Corporate Governance, Head Governance and Scrutiny
<b>CONTACT OFFICER</b>		<b>NAME:</b> Kayode Adewumi <b>EXT.</b> 2499	

**APPENDIX**

**PETITIONS RECEIVED BY THE COUNCIL IN 2011/12**

<b>No.</b>	<b>PETITION SUBJECT</b>	<b>SUBMITTED TO:</b>	<b>No. OF SIGNATURES</b>	<b>RESPONSE</b>
1.	White City Development Scheme	Cabinet Member for Environment and Asset Management	56	Letter from Cabinet Member to petition organiser.
2.	Divert traffic from Townmead Road to William Morris Way	Cabinet 18 July 2011	600	Cabinet considered the petition and noted the views of the residents opposing the option to divert traffic from Townmead Road to William Morris Way.
3.	Save Our Skies - Woodlands Tower	Cabinet Member for Environment and Asset Management	177	Letter from Cabinet Member to petition organiser.
4	Philpot Square - Double Glazed Units	7 July 2011	30	Officer Response
5.	Request for the Installation of a Lift at William Morris House	7 July 2011	27	Officer Response
6.	Banim Street Sheltered Accommodation	18 July 2011	11	Officer Response
7.	Improved bike security - St. Peter's Conservation area	26 July 2011	2	Officer Response
8.	Petition to prevent the return of anti social neighbours to upstairs flat 38 Oakbury Road	25 October 2011	18	Officer Response
9.	North End Ward Police Cuts	19 August 2011		Officer Response

Invalid

1.	Fox & Hound Pub	28 August 2011	Nobody signed the E-Petition	No response
2.	Reduce North End Road Traffic	24 January 2012	Nobody signed the E-Petition	No response
3.	Petition – Walnut Tree at rear of 8 Fulham Park Gardens	23 November 2011	Not Applicable	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.
4.	Petition Against Parking Enforcement Officer	8 March 2012	Not Applicable	Invalid as the Council's Petition Scheme was not designed for complaints such as this.



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## **SPECIAL MOTION NO. 1 – APPOINTMENT OF LEADER OF THE COUNCIL**

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Standing in the names of:

- (i) Councillor Greg Smith
- (ii) Councillor Mark Loveday

"This Council agrees the appointment of Councillor Nicholas Botterill as the Leader of the Council".

# Agenda Item 7.2

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## **SPECIAL MOTION NO. 2 – APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS AND THEIR RESPECTIVE PORTFOLIOS**

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Standing in the names of:

- (i) Councillor Nicholas Botterill
- (ii) Councillor Jane Law

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

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**THE EXECUTIVE – LEADER & CABINET MEMBERS 2012/13**

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<b>LEADER (+REGENERATION, ASSET MANAGEMENT AND IT*)</b>	<b>Councillor Nicholas Botterill</b>
<b>DEPUTY LEADER (+ RESIDENTS SERVICES**)</b>	<b>Councillor Greg Smith</b>
<b>CABINET MEMBER FOR CHILDREN'S SERVICES</b>	<b>Councillor Helen Binmore</b>
<b>CABINET MEMBER FOR COMMUNICATIONS (+CHIEF WHIP)</b>	<b>Councillor Mark Loveday</b>
<b>CABINET MEMBER FOR COMMUNITY CARE</b>	<b>Councillor Marcus Ginn</b>
<b>CABINET MEMBER FOR HOUSING</b>	<b>Councillor Andrew Johnson</b>
<b>CABINET MEMBER FOR TRANSPORT AND TECHNICAL SERVICES***</b>	<b>Councillor Victoria Brocklebank-Fowler</b>

\* Includes Economic Development

\*\* Includes Licensing and Public Protection and Safety.

\*\*\* Includes Planning.

**[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 Harry Phibbs (Communications)  
Councillor Belinda Donovan (Crime  
Councillor Georgie Cooney (Education)  
Councillor Adronie Alford (Housing)  
Councillor Frances Stainton (Parks)  
Councillor Ali de Lisle (Street Scene)**

MAY 2012

## **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 other engagements with strategic partners, 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 2012

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **LEADER OF THE COUNCIL**

**The Leader of the Council is also the Cabinet Member responsible for Regeneration and Asset Management**

#### **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 and providing community leadership.
- 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/she 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 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 1.23 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.

## **2. Regeneration and Economic Development 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 Communication 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 Cabinet Member for Communications**

- 3.1 Physical regeneration.
- 3.2 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes.
- 3.3 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.
- 3.4 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate organisations that fall within this portfolio.
- 3.5 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
- 3.6 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.



**4. Area in which power is shared with the Deputy Leader and Cabinet Member for Residents Services**

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

**5. Areas in which power is shared with the Cabinet Member for Housing**

- 5.1 Social regeneration.

- 5.2 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.

- 5.3 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.

- 5.4 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.

- 5.5 The compulsory purchase of land using housing powers.

**6. Areas in which power is shared with the Cabinet Member for Transport and Technical Services and Cabinet Member for Communications**

- 6.1 Compulsory purchase of land for planning purposes.

**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 Executive Directors

**In conjunction with all Cabinet Members**

Chief Executive

May 2012

## **RESPONSIBILITIES AND PORTFOLIOS**

### **DEPUTY LEADER AND CABINET MEMBER FOR RESIDENTS SERVICES**

#### **Scope of Portfolio**

**The portfolio covers the following areas:**

#### **1. General**

- 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 Appointing or nominating and, where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.3 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.4 Representing the Council's views on strategic policies related to Tri – Borough Corporate Services and any other matters which falls within the Tri – Borough Corporate Services remit.

#### **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.

2.8 The Taxicard scheme.

### **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.

3.6 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 Cabinet Member for Transport and Technical Services**

- 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 Communications**

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

8.2 The development, monitoring and implementation of the Authority's Communication Strategy.

8.3 The development, implementation and monitoring of the Authority's Public Consultation Strategy.

**9. Area in which power is shared with the Cabinet Member for Housing**

9.1 Responsibility to ensure that the estate wardens tackle anti social behaviour.

**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 Transport and Technical Services**

Bi-borough Executive Director of Transport and Technical Services.

**In conjunction with the Leader and the Cabinet Member for Communications**

Bi-borough Executive Director of Environment, Leisure and Residents Services

**In conjunction with all Cabinet Members**

Chief Executive

JUNE 2010, AMENDED MAY 2012

## **EXECUTIVE MEMBERS: RESPONSIBILITIES AND PORTFOLIOS**

### **CHIEF WHIP AND CABINET MEMBER FOR COMMUNICATIONS**

#### **Scope of Portfolio**

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

#### **1. Communications 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 The Council's customer care and complaints policies.
- 1.7 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.
- 1.8 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.
- 1.9 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 Cabinet Member for Transport and Technical Services**

- 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 Cabinet Member for Transport and Technical Services**

- 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.
- 4.5 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
- 4.6 The impact of the Authority's Communications Strategy and of the provision of information regarding the Authority's services.

**5. Area in which power is shared with the Deputy Leader and Cabinet Member for Residents Services**

- 5.1 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.
- 5.2 The development, monitoring and implementation of the Authority's Communication Strategy.
- 5.3 The development, implementation and monitoring of the Authority's Public Consultation Strategy.

## 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 H&F Business Board 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 Executive Director of Finance and Corporate Governance in respect of appropriate provision.
- Keeping under review the level of support services to Councillors in undertaking their representative role, and liaising with the Executive Director of Finance and Corporate Governance 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**

Executive Director of Finance and Corporate Governance

**In conjunction with the Leader and Deputy Leader & Cabinet Member for Residents Services**

Bi-borough Executive Director of Environment, Leisure and Residents Services

**In conjunction with all Cabinet Members**

Chief Executive

MAY 2011, AMENDED OCTOBER 2011, MAY 2012

## **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 16<sup>th</sup> 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.
- 2.9 Adult Learning and Skills Service (incorporating local learning and skills).

### **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 Deputy Leader and 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**

Tri-borough Executive Director of Children's Services

#### **In conjunction with all Cabinet Members**

Chief Executive

MAY 2011, AMENDED OCTOBER 2011, MAY 2012

## **RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR COMMUNITY CARE**

#### **Scope of Portfolio**

#### **1. Community Care Functions**

##### **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, Health Act 2006 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.
- 1.6 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.
- 1.7 Determining applications for financial assistance for community and voluntary organisations within the borough that fall within this portfolio.
- 1.8 The development and implementation of community development projects in pursuance of social services objectives.
- 1.9 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.
- 1.10 The administration of the AIDS Support Grant, Social Care Reform Grant and Stokes Grant.

- 1.11 The development of joint and partnership working, including joint commissioning of services with the Health Authorities and Trusts for the provision of social and health care.
- 1.12 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.13 The development, monitoring and implementation of the Authority's strategy in respect of better government for older people and people with disabilities.
- 1.14.1 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.

## **2. Public Health Functions**

- 2.1 The promotion of health education and public awareness of health issues within the borough, and implementation and monitoring of projects and services in relation to public health provision.
- 2.2 Consultation with the agencies and voluntary organisations concerned with public health matters in the borough, and encouraging and supporting the development of such organisations.
- 2.3 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.

**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**

Tri-borough Executive Director of Adult Social Care

### **In conjunction with all Cabinet Members**

Chief Executive

MAY 2011 AMENDED OCTOBER 2011, MAY 2012

## **RESPONSIBILITIES AND PORTFOLIOS**

### **CABINET MEMBER FOR TRANSPORT AND TECHNICAL SERVICES**

#### **Scope of Portfolio**

#### **1. The portfolio covers the following areas:**

- 1.1 Appointing or nominating, and where appropriate removing, the Authority's representatives on appropriate organisations that fall within this portfolio.
- 1.2 The implementation of the authority's planning policies.
- 1.3 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.
- 1.4 The preparation and consideration of environmental improvement schemes (except in parks and open spaces).
- 1.5 The authority's local Transport Plan and Borough Spending Plan.
- 1.6 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.
- 1.7 The Authority's powers and duties under all relevant legislation pertaining to building control.
- 1.8 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
- 1.9 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.
- 1.10 The maintenance and management of the Borough's roads, river walls, drawdocks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.
- 1.11 Policy and service implementation in relation to parking control.

#### **2. Areas in which power is shared with the Deputy Leader and Cabinet Member for Residents Services**

- 2.1 Policy, management and development of Fulham Palace.
- 2.2 Matters relating to the street scene.

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

**3. Areas in which power is shared with the Cabinet Member for Communications**

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

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

**4. Areas in which power is shared with the Leader and Cabinet Member for Communications**

4.1 Compulsory purchase of land for planning purposes.

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

**In conjunction with the Leader and Deputy Leader and Cabinet Member for Residents Services**

Bi-borough Executive Director of Transport and Technical Services

**In conjunction with all Cabinet Members**

Chief Executive

MAY 2011, AMENDED OCTOBER 2011, May 2012



## **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 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.

**3. Area in which power is shared with the Deputy Leader and Cabinet Member for Residents Services.**

- 3.1 Responsibility to ensure that the estate wardens tackle anti social behaviour.

**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**

Executive Director of Housing and Regeneration

**In conjunction with all Cabinet Members**

Chief Executive

MAY 2011, AMENDED OCTOBER 2011

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## **SPECIAL MOTION NO. 3 – APPOINTMENTS OF CHAIRMEN AND MEMBERSHIPS OF REGULATORY, SCRUTINY AND OTHER COMMITTEES**

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Standing in the names of:

- (i) Councillor Nicholas Botterill
- (ii) Councillor Greg Smith

"This Council agrees the following appointments of Chairmen and Memberships of Regulatory, Scrutiny and other Committees under its Constitution for the Municipal Year 2012/13, 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 2012 / 2013**

[ \* 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 Matt Thorley (Vice Chairman)  
Councillor Georgie Cooney  
Councillor Oliver Craig  
Councillor Rachel Ford  
Councillor Peter Graham  
Councillor Alex Karmel

Councillor Colin Aherne  
Councillor Michael Cartwright  
Councillor Wesley Harcourt

#### 2. LICENSING COMMITTEE\*^

Councillor Matt Thorley (Chairman)  
Councillor Adronie Alford (Vice-Chairman)  
Councillor Victoria Brocklebank-Fowler (Vice-Chairman)  
Councillor Joe Carlebach (Vice-Chairman)  
Councillor Lucy Ivimy (Vice-Chairman)  
Councillor Thomas Crofts  
Councillor Charlie Dewhirst

Councillor Gavin Donovan  
Councillor Peter Graham  
Councillor Steve Hamilton  
Councillor Alex Karmel

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

3. LICENSING SUB-COMMITTEE\*

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

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

4. AUDIT, PENSIONS AND STANDARDS COMMITTEE

Councillor Michael Adam (Chairman)  
Councillor Lucy Ivimy  
Councillor Marcus Ginn  
Councillor Robert Iggulden  
Councillor Michael Cartwright  
Councillor PJ Murphy

5. 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

6. STANDARDS COMMITTEE\*\*

5 Independent Members (Steven Moussavi, Grace Moody-Stuart and Joyce Epstein) plus two vacancies.

3 Administration members (Councillor Greg Smith, Adronie Alford and Donald Johnson)

2 Opposition members (Councillor Stephen Cowan and Lisa Homan)

7. STANDARDS COMMITTEE APPOINTMENTS PANEL\*  
Leader (Chairman)  
Deputy Leader (Vice-Chairman)  
Leader of the Opposition

[+ Chair of Standards Committee *ex officio*]

### 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. FOSTERING PANEL
10. CHILDREN'S TRUST BOARD  
Councillor Helen Binmore
11. CORPORATE PARENTING BOARD  
Councillor Helen Binmore  
Councillor Donald Johnson
12. WHITE CITY OPPORTUNITY AREA WORKING GROUP  
  
Councillor Helen Binmore (Chairman)  
Councillor Andrew Johnson  
Councillor Colin Aherne  
Councillor Stephen Cowan
13. BI BOROUGH ENVIRONMENT  
Councillor Greg Smith  
Councillor Victoria Brocklebank-Fowler
14. TRI BOROUGH ADULT SOCIAL CARE  
Councillor Marcus Ginn
15. TRI BOROUGH CHILDREN  
Councillor Helen Binmore
16. TRI BOROUGH CORPORATE SERVICES  
Councillor Greg Smith
17. TRI BOROUGH LEADERS  
Councillor Nicholas Botterill  
Councillor Greg Smith
18. TRI BOROUGH LIBRARIES  
Councillor Greg Smith

## **OVERVIEW & SCRUTINY COMMITTEES MEMBERSHIP 2012/13**

### 1. **OVERVIEW AND SCRUTINY BOARD**

Councillor Alex Karmel (Chairman)  
Councillor Michael Adam  
Councillor Rachel Ford  
Councillor Donald Johnson  
Councillor Lucy Ivimy  
Councillor Georgie Cooney  
Councillor Andrew Jones  
Councillor PJ Murphy  
Councillor Dame Sally Powell

### 2. **EDUCATION AND CHILDREN'S SERVICES SELECT COMMITTEE**

Councillor Donald Johnson (Chairman)  
Councillor Thomas Crofts  
Councillor Charlie Dewhirst  
Councillor Belinda Donovan  
Councillor Harry Phibbs  
Councillor Frances Stainton  
Councillor Elaine Chumnerly  
Councillor Caroline Needham  
Councillor Mercy Umeh

### 3. **TRANSPORT, ENVIRONMENT AND RESIDENTS SERVICES SELECT COMMITTEE**

Councillor Rachel Ford (Chairman)  
Councillor Ali de Lisle  
Councillor Gavin Donovan  
Councillor Robert Iggulden  
Councillor Jane Law  
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 Joe Carlebach  
Councillor Oliver Craig  
Councillor Peter Graham  
Councillor Steve Hamilton  
Councillor Peter Tobias  
Councillor Iain Coleman  
Councillor Stephen Cowan  
Councillor Rory Vaughan

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**SPECIAL MOTION NO. 4 – COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS 2012/13**

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Standing in the names of:

- (i) Councillor Mark Loveday
- (ii) Councillor Jane Law

"This Council agrees the Council's appointments to Local Government Organisations for 2012/13, as set out in Appendix 1".

## Appendix 1

### LOCAL GOVERNMENT ORGANISATIONS 2012/13

<u>NAME OF OUTSIDE ORGANISATION</u>	<u>NUMBER OF REPS/RATIO</u>	<u>NOMINATION 2012/13</u>	<u>TERM/ EXPIRES</u>
<u>London Councils Leader's Committee</u>	1 Rep. + 2 Deps. (1 vote per authority)	Rep: Cllr. Nicholas Botterill (Dep.1 Cllr Greg Smith (Dep.2 Cllr Mark Loveday)	1 year to 31.05.13
<u>London Councils Transport and Environment Committee</u> (Assoc. Joint Cttee )	1 Rep + up to 4 Deps.	Rep. Cllr. Victoria Brocklebank-Fowler (Dep. Cllr. Greg Smith)	1 year to 31.05.13
<u>London Councils Grants Committee</u> (Assoc. Joint Cttee)	1 Rep. + up to 4 Deps.	Rep: Cllr. Marcus Ginn (Dep1. Cllr. Mark Loveday) (Cabinet Member only)	1 year to 31.05.13
<u>Greater London Employment Forum (GLEF)</u>	1 Rep + 1 Dep [Nomination]	Cllr Andrew Johnson [Cllr. Alex Karmel ]	1 year to 31.05.13
<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 31.05.13
<u>Local Government Association (LGA) General Assembly</u>	Up to 4 Reps & 4 Votes	1. Cllr. Botterill 2. Cllr. Smith 3. Cllr. Loveday 4. Cllr. Frances Stainton [* Cllr. currently holds the 4 votes]	1 year to 22.07.13
<u>LGA Urban Commission</u>	Up to 2 Reps	Cllr Donald Johnson	1 year to 22.07.13



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## **SPECIAL MOTION NO. 5 – COUNCIL CALENDAR 2012/13 AND 2013/14**

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Standing in the names of:

- (i) Councillor Victoria Brocklebank-Fowler
- (ii) Councillor Andrew Johnson

"This Council agrees that, for the Municipal Years 2012/13 and 2013/2014, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar, attached as Appendix 1".

**DRAFT HAMMERSMITH & FULHAM COUNCIL CALENDAR 2012 - 2013 (Subject to agreement at the Annual Council meeting on the 30th May 2012)**

2012

2013

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Monday					3 CB Cabinet	1 PARTY CONFERENCE		3				1 Easter Monday	Monday
Tuesday	1		2 LG		4	2		4	1 Bank Holiday			2	Tuesday
Wednesday	2		3		5	3		5	2			3	Wednesday
Thursday	3 GLA Elections		4 Council		6	4	1	6	3			4	Thursday
Friday	4	1	5		7	5	2	7	4	1	1	5	Friday
Monday	7 Bank Holiday	4 Bank Holiday	9 CB 10 PAC	6	10 TERSSC	8	5	10 CB Cabinet	7	4 CB Cabinet	4 CB Cabinet	8 CB Cabinet	8 Bank Holiday
Tuesday	8	5 Bank Holiday	7	7	11 HH & ASCSC	9	6 TERSSC	11	8	5	5 O&SB	9 HH&ASCSC	Tuesday
Wednesday	9 Con AGM	6	11 Annual Licensing Committee	8	12 PAC	10	7	12 CG (Budget)	9	6 PAC	6	10 PAC	8 PAC
Thursday	10	7	12	9	13	11	8	13 Audit, Pensions & Standards Committee	10	7	7	11	Thursday
Friday	11	8	13	10	14	12	9	14	11	8	8	12	Friday
Monday	14	11 CB	16 TERSSC	13	17 CB	15 CB Cabinet	12 CB Cabinet	17	14 CB Cabinet	11 Cabinet	11	15 TERSSC	13 CB Cabinet
Tuesday	15 PAC	12	17 HH&ASCSC	14	18	16 PAC	13 PAC	18 PAC	15 TERSSC	12 TERSSC	12	16 E&CSCC	14
Wednesday	16	13 PAC	18 E&CSCC	15	19 E&CSCC	17 CG	14 HH&ASCSC	19	16 PAC	13 E&CSCC	13 PAC	17	15 CON (AGM)
Thursday	17	14	19	16	20	18	15	20	17	14 Audit, Pensions & Standards Committee	14	18	Thursday
Friday	18	15	20	17	21	19	16	21	18	15	15	19	Friday
Monday	21 CB Cabinet	18 Cabinet	23 CB Cabinet	20	24	22 LG	19	24 Closed	21 E&CSCC	18 CB	18 CB	22 CB	Monday
Tuesday	22	19	24 O&SB	21	25 O&SB	23	20 E&CSCC	25 Bank Holiday	22 HH&ASCSC	19 HH&ASCSC	19	23	Tuesday
Wednesday	23	20	25	22	26	24 Council	21	26 Bank Holiday	23 CG	20	20	24 O&SB	22 AGM
Thursday	24	21	26	23	27 Audit, Pensions & Standards Committee	25	22	27	24	21	21	25	Thursday
Friday	25	22	27	24	28	26	23	28	25	22	22	26	Friday
Monday	28 LG	25 CB	30	27 Bank Holiday	29 CB	29 CB	26 CB	31	28 LG	25 LG	25	29	Monday
Tuesday	29	26	31 PAC	28	30	30	27 O&SB		29 O&SB	26	26	30	Tuesday
Wednesday	30 Annual Council	27 CG	28 Annual Council	29	31	31	28		30 Council	27 Budget Council	27	29	29 Annual Council
Thursday	31	28 Audit, Pensions & Standards Committee	30	30			29		31	28	28	30	Thursday
Friday		29	31	31			30				29 Good Friday		Friday
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY

Key	Council Council	CB Cabinet Briefing	CG Conservative Group	TERSSC Transport, Environment & Residents Services Select Committee	E&CSCC Education & Children's Services Select Committee	O & SB Overview & Scrutiny Board	HH & ASCSC Housing, Health & Adult Social Care Select Committee	LG Labour Group	PAC Planning Applications Committee	AP&SC Audit, Pensions & Standards Committee
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If you have any queries please contact Lyn Anthony, Head of Executive Services DL:0208 753 1011

**DRAFT HAMMERSMITH & FULHAM COUNCIL CALENDAR 2013-2014 (Subject to agreement at the Annual Council meeting on the 30th May 2012)**

**2013**

**2014**

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Monday		3	1 LG		2 CB Cabinet		2	2		3 CB Cabinet	3 CB Cabinet		Monday
Tuesday		4	2		3	1	3	3		4	4 O&SB	1 E&CSC	Tuesday
Wednesday	1	5	3 Council		4	2	4	4	1 Bank Holiday	5	5	2 HH&ASCSC	Wednesday
Thursday	2	6	4	1	5	3	5	5	2	6	6	3 PAC	1 *Local and Euro Elections
Friday	3	7	5	2	6	4	1	6	3	7	7	4	2
Monday	6 Bank Holiday	10 CB	8 CB	5	9 TERSSC	7	4 TERSSC	9 CB Cabinet	6 CB Cabinet	10	10	7 Cabinet	5 Bank Holiday
Tuesday	7	11 E&CSC	9 PAC	6	10 HH&ASCSC	8	5	10 PAC	7	11 PAC	11	8 O&SB	6
Wednesday	8 PAC	12 PAC	10 Annual Licensing Committee	7	11 PAC	9	6	11 CG (Budget)	8	12	12 PAC	9	7 CON (AGM)
Thursday	9	13	11	8	12	10	7	12	9	13	13	10	8
Friday	10	14	12	9	13	11	8	13	10	14	14	11	9
Monday	13 CB Cabinet	17 TERSSC	15 O&SB	12	16 CB	14 CB Cabinet	11 CB Cabinet	16	13 TERSSC	17 CB E&CSC	17 CB	14	12 LG
Tuesday	14	18 HH&ASCSC	16	13	17 E&CSC	15 PAC	12 PAC	17	14	18 TERSSC	18	15	13
Wednesday	15 CON (AGM)	19	17	14	18	16 CG	13 HH&ASCSC	18	15 PAC	19 HH&ASCSC	19	16	14
Thursday	16	20	18	15	19	17	14	19	16	20	20	17	15
Friday	17	21	19	16	20	18	15	20	17	21	21	18 Good Friday	16
Monday	20	24 CB Cabinet	22 CB Cabinet	19	23	21 LG	18	23	20 CB E&CSC	24 LG	24 TERSSC	21 Easter Monday	19
Tuesday	21	25	23	20	24 O&SB	22	19 ESC	24	21 HH&ASCSC	25	25	22	20
Wednesday	22	26 CG	24	21	25	23 Council	20	25 Bank Holiday	22 CG	26 Budget Council	26	23	21
Thursday	23	27 Audit Pensions & Standards Committee	25	22	26 Audit Pensions & Standards Committee	24	21	26 Bank Holiday	23	27	27	24	22
Friday	24	28	26	23	27	25	22	27	24	28	28	25	23
Monday	27 Bank Holiday		29	26 Bank Holiday	30	28 CB	25 CB	30	27 LG		31 CB	28	26 Bank Holiday
Tuesday	28 LG		30	27		29	26 O&SB	31	28 O&SB			29	27 LG
Wednesday	29 Annual Council		31 PAC	28		30	27		29 Council			30	28 Annual Council
Thursday	30			29		31	28		30				29
Friday	31			30			29		31				30
MAY		JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY

Key	Council Council	CB Cabinet Briefing	CG Conservative Group	ERSSC Transport, Environment & Resident Services Select Committee	E&CSC Education & Children's Services Select Committee	O & SB Overview & Scrutiny Board	HH & ASCSC Housing, Health & Adult Social Care Select Committee	LG Labour Group	PAC Planning Applications Committee	AP&SC Audit Pensions & Standards Committee	*Local and European Elections Possibility of both Elections being held on the 1st May or the 5th June 2014
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If you have any queries please contact Lyn Anthony, Head of Executive Services DL:0208 753 1011

# Agenda Item 8.2



## Report to Council

30 MAY 2012

**Scrutiny  
Chairmen**

**Councillors:-  
Alex Karmel  
Rachel Ford  
Lucy Ivimy  
Donald Johnson**

**OVERVIEW AND SCRUTINY ANNUAL  
REPORT 2011-12**

**WARDS**

**All**

### 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 2011-12 Municipal Year.

### **CONTRIBUTORS**

**ADLDS  
Head of  
Governance &  
Scrutiny**

### RECOMMENDATION:

**That the Overview and Scrutiny Annual Report 2011-12 be received.**



# OVERVIEW AND SCRUTINY ANNUAL REPORT 2011/12

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## CHAIRMAN'S INTRODUCTION



*Councillor Alex Karmel  
Chairman Overview and Scrutiny  
Board*

I'm delighted to welcome you to the 2011/12 annual report on the operation of Overview and Scrutiny in Hammersmith & 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 and Task Groups during the course of the last municipal year. Never can the scrutiny function have been more relevant to the local community than the current time; Its 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 a wide range of scrutiny activities and events including special one off meetings and workshops to examine issues as diverse as public transportation and the road network, the impact of the borough's three professional football clubs and proposals to support local business and commerce. We have also continued to develop our programme of special task groups which are 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. Three such reviews have been undertaken during the year, all of which you can read about in more detail in these pages.

I am particularly pleased to be able to highlight the way in which the recommendations arising from a review of children's oral health have now all been accepted and have led to the creation of a pilot project focused on the White City area. Initiatives include a fluoride varnish scheme at five schools and a Children's Centre, the use of local community champions trained in oral health messages and the development of information resources for relevant professionals. An evaluation report will be prepared by August and, subject to availability of funding, it is hoped that the work of the pilot will then be rolled out across the borough. This demonstrates the benefits of in depth evidence based scrutiny conducted with reference to expert witnesses and has the potential to make a real difference to people's lives.

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, not forgetting the many Councillors who have sat on the task groups.

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

**Councillor Alex Karmel**  
Chairman, Overview and Scrutiny Board

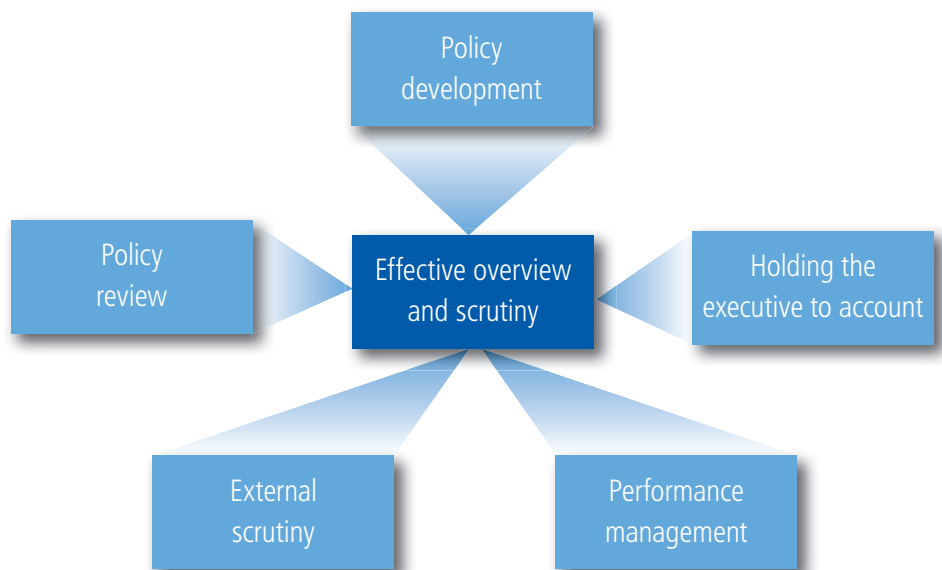


## THE ROLE OF SCRUTINY

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 the policy and service performance in line with strategic objectives.

## SCRUTINY IN HAMMERSMITH & FULHAM

At Hammersmith & 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.

If a Committee wishes to examine a topic in particular detail, a special task group of between 3-5 Councillors can be established to examine evidence, consult with the public and service users and interview expert witnesses over a period of a few weeks or months. The Task Group then produces a report and recommendations which it will ask the Committee to adopt. All of these special task group reports are available on the Council's website.

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 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. Departmental business plans and key



## SCRUTINY IN HAMMERSMITH & FULHAM

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 Executive 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 scrutiny in Hammersmith & Fulham at [www.lbhf.gov.uk/scrutiny](http://www.lbhf.gov.uk/scrutiny)

During 2011/2012 the Committee focused on a number of key items within our remit of housing, health and adult social care.

## HEALTH

The Committee called in the proposed Imperial College Healthcare NHS Trust (ICHT) Complex Vascular (Arterial) and Orthopaedic Surgery Reconfiguration, because of serious concerns that vital services at Charing Cross were being closed. We were particularly concerned at being asked to approve piecemeal changes to services and at the absence of a long term and overall site strategy. ICHT agreed to update the Committee at a future meeting, but this issue was subsequently incorporated in the North West London reconfiguration plans, currently entitled 'Shaping a Healthier Future'.

The overarching principles behind 'Shaping a Healthier Future' are to localise health services where possible, centralise where necessary and to ensure seamless patient care. Whilst it is not envisaged that any hospital site will cease to offer services completely, some might change significantly, possibly providing only diagnostic and out patient facilities, as a result of an aim to concentrate more specialist hospitals on fewer sites.

Hammersmith & Fulham, represented by the Chairman and Vice-chairman will join with the other North West London Health Overview and Scrutiny Committee representatives to form a Joint Health Overview & Scrutiny Committee in order to review the proposals and formally respond to the consultation. In addition, we shall be asking for representatives to attend all of our meetings during the consultation.

Senior Clinicians and Managers were requested to attend the April meeting to provide an update and answer questions in respect of ICHT waiting lists. There had been serious concerns about the accuracy of waiting list performance data, giving rise to a suspension and review of the recording and performance management of the hospital's waiting lists. ICHT were requested to provide a further update to the first meeting of the Committee in the following municipal year. In addition, we recommended that:

- the Trust appoints a senior judicial figure to review its governance arrangements;
- the Trust provides a comprehensive review report of what went wrong in the waiting list performance data collection, monitoring and review processes; and
- the Trust provides greater clarity on performance reports and procedures into the future.

We also received a presentation on the work of the Health Inequalities Task Group, which contributed to the Centre for Public Scrutiny's Resource Toolkit, now published as 'Peeling the Onion'.

## HOUSING

The Committee continued to scrutinise the local impact of the national changes in Housing Benefits and specifically the progress of the Housing Benefit Assist team, which had been working closely with private landlords and Housing Associations

# HOUSING, HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE



*Councillor Lucy Ivimy  
Chairman*



to mitigate the impact of the housing benefit caps on residents. In addition, we requested a broader report to include households and shall continue to monitor progress.

The Housing & Regeneration Department presented its proposals to re-procure its repairs and maintenance contracts and market test a range of services currently handled in-house. We considered that this was an appropriate subject for an in-depth Task Group review, and proposals will be brought to the first meeting of the next municipal year.

## ADULT SOCIAL CARE

The remodelling of day care services (Ellerslie Road (mental health); Options (learning disabilities); and Nubian Life (BME older people)) was brought to the Committee as part of the Council's formal consultation in respect of proposed changes to service delivery, with different care groups sharing the same building for day service provision. The Council was proposing that Ellerslie Road, which is a modern, purpose built and fully accessible day centre, should be shared by different care groups to maximise its use. We had considerable concerns in respect of the proposed use of the building by these three different care groups.

Revised proposals were brought to a subsequent meeting with the Ellerslie Road building no longer being considered for the Options Learning Disabilities service, and we endorsed these proposals. Further to a visit to the Ellerslie Road building, we accepted the recommendations for alterations to the day-care centre. The proposals were subsequently approved by Cabinet and we shall review the position again at a later date.

We considered a survey, which provided information in respect of service users' and carers' experience of Self Directed Support. Expert witnesses from HAFAD attended and informed us of their concerns, although overall they considered that the system worked well.

Other areas scrutinised by the Committee during the year included:

- Housing Capital Programme 2011/2012
- Housing Performance Indicators
- Local Healthwatch Update
- Milson Road Health Centre, consultation on re-locating clinical services
- Resident Involvement in LBHF
- Revenue Budget and Council Tax 2012/2013
- Tri-Borough arrangements for Adult Social Care
- West City Collaborative Care Centre
- West London Mental Health Trust: Foundation Trust Consultation

**Councillor Lucy Ivimy**

Housing, Health and Adult Social Care Select Committee

## EDUCATION SELECT COMMITTEE



*Councillor Donald Johnson  
Chairman*

This past year the Committee has focused on child protection and our looked after children, tri borough services, Ofsted inspection reports, the children's oral health task group, children's health issues, better engagement with the Borough's young people, and many other important subject areas.

In June we welcomed Councillor Marcus Ginn onto the Committee following a change in our membership at Annual Council. Michele Barratt, Headteacher from Vanessa Nursery School, joined the Committee replacing Michael Pettavel as the Headteacher Representative; the Committee thanked Michael for his valuable contributions to the meeting over the past few years. We also welcomed Suzanne Weston-Peters as our Westminster Diocesan Education Service Representative, which was a long standing vacancy. The Committee now has its full complement of co-opted Members for the first time in a number of years.

A key area that the Committee continues to monitor is child protection. It received the annual report of the Local Safeguarding Children's Board, the main focus of which was a comprehensive look at what each individual agency both singularly and also collectively had been doing in order to safeguard and promote the welfare of children in Hammersmith & Fulham. The April meeting was dedicated to this subject where the Committee scrutinised the annual report on child protection and foster carers. It also received a report on the views of the borough's children in care and care leavers and before the meeting a session was held for the Members of the Committee to hear first hand from a number of young people about their views and experiences of being in care.

We have invited a number of witnesses to various meetings to talk to them about their own experiences and views. In February a number of social workers spoke to us about their experiences with the Council's integrated children's system and ways in which it could be developed in future. Two foster carers also came to the April meeting to give the Committee an insight into their role.

The Committee continued to monitor the preparations for and implementation of Tri Borough working. We set aside part of the January meeting to review the mandate which sets out Hammersmith & Fulham's vision and priorities for the combined service and received regular briefings on progress from Andrew Christie, the Tri Borough Executive Director of Children's Services.

The November meeting focused on the schools that had recently received an Ofsted Inspections visit. The headteachers and Chairs of Governors of the eight schools were invited to the meeting to discuss their school's report. The schools were thanked for their valuable contribution to the discussion, which included an exchange of information on federations, targets, outcomes, attendance, school lunches and pupil mobility. They were also thanked for arranging visits to their schools for Members to see them in action. The Committee congratulated the schools on their excellent performance, noting that this was the best year for Hammersmith & Fulham's schools' results.

The Committee received regular reports on the progress of the Children's Oral Health Task Group, whose work is reported elsewhere in this Annual Report, and are now monitoring the implementation of its recommendations and action plan.



Part of the Committee's remit is the scrutiny of children's health and a themed meeting on this was held in September, where the Director of Public Health presented to the Committee on children's health and the Primary Care Trusts arrangements. Also at this meeting we received details of a paediatric allergic and respiratory pathway pilot, a programme to improve the management of children's allergic and respiratory illnesses.

The Borough Youth Forum (BYF) event held in May was an enjoyable evening well attended by young people, Members of the Committee and officers. The BYF are expert witnesses and one of the outcomes was that the Committee agreed to continue to engage with the BYF as a means to obtain the views of young people in the borough. This led to the BYF producing a DVD that was shown at the September children's health meeting, which highlighted the views of some young people on health issues.

Reflecting the national concern following civil disturbances in the summer, the Committee enquired into the Borough's position and was informed that the number of young people involved in the disturbances was very small compared to other boroughs. We learnt that the Borough had stepped up its support by targeting young people to help prevent them getting involved in the disturbances; street outreach workers, youth services teams and the police were very engaged. We concluded that it was important to learn from the experience and to target hard to reach young people and noted that the Tri-Borough Executive Director of Children's Services arranged to meet with the Youth Justice Board after the disturbances to look at what could be learnt from the events and compare the different experiences.

There were a number of other areas reviewed by the Committee during the year, including play provision, Maternity services, the Revenue Budget and Council Tax Levels 2012/2013, development of a strategic plan for Children – which set out draft priorities, replacing the previous Children and Young People's Plan, provisional 2011 school performance, youth provision services, and the School Organisation Strategy.

We would like to thank St Mary's Catholic Primary School for kindly hosting our June meeting at the school.

In the coming year the Committee will continue to monitor and scrutinise the protection and welfare of children in the borough. We will continue to review the Ofsted reports of schools receiving inspection visits and following the very successful and beneficial work undertaken on Children's Oral Health, will seek to identify another key area that will benefit from being scrutinised in depth by a Member task group.

**Councillor Donald Johnson**

Chairman of the Education Select Committee

## ENVIRONMENT AND RESIDENTS SERVICES SELECT COMMITTEE

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, environmental health, trading standards and licensing. It has 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.

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.

Transportation played a central role in the work of the Committee during the year. In November we staged a successful transport summit attended by nearly 50 members of the public where both Members of the Committee and residents had the opportunity to question a panel of experts comprising of representatives from Transport for London, British Airports Authority, Thames Water and the Council, including Councillor Nick Botterill, Deputy Leader and Cabinet Member for Environment and Asset Management, about a range of local highways and transportation issues. Topics covered included cycle provision and safety, the management of utility roadworks, remedial works to Hammersmith Flyover, bus service reliability, the reduction of services at Olympia station and trials designed to use the runways and airspace at Heathrow more efficiently. We felt that the issue of congestion caused by public utility roadworks was significant enough to warrant closer investigation and accordingly commissioned a special scrutiny task group to examine Government proposals for a charging scheme designed to reduce the problem. Details of the task group's report and recommendations can be found elsewhere in these pages.

We also reviewed the effectiveness of the road and footway gritting service delivered during the winter of 2010/11 and gave consideration to the proposed arrangements for the 2011/12 winter months, including the priority routes for gritting in adverse weather. We noted a review of the gritting priorities completed during the summer of 2011 which ensured that the limited resources are targeted to the priority areas at greatest risk and helps the Council meet its statutory duty dealing with personal injury and accident claims. We made the recommendation that the Council should encourage residents to 'self help' the gritting of local footpaths in advance of the Council's gritting operations.

Our views were also sought on the approach taken to assess traffic calming measures on roads due to be resurfaced as part of the annual planned maintenance programme. We suggested that consultation on the removal of existing traffic calming measures should continue to only be undertaken on roads



*Councillor Rachel Ford  
Chairman*



outside 20mph zones where the characteristics of the street allowed for the possibility of removal. We also felt that speed cushions should only be removed in 20mph zones as part of a wider zone or neighbourhood review and not during planned maintenance, and parking bay cushions should only be maintained where parking stress was low. In addition we made a series of recommendations on the scope and form of consultation with residents.

At our April meeting the Committee welcomed representatives from Transport for London and LOCOG who provided us with details of the proposed arrangements for the events and activities to be staged in the borough in connection with the Olympic Games and Paralympics, as well as plans to manage the anticipated pressures on the transportation network.

Another highlight of our year was a special football themed meeting in February where we examined the impact on the local community of the three professional football clubs based in the borough, all of whom sent representatives to give evidence to the Committee, and the ways in which the Council and its partners deliver services to and through the clubs. We heard from the Commander of the Metropolitan Police's football unit in Hammersmith & Fulham on policing operations and public order issues, looked into stadia safety and licensing issues, received presentations on the work of the clubs' community schemes and examined the delivery of Council services related to football match days.

Senior Police Officers also attended the Committee earlier in the year when we were asked to comment on the Hammersmith & Fulham Strategic Assessment 2011/12. The document forms a statutory assessment of the situation with respect to crime and anti social behaviour and is used to help inform the priorities of the Crime and Disorder Reduction Partnership.

The Committee took a close interest in the Council's new duties and responsibilities as a lead Local Flood Authority in relation to the assessment of flood risk and coordination of the management of flooding activities. After considering a report on flood risk in the borough and reviewing progress in meeting the Council's new statutory duties, we commissioned a Member Task Group to examine the issues in detail and identify the Council's priorities, as well as to look at resident involvement and communication. Again, you can read more about its work later in this report.

We also closely examined proposals for the Tri Borough shared services initiative insofar as they affected service areas within our remit, most notably the library service. We examined the detailed business case for the integration of the Borough's library service with those of Kensington and Chelsea and Westminster, and the proposals to combine the management of a number of our Environmental Services with those of Kensington and Chelsea. We were also invited by the Cabinet to review and comment upon the vision and priorities for the borough's library service with a view to ensuring that the shared arrangements were guided by specific policies which would meet locally determined service standards.

At our January meeting we gave detailed consideration to the Cabinet's proposals for the Council's budget for 2012/13 insofar as they related to the new Transport and Technical Services and Environment, Leisure 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, examined the projections for savings related to Tri Borough and reviewed the levels of fees and charges.

Other matters examined by the Committee included the Shepherds Bush Common restoration project, recommendations from the Borough Youth Forum regarding theft from young people, and the safety of civil enforcement officers (parking enforcement staff). The number of the most serious incidents, where a Civil Enforcement Officer had either been subjected to actual physical assault or felt it to be imminent have increased year on year from 17 in 2008/09 to 31 in 2010/11 and we were concerned by the testimony we heard from frontline staff of their experiences. We called for the strongest possible action to be taken against those responsible for assaults on Officers and will monitor the success of recent mitigation measures. Finally, we continued to monitor the Council's use of covert surveillance techniques and related policies.

**Councillor Rachel Ford**

Chairman, Environment and Residents Services Select Committee

# THE OVERVIEW AND SCRUTINY BOARD



*Councillor Alex Karmel  
Chairman*

The Overview and Scrutiny Board is responsible for the coordination and development of the Council's overall Scrutiny function. It can review 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, organisational development and strategic partnerships.

This year the Board has taken an overview of the work of the three scrutiny Select Committees, receiving update reports at each meeting, as well as updates from the commissioned scrutiny Task Groups, set up to inquire into particular issues and report back to the Board.

## **Performance and Budget Review**

Throughout the year, the Board has monitored and reviewed the Council's corporate budget and performance, including monitoring the high level revenue and capital budget quarterly and receiving performance reports for each quarter. The Board has also reviewed the Hammersmith & Fulham Annual Complaints Report, sickness absence performance monitoring and The Hammersmith & Fulham Bridge Partnership Annual Report, to set out the performance of the partnership in both service and financial terms and to establish its value for money to the Council.

The Board received a briefing on the Local Government Resource Review being carried out by the Secretary of State in 2011, which proposed significant changes to local government finance and revenue arrangements and in January 2012, reviewed the Council's draft Revenue Budget and Council Tax for the 2012 - 2013 municipal year.

## **Tri-Borough Service Provision**

Hammersmith & Fulham Council, the Royal Borough of Kensington and Chelsea and Westminster City Council have entered into a partnership arrangement to deliver jointly managed services, to streamline provision and provide efficiency savings, whilst maintaining high quality and locally focused services. The Overview and Scrutiny Board has monitored the introduction of Tri-Borough managed services into its first year, including corporate joint services, as well as an overview of the implementation of the Tri-Borough programme overall, to help ensure that the project delivers against its objectives and to provide additional transparency and accountability.

During the year, the Board has received reports on Tri-Borough service provision; the Tri-Borough managed services programme, the Tri-Borough implementation plans, the Tri-Borough savings analysis, the Tri-Borough ICT strategy, Tri-Borough risk management and Tri-Borough arrangements for Corporate Services, as well as regular updates throughout the year.



## **Reforming Public Services**

The Board has considered strategies for reforming customer access and public service delivery, with a particular focus on 'self-service' and 'e-services' delivery programmes, which are being developed to enable new ways of delivering Council services, which enhance customer access whilst facilitating multiple efficiency savings.

In April 2012 the Board reviewed the Council strategy for service transformation through Market Management. Market Management strategies develop new ways of delivering services and achieving additional medium term financial savings. In 2012-2014 a key focus of this strategy is maximising the value of third party contracts and establishing new delivery models to ensure the sustainability of services. The Overview and Scrutiny Board considered where Market Management might further develop initiatives to promote new ways of delivering services.

## **Community Budgets**

The Board reviewed the Prison Link Exemplar Project, which is a strand of four borough Community Budget programmes funded by the Department for Education, with the aim of reducing re-offending rates by addressing the problems of the families with complex needs through better integrated services.

The Community Budgets strategy aims to avoid duplication and improve co-ordination of services to deliver improved outcomes at lower cost, through integrated devolved budgets. The Board reviewed the proposals for the introduction of the Prison Link Project and considered ways in which the Council and its partner boroughs might expand their Community Budgets programmes.

## **H&F Means Business**

In March 2012 the Overview and Scrutiny Board held an inquiry into local business partnerships; H&F Means Business, to explore how local businesses and the Council work together to bolster economic growth and what additional actions might be taken to improve joint working. The Board invited a range of local business leaders and other community stakeholders to attend a meeting to provide their views on the local business environment, business support and local business partnership networks.

The meeting included formal presentations and an introduction from the Cabinet Member for Strategy, as well as informal "cafe-style" break out discussions between the Members of Board, Council officers and the local business representatives. The business representatives and Members of the Board considered key questions around the inquiry and their views were noted. They were asked about whether they felt Hammersmith & Fulham is a business-friendly borough, the proposal for a new Hammersmith & Fulham Business Partnership, what they would like the Council to do to improve business prospects and the Council's communications with local businesses.

During the inquiry, which spanned between March to April, an online consultation was posted and a range of local businesses and people also submitted their views. In April, the Board agreed a final report and six scrutiny recommendations and referred this to the Hammersmith & Fulham Cabinet for consideration. The report summarised the evidence considered by the Board and referenced some of

the key conclusions and responses from business representatives and the online consultation, as well as presenting the conclusions and recommendations of the Board.

Recommendations included: incorporation of the key discussion points and actions arising from the Board's engagement with the local business community into the department's 2012-2013 work programme, the establishment of a Business Support Network, the nomination of a Borough Business Champion, an Annual Business Partnership meeting, a Council cross-departmental Business Strategy Group and the establishment of business networking consultation arrangements.

### **Engaging with Young People**

In December 2011, the Overview and Scrutiny Board received a report from the Borough Youth Forum (BYF) which outlined the potential for the involvement of young people in Hammersmith & Fulham Overview and Scrutiny. Young people, elected representatives of the BYF, attended a meeting to present their report, to discuss how young people can be included within the Council's decision making processes through Overview and Scrutiny and their proposals for how this might be enhanced and embedded into local practice.

At the end of inquiry, it was resolved that draft proposals for involving the BYF and other young people's representatives, as key community stakeholders, be drawn up for future consideration by the Board. A Member of the Board was nominated to liaise with the BYF and report back.

### **Scrutiny Task Groups**

In 2011-2012 the Board commissioned two Scrutiny Task Group inquiries into particular issues of concern, following referrals from the Select Committees; the Public Utilities Lane Rental Scrutiny Task Group and the Flooding Scrutiny Task Group.

The Lane Rental Task Group was established to look into the proposals for a lane rental scheme, which would allow the Council to charge companies for the time they occupy the public highways. The Board agreed a scrutiny report and eight recommendations to the Cabinet.

The Flooding Scrutiny Task Group was established by the Board to consider how the Council and its partners should discharge of their new statutory responsibilities to improve flood risk management and the best ways to communicate with residents on what they can do to minimise flood risks. The Board is due to consider a report of the Scrutiny Task Group in July 2012.

In July 2011, the Board also agreed the report of the Children's Oral Health Scrutiny Task Group, which after receiving evidence and engaging with a wide range of statutory partners, service users, including children and young people themselves, local dental practitioners, schools, nurses, other front line local agencies and personnel, national experts and private corporate sponsors, put forward fourteen recommendations to the NHS and the Council Cabinet.

Further details of the work of the Task Groups can be found in the next section of this report.

This Task Group was set up to consider the key strategic priorities and the appropriate communications arrangements with local residents for flood risk management in the borough. The Task Group was established by the Overview and Scrutiny Board on 7th December 2011, after a referral from the Environmental and Residents Services Select Committee.

### Task Group Objectives

The objectives for this inquiry are to consider:

- i. the key strategic priorities for flood risk management in the borough and
- ii. the appropriate communications with local residents for flood risk management.

This inquiry is focusing on the strategic priorities for flood risk planning and the key communications with local residents, rather than the operational details of flood risk management.

The members of Task Group are:

- Councillor Matt Thorley – Chairman
- Councillor Lisa Homan- Vice-Chairman
- Councillor Steven Hamilton.

### Evidence to the Inquiry

So far, the Task Group has heard evidence from a range of expert witnesses, partner organisations and local residents, including the Environment Agency, Northamptonshire County Council and Thames Water.

An online public consultation has been launched to seek the views and experiences of local residents, especially those who have experienced flooding themselves, to help form a detailed picture of flood risk in Hammersmith & Fulham and the best ways for the Council to communicate on informing people about flood risk.

The Task Group is expected to report back to the Overview and Scrutiny Board in the summer 2012.



## THE FLOODING SCRUTINY TASK GROUP

**DON'T LET THIS HAPPEN TO YOU**

h&f  
putting residents first

For more information about the work that Hammersmith & Fulham Council is doing on flooding, and to have your say in a flooding consultation, visit [www.citizenspace.com/lbhf](http://www.citizenspace.com/lbhf) and click on 'flooding task group consultation'

You can also email [flooding@lbhf.gov.uk](mailto:flooding@lbhf.gov.uk) or write to: Flooding Scrutiny Task Group, Governance & Scrutiny, Room 133a Hammersmith Town Hall, King Street W6 9JU

Hammersmith & Fulham Council



## GET H&F MOVING - LANE RENTAL SCRUTINY TASK GROUP



The Public Utilities Lane Rental Scrutiny Task Group was set up to consider and assess a proposed lane rental scheme for roadworks carried out on the public highway. The Task Group was established by the Overview and Scrutiny Board on 26th July 2011, following a proposal from the Environment and Residents Services Select Committee.

Specifically, the inquiry considered to what extent the proposed scheme could be helpful as a regulatory tool to reduce traffic congestion in Hammersmith & Fulham, any issues that should be considered in the introduction of such a scheme locally and the possibility of Hammersmith & Fulham highways applying to run one of the pilot schemes envisaged before full introduction of the statutory regulations nationally.

The members of Task Group were:

- Councillor Rachael Ford – Chairman
- Councillor Wesley Harcourt- Vice-Chairman
- Councillor Robert Iggulden.

During the inquiry, the Task Group interviewed the Cabinet Member for Environment and Asset Management, the Hammersmith & Fulham Tenants and Residents Association, partner organisations including Thames Water, London TravelWatch and the London Highways Authority and Utilities Committee, the Head of Network Managers and the Transportation Manger and Hammersmith & Fulham Council and other stakeholders including local residents and businesses.

The Task Group reported back to the Overview and Scrutiny Board on 7th December 2011 with a report setting out the key conclusions and eight recommendations to the Cabinet. The report also proposed the key principles which the Task Group believed should guide the structure and administration of the proposed lane rental regulatory frame work.

### Key Principles

The scrutiny inquiry commended the introduction of the lane rental scheme and proposed key principles to underpin the administration of the local highways regulatory framework. These are:

- Predictability – the charges should be clearly published and agreed with utility companies
- Simplicity – the scheme should be as simple as possible in order to send clear economic signals and avoid bureaucracy in implementation
- Efficiency – the scheme should not cost any further resources to implement and should be entirely self financing
- Strategic - apply to key strategic roads and main travel times
- Avoidable – charges should be, as far as possible, avoidable, so that companies commissioning road works can avoid the charges by scheduling their works during non chargeable periods such as evenings, night-time, weekends and bank holidays, summer “free” periods.



## **A Lane Rental Scheme Pilot**

The report commends the proposed Lane Rental Scheme and recommends that the Council apply to run a pilot of the scheme, either unilaterally, or as part of a wide pilot scheme involving other London Boroughs and Transport for London (TfL).

It was proposed that such a pilot would allow the effectiveness of the scheme and any glitches to be assessed after a trial period.

### **Measuring Performance**

The report proposes that clear performance measures be devised at the beginning of the pilot to ascertain the success of the scheme and highlight any possible problems that may arise to allow for the full scheme to be modified accordingly.

### **Charging Structure**

The scrutiny Task Group was concerned about road works which, for one reason or another, overrun causing further delays on the roads. Some road works, it was heard, are started but then stall awaiting completion of a next phase in the works.

The report recommends that the existing permit penalty charges and the lane rental scheme charges be structured to work in conjunction to provide an escalating charging framework, so that when lane rental works take longer than the agreed amount of time, charges tend to escalate. This is intended to provide an incentive to companies operating on the public highway not to overrun and cause unplanned traffic delays.

The report recommends that the hours of operation of the scheme be scheduled so that charges operate during the peak hours of traffic flow. This was proposed to allow for "free" hours outside of those times and incentivise works to be carried out during less busy periods and the use of methods to free up the highway at peak times, such as the use of temporary road plating.

### **Strategic Routes**

The proposed lane rental scheme can only apply to the main road network and not to minor routes in residential areas. During the inquiry the Task Group considered which of the key routes on the local road network in the borough should be included in the scheme. These were routes which the Task Group deemed particularly important to traffic flow during peak times. It also took account of suggestions from local residents in response to a questionnaire survey.

The report recommends twenty-six key strategic routes to be included in the lane rental scheme and any pilot carried out.

### **The Executive Response and Implementation**

The Executive Response to the scrutiny report and recommendations was deferred to allow for time for the Government's statement on how highway authorities are to be allowed to operate lane rental schemes.

It is anticipated that the scrutiny report and the Executive Response will be considered by the Cabinet in the summer of 2012. The Environment and Residents Services Select Committee will thereafter receive the response and monitor the implementation of the agreed recommendations.



## THE CHILDREN'S ORAL HEALTH SCRUTINY TASK GROUP

The Children's Oral Health Scrutiny Task Group was established to examine children's oral and dental health and to investigate the high incidence of tooth decay among children and young people in the borough and to identify ways in which the Council and the NHS, working with partners, might enhance the promotion of oral health for young people.

The members of Task Group were:

- Councillor Marcus Ginn – Chairman
- Councillor Caroline Needham- Vice-Chairman
- Councillor Peter Tobias.

The Task Group was established following a proposal by the Education Selection Committee and convened on 12th January 2011. The Children's Oral Health Task Group report was agreed by the Overview and Scrutiny Board on 26th July 2011, which presented the key evidence, conclusions and fourteen recommendations.

During the inquiry the Task Group received evidence from a wide range of stakeholders, including experts in the field, statutory partners, service users, including children and young people themselves, local dental practitioners, schools, nurses, other front line local agencies and personnel and private corporate sponsors, as well as written and documentary evidence and field research.

## Children's Oral Health Task Group

### The Strategy

The scrutiny report outlines the overall strategy within which its fourteen recommendations to improve children's oral health are framed. The overarching strategy is:

1. to improve children's oral health for all young people in the borough (a whole population approach)
2. to target particular groups and communities where decay is more likely or more prevalent (a targeted approach), and
3. to bring together the work going on in different agencies.

Within this there are 4 key strands:

- i. Getting the message across – effectively communicating with children and families to change behaviour
- ii. Targeting & Outreach – targeting resources and bringing services and advice in to communities
- iii. Dentists – engaging dental practices in the campaign
- iv. Partnerships – building even more effective partnerships among local professionals, communities and parents and children themselves.





### **Getting the Message Across**

Recommendation 1: Keep Smiling – A Children’s Oral Health Campaign and Recommendation 2: Review of Health Information and Advice aim to get the key messages across, particularly targeted at “hard to reach” and the most “at risk” communities, with a more joined up campaign and targeted events in community settings.

### **Targeting & Outreach**

Recommendation 3: Targeted Fluoride Varnishing Programme and Recommendation 5: Targeted Provision of Dental Health Packs will take oral health interventions to at-risk groups at key times in children’s lives. One of the most effective forms of communication is word of mouth and Recommendation 4: Community Champions, Health Advisors and Parent Volunteers bolsters targeted community led initiatives to engage with parents and children directly and involve parents themselves.

Recommendations 6 and 7: Targeted Support for Children in Care and for Children with Special Needs recommend further targeted support for children who are particularly vulnerable and for whom the Council and PCT have special responsibilities.

### **Dentists**

Local dental practices are key partners in delivering children’s oral health and the Children’s Oral Health Campaign and the scrutiny report urges local practices to actively join in the campaign to help to engage more children and families, as well as make links with local schools, nurseries, children’s centres, health centres and medical centres.

Recommendation 8: Child Friendly Dentists aims to build upon the pilot to increase access to children’s dentistry and bring local dentists further into partnership with local communities.



## Partnerships

The scrutiny Task Group contacted commercial companies, including well-known high street brands, to ask them about their perspectives, knowledge and experience in this field and to enquire about the possibility of sponsorship of the Children's Oral Health Campaign



Recommendation 12: 'Keep Smiling' Oral Health Campaign for Professionals - Using Professionals to Influence Behaviour aims to bring professional groups together in delivering the programme and to identify and provide for associated training needs. Recommendation 11: Maternity and Early Years is directed at health visitors and midwives involved in delivering advice to new parents.

The report recognises that Schools and Children's Centres have a very important role to play as centres for young people and urges schools, nurseries and children's centres to be involved, including secondary schools and especially schools in areas where there is the greatest socio-demographic challenge.

## Water Fluoridation

The scrutiny Task Group also considered the options for water fluoridation, examined evidence in favour and against and interviewed representatives from Thames Water. It examined the case for fluoridation, issues around public confidence in the long term medical effects of compounded exposure to fluoride, the rights of the individual in the face of state intervention and the public health benefits.

The scrutiny report noted that there are a number of significant hurdles to introducing water fluoridation, starting with building a consensus amongst London boroughs, some out of London councils, the health authorities and the general public. It recommended that the political, financial and public health implications of water fluoridation be further investigated and that the Council seek to build a coalition to instigate possible public consultation, beginning with a debate at full Council.

## The Executive Response and Implementation

The Executive Response to the scrutiny report and recommendations was agreed by The Hammersmith & Fulham Cabinet and the NHS Inner North West London PCT. The Borough Youth Forum also agreed an Executive Response. The Executive Response was presented to the Education Select Committee, which is monitoring the implementation of the agreed recommendations and outcomes for children and young people against a joint Action Plan.

All fourteen scrutiny recommendations were agreed by the Council and the NHS PCT and roll out of the key recommendations in the scrutiny report has begun.

A multi agency group, comprising of representatives from the Council, the dental public health team of the Inner North West London PCT, Central London Community Healthcare and Children Centres, has been established to review developments, share information and advice on the implementation of the agreed scrutiny recommendations.

This has led to the creation of a pilot oral health programme, focused on the White City area, beginning in March 2012. Initiatives include a fluoride varnishing scheme at five schools and a children's centre, the use of local community champions trained in oral health messages and information resources for relevant professionals. An evaluation report of the pilot is expected by August 2012, when it is hoped the work of the pilot will be rolled out across the borough.

Progress has already been made with integration of consistent oral health messages into wider work programmes through the development of closer linkages between the dental public health team, social workers, school nurses, children's centre staff and members of the localities service. Implementation and evaluation review will continue to be carried out by the Education Select Committee at appropriate junctures in 2012-2013. School nurses, Health Visitors and Locality Teams have been trained in the key oral health messages and Health Visitors have been resourced to deliver Brushing For Life toothpaste and toothbrush packs and free flow cups

For more information and download copies of the scrutiny reports, visit [www.lbhf.gov.uk/Scrutiny](http://www.lbhf.gov.uk/Scrutiny)

# SCRUTINY COMMITTEE MEMBERSHIP 2011/12

## **Environment & Residents Services Select Committee**

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

## **Education Select Committee**

Councillors Donald Johnson (Chairman)  
Caroline Needham (Vice Chairman)  
Elaine Chumnerly, Tom Crofts  
Belinda Donovan, Marcus Ginn  
Peter Graham, Frances Stainton  
Mercy Umeh  
Co-opted members (voting):  
London Diocesan Board of Schools  
representative  
Mrs Eleanor Allen

Westminster Diocese Education Service  
Suzanne Weston-Peters  
Mrs Fiona Cook – parent governor  
representative  
Mrs Sue Fennimore – parent governor  
representative  
Co-opted member (non-voting)  
Michele Barrett - head teacher  
representative (Mr Michael Pettavel to  
January 2012)

## **Housing, Health and Adult Social Care Select Committee**

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

Co-opted member (non-voting):  
Maria Brenton - Hammersmith &  
Fulham Action on Disability (HAFAD)

## **Overview & Scrutiny Board**

Councillors Alex Karmel (Chairman)  
Andrew Jones (Vice-Chairman)  
Victoria Brocklebank-Fowler  
Georgie Cooney

Rachel Ford

Lucy Ivimy

Donald Johnson

PJ Murphy

Sally Powell

## **Childrens Oral Health Task Group**

Councillors Marcus Ginn (Chairman)  
Peter Tobias  
Caroline Needham

## **Public Utility Lane Rental Scheme Task Group**

Councillors Rachel Ford (Chairman)  
Robert Iggulden  
Wesley Harcourt

## **Flood Risk Management Task Group**

Councillors Matt Thorley (Chairman),  
Steve Hamilton  
Lisa Homan

# 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 & 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](mailto:gary.marson@lbhf.gov.uk)

or Michael Carr,

Tel 020 8753 2076

Email [michael.carr@lbhf.gov.uk](mailto:michael.carr@lbhf.gov.uk)

Our postal address is;

Governance & Scrutiny

Room 133a

Hammersmith Town Hall

King Street

Hammersmith

W6 9JU

Specific contacts for each of the Committees are set out below;

## **Environment & Residents Services Select Committee;**

Gary Marson

Tel 020 8753 2278

Email [gary.marson@lbhf.gov.uk](mailto:gary.marson@lbhf.gov.uk)

## **Education Select Committee**

Laura Campbell

Tel 020 8753 2062

Email [laura.campbell@lbhf.gov.uk](mailto:laura.campbell@lbhf.gov.uk)

## **Housing, Health & Adult Social Care Select Committee**

Sue Perrin Tel 020 8753 2094

Email [sue.perrin@lbhf.gov.uk](mailto:sue.perrin@lbhf.gov.uk)

## **Overview & Scrutiny Board**

Michael Carr

Tel 020 8753 2076

Email [michael.carr@lbhf.gov.uk](mailto:michael.carr@lbhf.gov.uk)

## AGENDA SUBSCRIPTIONS AND SCRUTINY BULLETIN

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# 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 2011/12, together with all Officers and Members of the Council who have assisted us.

## **Environment & Residents Services Select Committee**

Detective Superintendent Bill Lyle, Metropolitan Police

Inspector Bob Glynn, Metropolitan Police

Chief Inspector Road Charles, Metropolitan Police

Mark Vickers, Metropolitan Police

Nigel Milton, Director of Policy & Political Relations, BAA Airports

Paresh Kavia, Streetworks Liaison Manager, Thames Water

Peter Loft, Streetworks Policy Manager, Thames Water

Alex Williams – Director of Borough Partnerships, TfL

Jenny Winstanely, Operations Manager, QPR FC

Graham Gilmour, Venue Operations Director, Fulham FC

Eddie Simpson, Fulham FC

Steven Day, Chief Executive Fulham FC Foundation

Simon Taylor, Chief Executive, Chelsea FC Foundation

Michael Cole, Chelsea FC Foundation

Alan Cole, Principal Engineer Olympic Route Network, TfL

Guy Conway, Head of Games Local Engagement, TfL

Hamed Janami, London Olympic Games Organising Committee

Simon Hall, London Olympic Games Organising Committee

## **Education Select Committee**

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

St Stephen's Primary,

Vanessa Nursery,

Woodlane High,

All Saints CE Primary,

Langford Primary,

Hurlingham and Chelsea School,

Bayonne Nursery

St John's Primary

Borough Youth Forum representatives

Children in Care and Care Leavers representatives

Social Workers

Foster Carers

Dr Melanie Smith, Director of Public Health

Local Safeguarding Children's Board

St Mary's Catholic Primary School for hosting the June meeting

## **Housing, Health and Adult Social Care Select Committee**

Imperial College Healthcare NHS Trust:

Professor Nick Cheshire, Director of Circulation Sciences and Renal Medicine

Eric Gatling, Acting Director of Performance and Contracting

Bill Shields, Chief Financial Officer

Dr Mark Spencer, Medical Director

Lesley Stephen, Director of Performance, Planning and Information

Professor David Taube, Medical Director

NHS North West London/NHS Inner North West London:

Judith Barlow, Head of Operations

Daniel Elkeles, Director of Strategy

Miles Freeman, Director of Operation

Dr Tim Spicer, Chair, H&F Clinical Commissioning Group

Tim Tebbs, Interim Borough Director

Becky Wellburn, Assistant Director of Commissioning

Jeff Zitron, Chairman

West London Mental Health Trust

Ruth Lewis, Director of Workforce

Helen Mangan, Head of Partnerships

Dr Michael Phelan, Clinical Director

Thomas Pharaoh, London Health Programmes

Peter Gay, Independent Living Services Manager, HAFAD

Kamran Mallick, Director, HAFAD

## **Overview & Scrutiny Board**

The various local businesses and entrepreneurs who participated in the H&F Means Business workshop

### **Public Utilities Lane Rental Task Group**

Councillor Nicolas Botterill, Cabinet Member for Environment and Asset Management

Nick Boyle, Transportation and Development Manager, LBH&F

Hammersmith & Fulham Tenants and Residents Association

Ian Hawthorn, Head of Network Management, LBH&F

Mr. Paresh Kavia, Thames Water

Mr. David Leibling, London TravelWatch

Mr. Peter Loft, Joint Chair London Highways Authority & Utilities Committee

Mr. Brian Mooney, Association of British Drivers

Local residents and businesses via questionnaire survey

Councillor Joe Carlebach, Member for Avonmore and Brook Green, Hammersmith & Fulham Council

### **Flood Risk Management Task Group**

Claire Share, Flood Risk Manager, LBH&F

Paul Baker, Senior Environmental Policy & Projects Officer, LBH&F

Elizabeth Fonseca, Environmental Quality Manager, LBH&F

Mark Hodgson, Highways Maintenance Manager, LBH&F

Gordon Prangnell, Head of Highways and Construction, LBH&F

Stefan Czeledzinski, Grounds Maintenance Monitoring Officer, LBH&F

Simon Jones, Assistant Director, Communications, LBH&F

Josie Bateman, Northamptonshire County Council

Matt Waller, Association of British Insurers

Mark Dickinson, Kyle Robins, David Harding and Elizabeth Sale, Thames Water

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# Report to Council

30 MAY 2012

**SUMMARY OF ATTENDANCE AT PRINCIPAL COMMITTEE MEETINGS OF THE COUNCIL IN 2011/12**

**Wards:  
All**

Summary

Attached as an appendix to this report is a summary of Members' attendance at principal committee meetings of the Council in 2011/12.

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 2011 to May 2012.	Kayode Adewumi Head of Governance and Scrutiny, Ext 2499	First Floor, Hammersmith Town Hall, Room 133a



# Report to Council

30 MAY 2012

**LEADER**

**SPECIAL URGENCY DECISIONS –  
MONITORING REPORT**

**WARDS  
All**

The attached report presents details of decisions taken by the Leader or Cabinet Members under the special urgency provisions of the Constitution (very urgent decision not in the Forward Plan). The report covers the period 1 June 2011 to 30 April 2012.

**CONTRIBUTORS**

**RECOMMENDATIONS:**

EDFCG  
ADLDS

**That the report be noted.**

## 1. SPECIAL URGENCY PROVISIONS OF THE CONSTITUTION

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

## 2. SPECIAL URGENCY DECISIONS TAKEN BY THE LEADER IN THE PERIOD 1 JUNE 2011 TO 30 APRIL 2012

Decision taken and date	Reason for urgency
Blight indemnity for the Earl's Court and West Kensington Opportunity Area Supplementary Planning Document	The report seeks authorisation to enter into an indemnity to cover any blight claims made by leaseholders or freeholders. The terms of the indemnity have only just been agreed and the Council must be in a position to enter into the indemnity before the Full Council meeting on 19 March.

### LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS

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