

Cabinet

Agenda

MONDAY
18 JUNE 2012
7.00 pm

COURTYARD ROOM
HAMMERSMITH
TOWN HALL
KING STREET
LONDON W6 9JU

Membership

Councillor Nicholas Botterill, Leader (+ Regeneration, Asset Management and IT)

Councillor Greg Smith, Deputy Leader (+ Residents Services)

Councillor Helen Binmore, Cabinet Member for Children's Services

Councillor Mark Loveday, Cabinet Member for Communications (+ Chief Whip)

Councillor Marcus Ginn, Cabinet Member for Community Care

Councillor Andrew Johnson, Cabinet Member for Housing

Councillor Victoria Brocklebank-Fowler, Cabinet Member for Transport and Technical Services

Date Issued
07 June 2012

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

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

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4 - 6** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to David Viles at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Wednesday 13 June 2012.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 20 June 2012**. Items on the agenda may be called in to the relevant Scrutiny Committee.

The deadline for receipt of call-in requests is: **Monday 25 June 2012 at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on **Monday 25 June 2012**.

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

Cabinet Agenda

18 June 2012

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<p>If a Councillor has any prejudicial or personal interest in a particular report he/she should declare the existence and nature of the interest at the commencement of the consideration of the item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken, unless a dispensation has been obtained from the Standards Committee.</p> <p>Where members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration, unless the disability has been removed by the Standards Committee.</p>	
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10. EXCLUSION OF PRESS AND PUBLIC

The Cabinet is invited to resolve, under Section 100A (4) of the Local Government Act 1972, that the public and press be excluded from the meeting during the consideration of the following items of business, on the grounds that they contain the likely disclosure of exempt information, as defined in paragraph 3 of Schedule 12A of the said Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

11. SECURE EXTERNAL E-MAIL

12. SUMMARY OF EXEMPT DECISIONS TAKEN BY THE LEADER AND CABINET MEMBERS, AND REPORTED TO CABINET FOR INFORMATION (E)

13. SUMMARY OF EXEMPT URGENT DECISIONS TAKEN BY THE LEADER, AND REPORTED TO THE CABINET FOR INFORMATION

Agenda Item 1

London Borough of Hammersmith & Fulham



Cabinet

Minutes

Monday 21 May 2012

PRESENT

Councillor Stephen Greenhalgh, Leader
Councillor Mark Loveday, Cabinet Member for Strategy
Councillor Helen Binmore, Cabinet Member for Children's Services
Councillor Joe Carlebach, Cabinet Member for Community Care
Councillor Harry Phibbs, Cabinet Member for Community Engagement
Councillor Andrew Johnson, Cabinet Member for Housing
Councillor Greg Smith, Cabinet Member for Residents Services

ALSO PRESENT

Councillor Colin Aherne
Councillor Stephen Cowan

233. MINUTES OF THE CABINET MEETING HELD ON 23 APRIL 2012

RESOLVED:

That the minutes of the meeting of the Cabinet held on 23 April 2012 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

234. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholas Botterill.

235. DECLARATION OF INTERESTS

There were no declarations of interest.

236. MULTIMEDIA ENABLING NETWORK TECHNOLOGY

RESOLVED:

That the proposal to renew data centre network equipment, at a total cost of up to £180,000 with on-going annual charges of approximately £35,000 for three years, with the overall and ongoing costs being negotiated dependant on the level of control required over content, to be funded from the IT infrastructure projects revenue budget, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

237. HAMMERSMITH BROADWAY ENVIRONMENT IMPROVEMENTS

RESOLVED:

That the Hammersmith Broadway footway Improvements works at a total cost of £434,977 as set out in paragraph 6 of the report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

238. FLEXIBLE ENERGY CONTRACT 2012-2016

RESOLVED:

1. That the provisions of Contract Standing Orders in relation to authority to award contracts be waived in this case.

2. That the Executive Director of Finance and Corporate Governance and the Assistant Director for Building and Property Management be authorised to enter into contracts with utility companies following competitive procurement exercises via a Central Purchasing Body (currently LASER operated by Kent County Council) to take effect in October 2012 for 4 years.
3. That Members receive an annual report on the contracts let by officers and proposals concerning the procurement of energy by the Council for the following year.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

239. HOUSING REVENUE ACCOUNT - MEDIUM TERM FINANCIAL STRATEGY TRANSFORMATION PROGRAMME : HOUSING SERVICES MARKET TESTING AND REPAIRS AND MAINTENANCE RE-PROCUREMENT EXERCISE

RESOLVED:

In light of the Government's funding proposals, Councillor Cowan asked what was the Council's strategy for managing the Housing Revenue Account. In response, it was noted that the Council will continue to effectively manage its asset, reduce the overall debt levels and level of interest paid. It is anticipated that the level of capital investment over the three years would be broadly in line with the current level. In response to another question, it was noted that 58 units had been sold during the year. Any property which meets the Expensive Voids Strategy criteria will be considered for disposal.

1. That the re-procurement of housing repairs and maintenance contracts and market testing as outlined in section 5 of the report be approved.
2. That the proposed market testing of a number of housing management services as set out in section 5 of the report be approved.
3. That the provisions of Contract Standing Orders (Section 3, paragraph 9.2) be waived and authority be delegated to the Cabinet Member for Housing, in conjunction with the Executive Director for Housing and Regeneration, to progress the related procurement processes up to but not including Contract Award.

4. That subsequent decisions relating to the entering into of contractual arrangements will be the subject of further reports back to Cabinet.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

240. BUILDING A HOUSING LADDER OF OPPORTUNITY, INCORPORATING ; DRAFT HOUSING STRATEGY; DRAFT TENANCY STRATEGY; DRAFT SCHEME OF ALLOCATION AND DRAFT HOMELESSNESS STRATEGY

RESOLVED:

Members considered a report seeking approval and endorsement of the Building a Housing Ladder of Opportunity strategy paper incorporating the draft Housing Strategy, draft Tenancy Strategy, draft Scheme of Allocation and draft Homelessness Strategy.

Councillor Aherne expressed concern that the withdrawal from the “LOCATA” would put H&F tenants in a worst position to access social housing. People would have less choice under the proposed Scheme of Allocation. He inquired who was the reported person on the waiting list since 1976. He noted that the Westfield development phase 2 planning application provided for 95 homes for rent; however, the document had indicated 25% of new homes built should be for rent.

In response, it was stated that the system of choice based lettings through “LOCATA” had failed. The inefficient Housing Register created false hopes and expectations and withdrawing from LOCATA will provide a better system for applicants through assisted choice. The Council is still a member of the West London Housing Partnership. A person being on the waiting list for over 35 years without qualifying for social housing justifies the reason to pull out of the “LOCATA”. The new Scheme of Allocation will give a greater priority to those who are working, those in training leading to employment and those making a significant contribution to the community. A significantly higher proportion of lettings will go to such groups.

As part of the strategic plan, the Council was relying on 25% of houses to be built within the White City area not just by Westfield. It was explained that there was a complicated calculation attached to the number of homes for rent to be built by Westfield. 95 new homes for rent is the minimum guaranteed figure. Any additional homes built for rent would be determined by the level of public

subsidy available and some other conditions. In the majority of cases, the 5 year limit on tenancies will not affect existing tenants. The proposals will clarify that this does not affect statutory tenants

Councillor Cowan asked for clarification of the term “a realistic chance of getting a home”. He also requested the analysis and methodology used to calculate the impact of the policy and how the £40,000 income threshold for access to social housing was determined.

The meeting was informed that 95% of those on the waiting list fell within Band D, therefore, they would not qualify for a home. Under the new proposals, only people with a reasonable prospect of being housed would be accepted onto the Register. The choice based letting system will be replaced with an “Assisted Choice” offering applicants a more realistic opportunity to secure social housing. In order to increase the number of larger properties available, some tenants will be incentivised to downsize and the Council will look at expanding the size of some existing properties. The Council’s current stock meets the urgent housing needs of residents. It accepts that it cannot re-house everyone on the housing waiting list.

RESOLVED:

That the Draft Housing Strategy, Draft Tenancy Strategy, Draft Scheme of Allocation and Draft Homelessness Strategy documents be approved for public consultation with the interested parties identified in section 9 of the report.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

241. FORWARD PLAN OF KEY DECISIONS

RESOLVED:

The Forward Plan was noted.

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

RESOLVED:

The summary was noted.

243. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the remaining items of business on the grounds that they contain information relating to the financial or business affairs of a person (including the authority) as defined in paragraph 3 of Schedule 12A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

[The following is a public summary of the exempt information under S.100C (2) of the Local Government Act 1972. Exempt minutes exist as a separate document.]

244. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 23 APRIL 2012 (E)

RESOLVED:

That the minutes of the meeting of the Cabinet held on 23 April 2012 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

245. MULTIMEDIA ENABLING NETWORK TECHNOLOGY : EXEMPT ASPECTS (E)

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

246. **SUMMARY OF EXEMPT DECISIONS TAKEN BY THE LEADER AND CABINET MEMBERS, AND REPORTED TO CABINET FOR INFORMATION (E)**

RESOLVED:

The summary was noted.

247. **SUMMARY OF EXEMPT URGENT DECISIONS TAKEN BY THE LEADER, AND REPORTED TO THE CABINET FOR INFORMATION (E)**

RESOLVED:

The summary was noted.

Meeting started: 7.00 pm
Meeting ended: 7.36 pm

Chairman



Cabinet

18 JUNE 2012

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

*Councillor Nicholas
Botterill*

**THE GENERAL FUND REVENUE BUDGET
CARRY FORWARD 2011-12**

**Wards;
All**

The purpose of this report is to seek approval for the proposed Departmental Carry Forward of underspends from the 2011-12 Revenue Budget.

CONTRIBUTORS

All Departments

Recommendation:

That approval be given to the proposed Departmental Carry Forward proposals of £3,488k as set out in Appendix 1 of this report.

**HAS AN EIA
BEEN
COMPLETED?
N/A**

**HAS THE REPORT
CONTENT BEEN
RISK ASSESSED?
N/A**

1. SUMMARY

- 1.1 This report sets out proposed Departmental Carry Forward of 2011-12 budget underspends.

2. GENERAL FUND BUDGET CARRY FORWARD

- 2.1 As set out in Table 1, it is recommended Members agree the proposed departmental budget carry forwards to 2012-13. These will be funded from year-end underspends. Updated outturn figures are currently under review as part of the Closing of Accounts process.

Table 1 – Summary of Proposed Departmental Budget Carry Forward

Department	Proposed Carry Forward £000
Adult Social Care	1,935
Children's Services	0
Environment, Leisure & Residents Services	280
Finance and Corporate Services	100
Housing & Regeneration	398
Transport and Technical Services	115
Controlled Parking Account	0
Centrally Managed Budgets	660
Proposed Departmental Carry Forward	3,488

- 2.2 The proposed carried forwards are set out in Table 2. The details are set out in Appendix 1.

Table 2 – Carry Forward Requests.

	£'000
Adult Social Care	
Maximising Revenue From Careline (delay in MTFS efficiency project)	400
London Borough Grant Levy (12/13 efficiency shortfall)	276
Extra Care Supported Housing (building up capital investment pot to deliver efficiencies)	300
Electronic Payments and Self-Billing (MTFS Initiative)	100
Third Sector Investment Fund (carry forward of underspend to meet Member commitments)	100
White City Collaborative Care Centre (agree capital contribution)	269
Review of Mental Health Day services	290
More efficient and timely equipment procurement.	50
Resources to support market development in the 3 rd sector	150
Adult Social Care sub Total	1,935
Environment Leisure and Residents Services	
Parks Lighting Inspection Programme and Redevelopment of Hurlingham Park Entrance to enhance safety	30
Council Contribution to Fulham Palace Trust and Associated Buildings insurance for 2012/13	68
Funding of the Archives Service in 2012/13	50
Proactive Marketing of commercial services to achieve £7.5m in external income for 2012/13	50
Digitalisation of burial records to protect registers and enable 24 hours purchasable access (Invest to Save Opportunity from new chargeable service)	60
2012/13 funding for Integrated Offender Management Support Programme (2 year programme from 2011/12 to rehabilitate drug offenders).	22
Environment Leisure & Residents Services sub Total	280
Finance and Corporate Services	
Electronic Data Management System (further development of the system)	100
Housing and Regeneration	
Housing Options Phase 2 – Support of MTFS Efficiency	75
Health and Safety Improvements phase 2	196
Review of the Housing register – Improvement project	100
Continuation of the Tenants Incentive Scheme	27
Housing & Regeneration sub Total	398
Transport & Technical Services	
Flood Risk Management – to carry out duties under the Flood and Water Management Act 2010.	115
Centrally Managed Budgets	
Redundancy Costs – To meet costs that are delayed from 2011/12.	660
TOTAL DEPARTMENTAL CARRY FORWARD	3,488

Appendix 1

Adult Social Care Carry Forward Proposals

Carry Forward Description	£000s
MEDIUM TERM FINANCIAL STRATEGY PRESSURES	
Maximising Careline Revenue - The Careline MTFs project will be delayed due to a Sheltered Housing review. This leaves a total exposure for CSD of £220k in 2012/13, £440k in 2013/14, and possibly another £440k in 2014/15. The carry forward proposal reflects that there may be some mitigation by cost reduction.	400
London Boroughs Grant Levy - An efficiency of £305k was achieved in 2011/12 through a London Council led consultation and review. The savings programme for 2012/13 anticipated that a reduction in expenditure of £195k. The notification from London Councils that LBHF's contribution will be £249k, means that the saving will be only £57k leaving a net shortfall of £138k for 2012/13 and £138k for 2013/14.	276
Improved intensive home support including extra care sheltered housing with nursing £3m savings from mid year 2013/14 - This is a significant transformational efficiency to deliver and reduce the reliance on nursing home placements which requires capital funded new build. A £300k carry forward would increase the capital fund for this project to £1.3m.	300
Electronic Payments & Self Billing - As part of World Class Financial Management a business process review will be undertaken in 2012/13 to increase electronic means of payment for residential homecare clients and self billing for homecare providers. A carry forward of £100k is proposed to cover associated one-off costs for project management, IT development and business reengineering.	100
3rd Sector Investment Fund - The investment budget is awarded to 3 rd sector organisations over a 2 year period and as a result the projected underspend in this financial year of £100k is required for commitments in 2012/13 in line with the Cabinet award report.	100
White City Collaborative Care - The joint service delivery model at this new built centre will require funding for capital equipment. A report proposing this was approved at Cabinet on 5 th December.	269
Review of Mental Health Day services – The review of day services for people with mental health needs is proving more complex than expected and there is a high risk of not achieving the savings target of £290,000 for 2012/13.	290
More efficient and timely equipment procurement – There is a high risk that this saving will not be achieved for 2012/13.	50
Resources to support market development in the 3rd sector – As part of the move towards personalising services for residents, services are being reviewed and tendered affecting some services currently provided through the 3 rd sector. LBHF is committed to developing and working with the 3 rd sector and this carry forward will enable these organisations to be supported to gear up to the challenge of marketing their services and submitting tender applications.	150
Total CSD Carry Forward Now Requested	1,935

Environment, Leisure & Residents Services Proposed Carry Forward

CARRY FORWARD DESCRIPTION	AMOUNT
	£000
Parks Lighting Inspection Programme and Redevelopment of Hurlingham Park Entrance to enhance safety	30
Council Contribution to Fulham Palace Trust and Associated Buildings insurance for 2012/13	68
Funding of the Archives Service in 2012/13	50
Proactive Marketing of commercial services to achieve £7.5m in external income for 2012/13 (6% growth from 2011/12)	50
Digitalisation of burial records to protect registers and enable 24 hours purchasable access (Invest to Save Opportunity through new chargeable service)	60
2012/13 funding for Integrated Offender Management Support Programme (2 year programme from 2011/12 to rehabilitate drug offenders to target reoffenders and help reduce crime. Jointly funded by Supporting People)	22
Total	280

Finance and Corporate Services Carry Forward Proposals

CARRY FORWARD DESCRIPTION	AMOUNT
	£000
Corporate Human Resources (CHR) have requested £100K to fund the further development of Electronic Data Management System (EDMS).	100

Housing and Regeneration Carry Forward Proposals

Project	Brief Description	Amount (£000s)
Housing Options Reorganisation Phase 2	Phase 2 requires resourcing to ensure structures and functions are fit for purpose, and to secure effective implementation and achievement of MTFs savings	75
Health & Safety Improvements Phase 2	This is of a one-off, invest to improve project to develop a leaner, more structured approach to Health and Safety to embed continued statutory compliance and good service standards; ready for hand over to the corporate centre.	196
Review of the Housing Register	This new priority project will review, revise and deliver a new Housing Register service model, applying a lean methodology and ensuring alignment with the scheme of allocations.	100
One-off funding for continuation of Tenants Incentive Scheme	This scheme incentivises Council tenants into home ownership and facilitates moves from family-sized accommodation. There is an existing scheme funded from the HRA capital programme and this bid is for one-off additional funds.	27
Total		398

Transport and Technical Services Carry Forward Proposals

CARRY FORWARD DESCRIPTION	AMOUNT
	£000
DEFRA has awarded £21million of grants to help councils protect and support their own community when managing flood risk. Hammersmith and Fulham has received £159k in 2011-12 and will receive £331k annually from 2012-13 to 2014-15. The funds are to cover the costs for local authorities of carrying out their new responsibilities under the Flood and Water Management Act 2010, such as flood mapping, producing risk management plans and supporting community flood awareness groups. The Council will spend £44k in 2011/12 and needs to carry forward the balance of £115k to meet its flood management commitments in 2012/13 and beyond.	115

Centrally Managed Budgets Carry Forward Proposals

CARRY FORWARD DESCRIPTION	AMOUNT
	£000
It is proposed that any underspend against the corporate redundancy budgets be carried forward within earmarked reserves to meet potential future costs.	660
TOTAL	660

LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS

No.	Brief Description of Background Papers	Name/Ext. of holder of file/copy	Department
1.	Revenue Monitoring Documents	Gary Ironmonger Ext. 2109	Corporate Finance Room 38 , Town Hall
	Responsible officer:		Gary Ironmonger, ext 2109



London Borough of Hammersmith & Fulham

Cabinet

18 JUNE 2012

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

*Councillor Nicholas
Botterill*

**CONTRIBUTION TO THE FUNDING FOR THE
TRI-BOROUGH MANAGED SERVICES
PROGRAMME**

**Wards:
All**

This report seeks the Cabinet's approval to fund a contribution to the costs of undertaking and project managing the business change element of the Tri-borough Managed Services programme – a programme that could lead to significant cost reductions in corporate services.

The City of Westminster and the Royal Borough of Kensington and Chelsea will also be contributing to the project funding.

CONTRIBUTORS

EDFCG
DLDS
DHR
DPITS

**HAS A EIA BEEN
COMPLETED?
N/A**

Recommendation:

That a contribution of £300,000 be approved, from the Efficiency Projects Reserve, towards the cost of undertaking and project managing the business change element of the Tri-borough Managed Services Programme.

**HAS THE
REPORT
CONTENT BEEN
RISK
ASSESSED?
YES**

1. BACKGROUND

- 1.1 As part of the Tri-borough arrangements, Westminster, Hammersmith & Fulham, and the Royal Borough of Kensington and Chelsea propose to work as strategic partners on a number of different fronts to streamline services and deliver savings.
- 1.2 Joint working ideally requires joint support service provision. Currently, the three boroughs have different Finance, HR, Procurement, Property, IT and Business Intelligence systems and arrangements. Westminster has outsourced a number of these services previously but its arrangements are reaching the end of the current contracts.
- 1.3 Managed Services is a programme of work to look at a fully outsourced, managed solution for a number of corporate services that could provide a route to the three boroughs sharing these services.
- 1.4 The project could also provide benefits across London. Although the core is based on the Tri-Borough councils, the project will provide a framework and a body of experience available to other, named London boroughs.
- 1.5 The Cabinet received a report in June 2011 requesting funding for the procurement stage of the project. The total cost of this stage was £1.5 million, of which it was agreed that H&F would fund £335,000. Westminster City Council and the Royal Borough of Kensington and Chelsea also agreed to meet a similar share with the last £500,000 being funded by Capital Ambition.
- 1.6 This report seeks further funding of £900,000 (to be shared between the 3 boroughs) for undertaking and project managing the business change stage of the project which is due to begin shortly.

2. PROPOSED MODEL

- 2.1 The 'target operating model' for this project is for the three Councils to use common processes and share access to multi-tenanted, cloud-based, fully managed business services, used in the same way to deliver a shared support function. This refers to a fully outsourced solution including the hosting and processing of transactions. The expectation is that authorities will be purchasing an end to end managed service rather than a system. However, software as a service has also been included as a potential fall-back option.
- 2.2 The project is often referred to as "Athena Managed Services" which London Local Authorities can buy into under a framework agreement. The project will incorporate and build on some of the useful outputs expected from the other Athena streams working across London such as standardised business processes and a common chart of accounts.

2.3 The procurement process is underway and has already undertaken the initial selection at Pre-Qualification Questionnaire stage and is in the first phase of the Competitive Dialogue. The procurement is split into four lots:

- Finance & Procurement, HR & Payroll
- eSourcing
- Property & Asset Data Management
- Business Intelligence

The procurement will result in:

- a 4 year framework enabling the call-off of contracts up to 5 years plus 3 year extension (total 8 years)
- a set of managed services within each lot (including software as a service option)
- the ability to take none, all or some of the services under the lots (enabling flexible migration to full adoption as required)
- clear unit pricing with volume discounts
- clear transition pricing.

2.4 The procurement process is due to reach a conclusion with the award of the framework contract in December 2012, with a view to starting transition in early 2013.

2.5 The key benefit of this proposal is a managed service arrangement allowing for flexibility, scalability and a shared environment for handling and processing related transactions. Once delivered, this project will allow for a unique opportunity for participating Councils to rationalise, streamline, share and reduce resources applied to these services, significantly reducing unit costs. Flexibility is key as it facilitates Tri borough working in particular and shared services in general.

3. THE FINANCIAL POSITION

3.1 The current annual costs of services within scope for the Tri-Borough authorities are shown in the table below:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017 – 2021/2022
Present Costs						
WCC	6,517,000	6,517,000	6,517,000	6,517,000	6,517,000	6,517,000 pa
RBKC	3,025,068	3,025,068	2,881,068	2,881,068	2,881,068	2,881,068 pa
LBHF	3,357,006	3,357,006	3,357,006	3,357,006	3,357,006	3,357,006 pa
Total	12,899,074	12,899,074	12,755,074	12,755,074	12,755,074	12,755,074 pa

3.2 An outline financial case has been developed which, assuming a 20% reduction in costs as a result of the tender process, suggests that there is an overall business case for the three Councils when taken together but not necessarily for each individual Council. H&F's business case appears to be stronger than RBKC's but not to be as strong as WCC's. However, this is

only an estimate as no prices have been provided as a part of the tender process to date (these will not be available until mid summer) and implementation costs are still to be discussed with potential suppliers.

- 3.3 The original forecast annual savings from the Tri-borough Managed Services programme, across the three boroughs, were estimated to be £6m by 2015/16. This will need to be validated once the costs of ongoing service provision are available from the bidders in the summer.
- 3.4 Funding of £1,500,000 was agreed in the summer of 2011. This comprised contributions from the three councils plus funding of £500,000 from Capital Ambition. This has provided a total procurement budget of £1,500,000.
- 3.5 The table below details the cost assumptions which were made for the procurement stage. The programme is still within this procurement budget.

Implementation Costs	2011/2012	2012/2013	2013/2014	2014/2015	Total
	£k	£k	£k	£k	£k
Overall					
Programme Manager *	80	80	40	40	240
Procurement Expertise	120	120	60		300
Legal Expenses	50	50	50	50	200
Project Manager HR/Finance *	70	70	70	70	280
HR					
Business Analysis	30	60	30		120
SME	30	60	30		120
Finance & Procurement					
Business Analysis		60	60		120
SME		60	60		120
Property					
Project Manager	Not included as benefits not yet calculated				0
Business Analysis					0
SME					0
IT System / Business Intelligence					
Data Migration	Costs part of procurement & 5 year contract				0
Total	380	560	400	160	1500
* Assumes fixed term contracts rather than temporary agency rates					

- 3.6 It is now evident that alongside the procurement process it is important that the Managed Services programme also tackles the readiness of the business to take on these services. The implementation of Managed Services requires new target operating models to be developed and costed. The form and cost of the residual in-house provision will make up part of the business case equation. Questions need to be answered such as how the intelligent client function will operate and what level of customer self service can be expected. Business processes need to be mapped across the three

boroughs and reconciled to the vanilla/best practice processes being offered by the suppliers. Current processes will need to be flexed so that all three boroughs operate the same processes and that these match the requirements of the new systems.

- 3.7 It is estimated that further funding of £900,000 is required to undertake and project manage the business readiness work. A breakdown of the costs is set out in the table below.

	Days	£
Overall programme management	94	69,654
Project managers for each stream	843	547,950
Business analysis	237	142,200
Design authority	189	122,850
Total	1,363	882,654

- 3.8 The £900,000 will initially be funded equally across the Tri-borough authorities. However, once the level of savings available from this programme becomes clearer it may be necessary to re-cast the cost apportionment more in line with the savings actually achieved.
- 3.9 For H&F this investment may lead us to reap significant savings in the future, although the Council is not obliged to implement such a service if it is not considered to meet our requirements fully, or does not deliver sufficient savings to warrant the cost of implementation or the impact of change.
- 3.10 Managed Services only relates to the transaction aspects of the functions in scope, ie finance, human resources, purchasing, property and business intelligence. Further consideration will need to be given to the structure of the retained functions, eg strategic and operational advice and support in these areas.

4. RISK MANAGEMENT

- 4.1 There is a risk that when all the financial details are available in the autumn that the business case is insufficiently attractive to warrant the significant investment that will be required to adopt services offered through the Managed Services framework. However, much of the work that is being undertaken as part of this next business change stage will be very valuable for aligning support services across the three boroughs even if common IT systems are not adopted.
- 4.2 This report assumes an equal sharing of the costs of the business change phase between the three boroughs. RBKC have requested that this apportionment be revisited once the business cases for each of the three councils have been established and that if there is little or no business case for RBKC that their contribution is reimbursed. This may lead to a greater

share of the costs falling on H&F. A check point has been agreed in July 2012 ie before the full £900,000 is committed.

5. EQUALITIES IMPLICATIONS

- 5.1 The programme is likely to result in TUPE implications for the staff working in the services that fall under the Managed Services framework. Any potential equality impacts of this will be assessed as part of the decision making processes in the autumn once the outcome of the tender process is known.
- 5.2 There are no direct service delivery implications for the purposes of this report and as such it is unlikely to have an impact on any protected group, or to engage the public sector equality duty arising from the Equality Act 2010.

6. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

- 6.1 Much work is still to be done before the business case for the Managed Services programme can be proven for H&F. As well as completing the procurement phase, further input is required to prepare the business for change, e.g. to develop options for the future target operating model, to map business processes and to define how the intelligent client function will operate.
- 6.2 Approval is requested for the further funding required for the business change costs for the programme. These are estimated to be a total of £900,000 of which the Hammersmith and Fulham contribution will be about £300,000 if all three Councils agree to proceed. It is proposed that this funding come from the Efficiency Projects Reserve.
- 6.3 Westminster City Council is the accountable body for the Managed Services programme therefore the H&F contribution will be paid to them in line with the actual spend profile.
- 6.4 The actual delivery of savings will potentially require significant further investment for implementation costs eg systems set up, interfacing to other council systems and staff training. These costs could possibly run to several million pounds per borough. The level of such investment, and decision to proceed or not, will be subject to the findings of current tender process. The outcome of this process should be known by the end of 2012.

7. COMMENTS OF THE DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

- 7.1 The Director of Legal and Democratic Services has no legal comments.

8. COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

- 8.1 The business change stage of the project will begin to look at future staffing structures and TUPE implications and will include staff consultation. This will be overseen by the Bi-borough Director of Human Resources for H&F and RBKC.

9. COMMENTS OF THE DIRECTOR OF PROCUREMENT AND IT STRATEGY

- 9.1 Consideration should be given to having co-terminous expiry dates of contracts across the three lead boroughs.
- 9.2 Given the development costs, as part of any future admissions agreement for other boroughs to access the Managed Services framework some mechanism needs to be put in place to recover the implementation and set-up costs of the Tri-boroughs.

LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Outline Business Case	Hitesh Jolapara	FCS / Corporate Finance
2.			
CONTACT OFFICER: Deputy Director of Finance		NAME: Hitesh Jolapara EXT. 2501	

Agenda Item 6



London Borough of Hammersmith & Fulham

Cabinet

18 JUNE 2012

**CABINET MEMBER
FOR TRANSPORT
AND TECHNICAL
SERVICES**

*Councillor Victoria
Brocklebank-Fowler*

**PARKING PROJECTS PROGRAMME OF
WORKS 2012/13**

This report outlines the key parking priorities of the Council and presents a parking projects programme for the 2012/13 financial year.

**Wards:
All**

CONTRIBUTORS

DF
DEnv
DLDS

Recommendation:

That the parking projects programme of works for the 2012/13 financial year, as shown in Table One of this report, be approved, and that approval be given to the implementation of the Smart Visitor Permit scheme in all remaining Zones in the borough by March 2014.

**HAS A EIA BEEN
COMPLETED?
YES**

**HAS THE REPORT
CONTENT BEEN
RISK ASSESSED?
YES**

1. STRATEGIC OBJECTIVE

1.1 This report relates to Chapter 3 of the Second Local Implementation Plan For Transport 2011-31 whereby the Council will:

- Support the use of low emission and electric vehicles and car clubs (e.g. by helping develop re-charging points in the borough) to improve local air quality and reduce CO2 emissions & congestion.
- review some of the 27 Controlled Parking Zones (CPZs) in the borough depending on annual parking stress surveys, verified problems and issues reported by residents' and businesses such as the effects of the Westfield Shopping Centre and the football grounds in the borough and also developments in the borough. Reviews can be carried out via a formal consultation process; however, Council officers also carry out another form of CPZ-wide review project whereby parking controls are not changed but new parking bays are created in a CPZ, double yellow lines are introduced at informal crossing points to facilitate pedestrian safety, excessive signage is removed/de-cluttered and waiting and loading restrictions are reviewed. During the 2011-12 financial year, the latter form of CPZ review project was carried out in Zones T, H and Q, which resulted in around 50 additional parking bays and 60 less posts.

2. BACKGROUND

2.1. In September 2009, a three year Parking Projects Programme (2009 -12) was agreed by the Cabinet. Four key parking priorities were identified as below: -

Priority 1 - Variable pay and display tariffs and residents' visitors discounted parking & cashless parking solutions

Priority 2 - Match-day only parking controls

Priority 3 - White City Shopping Centre Parking Impacts

2.2. In previous years these priorities were addressed as described below; there follows a description of how these priorities will continue to be addressed over the next year.

3. PRIORITY ONE - VARIABLE PAY AND DISPLAY TARIFFS, RESIDENTIAL VISITOR'S DISCOUNTED PARKING & CASHLESS PARKING SOLUTIONS

3.1. Variable pay and display tariffs were introduced into the borough's Controlled Parking Zones in November 2009. In Shepherd's Bush, Hammersmith and Fulham Town Centres (Zones A, CC, G, F and S) a higher tariff of £2.80 per hour was introduced as a mechanism to control demand, thereby mitigating congestion in the town centres and also helping to meet our emissions

targets. In all other Zones, the basic pay & display tariff was set at £2.20 per hour.

- 3.2. Additionally, in a select number of bays in tertiary town centre areas (Askew Road, Fulham Road and Goldhawk Road), a tariff of 40 pence per hour was introduced in order to encourage a high turnover of visitors at a discounted price to assist local businesses and help to stimulate the local economy and independent businesses. These discounted bays have been well received, and Council officers will carry out feasibility studies on the introduction of similar bays in the North End Road (north of the Lillie Road) and Wandsworth Bridge Road areas in order to implement more if feasible in 2012/13, again, to help local businesses.
- 3.3. The SMART Visitor Permit was initially introduced into three controlled parking zones in 2007 and now operates in 15 CPZs. The permit is proving successful as a convenient alternative to pay and display parking for visitors, with 4921 Smart Visitor Permits actively being used across 15 CPZs.
- 3.4. It is proposed that over the 2012/13 and 2013/14 financial years, the SVP scheme will be introduced in the remaining 12 zones thereby making it available boroughwide.
- 3.5. The Council is also currently operating electronic residents' parking permits in three Controlled Parking Zones (Zones K, L and R) on a trial basis. These permits allow residents to use the permit for cashless pay and display parking in other zones in the borough. The trial has proved successful as the scheme has been well-received by residents. The scheme could be extended boroughwide following contract negotiations with the present suppliers.
- 3.6. Council officers have also been investigating the introduction of cashless parking solutions for non-residential visitors to the borough, which would eliminate the need for people to carry coins for parking and reduce the need to operate ticket machines on street. This solution would operate under a system whereby the motorist opens a virtual account via telephone and credits the account. Whenever motorists wish to park in the borough they simply call a number quoting a parking bay reference where they wish to park in order to activate or deactivate their parking session. The Council's IT consultant Hammersmith & Fulham Bridge Partnership (HFBP) are currently undertaking a tendering process on behalf of the Council to assess different cashless parking service providers. It is anticipated that the contract negotiations may be finalised during the 2012/13 financial year, which could enable a boroughwide cashless parking project to begin the 2013/14 financial year.

4. PRIORITY TWO – MATCH DAY PARKING

- 4.1. In December 2007, a match day parking scheme was introduced in controlled parking zones X and Y, near Fulham Football Club. The scheme operates by restricting pay and display visitors to a one hour maximum stay on match days. The next match day is communicated via a variable messaging element of the zone entry signs.
- 4.2. The scheme has proved successful in Zones X and Y with residents now finding it much easier to find a parking space on a match day.
- 4.3. In December 2010 a full consultation was carried in all 12 Zones (D, F, H, Q, R, S, T, U, W, X, Y and Z) south of the Talgarth Road asking nearly 50,000 properties what alterations, if any, they wanted to their parking controls including the possibility of match day only controls during matches at the nearby Chelsea and/or Fulham Football Club stadia. There was no broad consensus of support in favour of any changes to parking controls, apart from a request from properties in Barclay Road in Zone F for maximum stay periods to be reduced to 2 hours. This change will be implemented following the introduction of the Smart Visitor Permit scheme in Zone F during the Olympic Games, which will allow Residents' visitors to park for longer than the 2 hour maximum stay.
- 4.4. The Council Administration has made a commitment to re-visit match day-only parking solutions following the May 2014 Council elections.

5. PRIORITY THREE - WHITE CITY SHOPPING CENTRE PARKING IMPACTS

- 5.1 In October 2008 the Westfield shopping centre opened in Shepherds Bush. Westfield provided the Council with £651,000 as part of a Section 106 agreement to review parking in the area. The review was intended to identify any negative impacts the opening of the shopping centre had created and to implement any necessary changes to the parking system.
- 5.2 Following the opening, Sunday parking controls were implemented in Zones G and CC as a matter of urgency to address the problem of shoppers choosing to park on local streets rather than the on-site car park.
- 5.3 An initial consultation was carried out with 7 controlled parking zones in the area around Westfield to assess the extent of the parking problems. Following this consultation, a second consultation was carried out with Zones G and J which were identified as the most affected by the shopping centre.

- 5.4 The reviews in Zone G resulted in the introduction of parking permit only and separate pay & display only parking bays in Macfarlane Road and Hopgood Street (Zone G), which included an exclusion of blue badge motorists from parking in parking permit holder only bays unless displaying a Smart Visitor Permit alongside it. Additionally a 2-hour maximum stay period was introduced in all bays for non-residential visitors. These changes have been well received by residents and have led to a measurable reduction in parking stress. Nevertheless the Council has received complaints from residents of Macfarlane Road in 2011/12 relating to the high volume of traffic.
- 5.5 The review in Zone J in 2009 resulted in a majority of respondents opting for no changes to the controls; however, a number of residents wanted the Council to carry out another consultation in 2010, which was duly carried out. The results again indicate a majority of respondents wanted no change, however this time the majority seeking no change was even greater in number than in the previous consultation. Following the parking review of Zones G and J, it is recommended that no further full zone parking reviews are carried out as part of the Westfield project during the 2012-13 financial year. However, it should be noted that £300,000 has been earmarked for the next phase of Westfield development Section 106, which relates specifically to Zones O, G and CC; however, the Council could seek a variation to include other Zones at a later stage.
- 5.6 Officers are designing proposals to consult residents and businesses of Macfarlane Road and Hopgood Street (Zone G) on options to discourage vehicles on these roads, thereby reducing congestion and traffic. The options include a point closure on one side of Macfarlane Road which would necessitate the removal of two parking bays.

6. ZONE REVIEWS

- 6.1 In addition to the specific priorities, the Council is committed to periodically reviewing controlled parking zones to ensure the parking controls are satisfactory for the majority of residents and businesses in each of the borough's 27 CPZs.
- 6.2 The high level of new commercial and residential developments in the borough have meant that Section 106 funding is available for controlled parking zone reviews. Zones K, N T, S and Z are identified as zones that may require review in the 2013/14 and 2014/15 financial years, with residents and businesses being consulted due to specific parking issues. These problems include the location of tube stations and new residential/commercial development adding to local concerns about parking stress.
- 6.3 A programme of mini-reviews is also scheduled over the next 2 years, as shown in Table One. A mini-review is simply a review of the yellow lines, de-cluttering of signs, and extending parking bays where possible in a zone. Double yellow lines are introduced in front of all pedestrian dropped kerbs and parking bays are extended where it is safe and practical to do so (a glossary

is attached to the end of this report which details further the difference between a full zone review and a mini-review).

- 6.4 These zone reviews are proposed at this stage and may be subject to change based on changing priorities or other unforeseen events.
- 6.5 Appendix 2 provides a summary of when each Zone was last reviewed and when Smart Visitor Permit scheme was introduced in the zones.

7. EMERGING MAYORAL PRIORITIES

- 7.1 In addition to the specific priorities, The Mayor of London has identified a number of priorities for London that will influence the Parking Projects Programme of Works. These include:-
- Implementation of more shared space and simplified streetscape projects, including de-cluttering, removing unnecessary guard-railing and lines and improved streetscape design;
 - Support for electric vehicles, including new charging points;
 - Provision of more car club bays;
 - Reducing Transport's contribution to climate change and improve its resilience, and;
 - Support delivery of the London 2012 Olympic Games and its legacy

Car Club bays

- 7.2 The Council successfully bid for £100,000 of funding from Transport for London to introduce 50 Car Clubs per year in 2011/12 and 2012/13. The Council has been working in partnership with Car Club operators and consulted residents to find appropriate numbers and locations of parking spaces so car club networks can grow effectively, thereby reducing parking stress, congestion and pollution as well as fulfilling the needs of residents. The Council will also support activities to raise awareness of the availability and advantages of car clubs. Officers will aim to implement 50 on-street bays per year, which will be subject to detailed design, procurement, permit system design and local support, and will prioritise newly created bays as locations for car club bays.

On-Street Electric Vehicle Charging Points

- 7.3 The Council has worked with partners to develop off-street Electric Vehicle (EV) charging points for electric vehicles and aims to expand this provision to on-street parking in the future with one trial EV charging point and associated bay in Fulham for an initial 18 month experimental period.

7.4 Presently, there are four off-street electric vehicle charging point available in the borough for general use at Hammersmith Hospital, Charing Cross Hospital, Kings Mall Car Park and Westfield Shopping Centre.

7.5 The Council is a signatory of Source London, which is the pan-London EV charging network supported by the Mayor of London. Under this scheme Councils are not able to charge motorists for electricity at charging points; however, parking charges can be levied for the bay. Being part of Source London means that for each charging point the Council is given an annual grant of £200 for maintenance and £200 for data collection, and additionally there is 50% funding available from TfL towards the cost of each charging point. Officers will carry out a feasibility study on the proposal and present a further report.

7.6 **Mayor's Cycle Hire Scheme**

The Mayor of London intends to extend his cycle hire scheme to most of the borough by Spring 2013. Some 60-80 docking station sites are required in the borough and TfL and Council officers are currently working to identify potential sites. The aim is not to remove car parking spaces, but where there are no suitable alternative sites for the docking stations, appropriate alternative sites for the displaced parking will need to be found. These works can funded out the "Minor amendments to Traffic Orders & signage/line marking" indicated in Section 8 table one.

Olympics Parking schemes in Zones D & F

7.7 The Olympic Volleyball competition will be held at Earl's Court from Saturday 28 July to Sunday 12 August 2012. Planning permission was granted subject to submission and agreement of a venue specific local traffic and parking plan (LATMP). The consultant working for the ODA has submitted a draft LATMP which is detailed in the bi-monthly Olympic transport briefings.

7.8 All paying spectators will be provided with a free travel card along with their ticket; therefore LOCOG have predicted that no spectators (other than some disabled visitors) will arrive to Earl's Court by car. However, to ensure this, the consultants who have been tasked with drawing up traffic management and parking plans have indicated that the impact area (in H & F) for event day parking would effectively be the whole of Controlled Parking Zones D & F, which are the closest two Zones to the venue.

7.9 The furthest points in Zones D & F are located 1.4 miles and 1.1 miles away from the venue respectively, which translates to 14 - 20 minutes walking distance.

7.10 Presently Zone D controls operate Monday – Friday, 9am to 5pm with an 8 hour maximum stay period. The Smart Visitor Permit scheme has been in operation in Zone D since July 2008.

- 7.11 Zone F operates Monday – Saturday, 9am to 8pm, with permit holders only hours Mon-Friday, 6.30-8pm and Saturdays 2-4pm & 6.30-8pm. Coomer Place Car Park is located in the commercial area of Zone F and operates with the same parking controls as the host zone. An 8 hour maximum stay operates in Zone F.
- 7.12 The Smart Visitor Permit scheme does not operate in Zone F presently, so would be introduced as part of the Olympics parking controls and will stay in place following the Olympics.
- 7.13 Controlled hours of parking will be extended to Monday to Sunday, 9am to 8pm with a 2 hour maximum stay in Zones D & F.
- 7.14 In CPZ F, where permit holder only parking operates between 6.30pm to 8pm, Monday to Friday, and on Saturday between 2pm to 4pm and between 6.30pm to 8pm, it is proposed that permit holder priority hours are extended to Sundays at 2pm-4pm and 6.30pm-8pm for the duration of the event.
- 7.15 Reducing the maximum stay to 2 hours in all shared use bays in both zones may discourage spectators from coming by car to Earl’s Court. In order to reduce the adverse impact on businesses in the Commercial areas of North End Road and Fulham Broadway, it is proposed that the permit priority hours that operate in Coomer Place car park (Zone F) are removed and the 8 hour maximum stay remains.
- 7.16 It is proposed that the Smart Visitor Permit scheme is introduced into Zone F, like the rest of the project at LOCOG’s expense, in order to help facilitate residents’ visitors parking for longer than the 2 hours maximum stay period during the games. Council officers will project manage and implement the changes.
- 7.17 During the games, the Council has also agreed to provide free Sunday parking for Zone D & F Smart Visitor Permit holders, as is currently the case on a permanent basis in Zones CC and G.

8. COST AND PROGRAMME

- 8.1 This report is intended to seek approval for the programme of works listed in table one below, which summarises the anticipated costs associated with the delivery of this programme.

Table One – Cost Summary for 2012/13

Project	Expenditure (£)	Priority (L/M/H)	Description
General CPZ correspondence	£80,000	M/H	The Parking Project Team receives high levels of correspondence throughout the year. Many of the requests are investigated with site inspections and assessments, which takes up a significant amount of officer time.

Zone R, U and W	£100,000	H	Introducing the Smart Visitor Permit scheme, extend parking bays where feasible, de-cluttering of signs, upgrading single yellow lines to double yellow lines and ensuring waiting and loading is accurate and acceptable
Minor amendments to Traffic Orders & signage/line marking	£80,000	H	Aside from larger projects like Zone parking reviews, there are a number of smaller schemes that need to be investigated and implemented.
Review of waiting and loading (Munster Road/Dawes Road) restrictions	£20,000	M/H	In 2006 the waiting and loading restrictions for the borough were entered into Parkmap. Due to the continued programmed of de-cluttering and maximising of parking bays since this date this is required.
Quarterly amendments to traffic orders	£80,000	H	To save on advertising costs for individual waiting and loading amendments, the changes to yellow lines and kerb blips are grouped into 4 larger amendments every year. Yellow line amendments from all groups in the environment department are included in the quarterlies in order to save overall departmental cost. The cost includes fees, works orders and advertising.
Roll out of SMART Visitor Permit borough-wide	£80,000	H	The SMART Visitor Permit scheme has now been introduced in 15 controlled parking zones with good take up and feedback from residents.
Barclay Road	£8,000	H	Introduction of 2 hour maximum stay pay & display on this road (signage, officer time and TRO work)
Overnight parking stress surveys	£38,000	M	The annual overnight parking stress surveys are required to maintain an accurate picture of the level of demand for parking in the borough. It is proposed that the Council will now start to carry out an annual day time parking stress survey as well as the overnight parking stress survey.
Electric Vehicle Charging pilot (estimated)	£25,000	H	The Council has worked with partners to develop off-street Electric Vehicle (EV) charging points for electric vehicles and aims to expand this provision to on-street parking in the future with one trial EV charging point and associated bay in Fulham for an initial 18 month experimental period

Stop and shop bays-North End Road and Wandsworth Bridge Road	£40,000	M	40 pence per hour bays to encourage a high turnover of visitors at a discounted price in order to assist local businesses and help to stimulate the local economy and independent businesses
Yellow box junction enforceability work	£23,000	H	Camera signs and yellow box junction line adjustments are required as well as working with the DfT for authorisations for continued yellow box junction enforcement. This does not generally fall under the remit of Parking Projects Team but is high priority for the Council
Boroughwide bus lane enforceability audit and amendments	£26,000	H	Adjustments are required to ensure the continued enforceability of bus lanes boroughwide to ensure the smooth flow of traffic along busy corridors. This does not generally fall under the remit of Parking Projects Team but is high priority for the Council
Total	£600,000		
Section 106, Olympics and external funded works			
Macfarlane Road point closure consultation	£25,000	H	Consulting and possibly implementing a point closure to reduce congestion/through traffic (Westfield S106 funded)
Olympics – Zones D, E, F (consultation and planning)	£70,000	H	Implementation in 2012-13. Works funded by Olympics.
Car Clubs	£50,000	M	The Council has committed to 50 additional car club bays in 2013/14 in the borough (TfL funded)
Total	£145,000		

Table 1. Proposed programme of works for the Parking Projects Team for 2012/13

9. RESOURCE REQUIREMENTS

9.1 The Parking Projects Team currently comprises of one Team Manager, one permanent Project Engineer, one agency Project Engineer (part funded by TfL's Car Club funding), one Principal Traffic Orders Officer, and two Traffic Orders Officers.

- 9.2. There is one permanent Project Engineer position currently vacant; however it is likely that in order to deliver a full parking programme this vacant post may need to be filled with a temporary member of staff, either recruited internally or externally.
- 9.3. One permanent officer is also due to take maternity leave during the 2012/13 financial year therefore appropriate cover will also be needed with the appropriate budget allocation.

10. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

10.1 Funding in 2012-13 for the projects contained in this report consists of:

Parking Reserve (CPZ) - £638k
 TFL Car Clubs - £50k
 S106 Westfield - £151k

The Olympic zones D and F was authorised under a Cabinet Key Decision dated 9 January 2012 in which officers were authorised to spend £300k on Olympics related projects.

10.2 This programme is therefore fully funded and there are no financial implications.

11. COMMENTS OF THE DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

11.1 Any proposed changes to the Controlled Parking Zones or other Traffic Regulation Orders will require the Council to comply with and follow the statutory procedure set out in the Road Traffic Regulation Act 1984 and secondary legislation.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext. of Holder of File/Copy	Department/ Location
1.	Parking Projects Programme 2012/13	Naveed Ahmed 020 8753 1418	Transport & Technical Services Department
Responsible officer:		Naveed Ahmed x.1418	

Appendix 1 – Glossary of parking terminology

Parking Review (Review of controlled parking zone)

This is a full review of all parking restrictions in a controlled parking zone. This is carried out via a consultation with all residents and businesses within the controlled zone. Aspects such as the length and days of operation of the parking bays are reviewed and other options such as a maximum stay for pay and display parking are offered. Changes are made based on a majority support via the consultation. Yellow lines are installed in front of all dropped kerbs in order to facilitate pedestrian movement, and parking bays are extended where possible as part of the review in order to maximise parking in the borough and reduce parking stress. All signage in the area is updated where required.

Permit Saturation Levels

Permit saturation levels are calculated by dividing the number of permits issued in a zone with the number of parking spaces in that zone. For the purposes of this exercise, parking spaces are taken as 5 metres. For example, the permit saturation of Zone T is 84%, which means there are more spaces than there are permit holders.

Consultation –

- **Full Consultation**

A full consultation is carried out for all parking reviews. All residents and businesses of a controlled zone are sent a consultation document with a reply paid questionnaire which gives them the opportunity to either maintain or alter the current parking controls. Consultations usually run for a period of 3 weeks. The statutory consultation period is also observed through the advertisement of the legal traffic order.

- **Local Consultation**

A local consultation is carried out for smaller projects such as the installation of a loading bay, the introduction of short stay shopper bays, the alteration of a significant section of single or double yellow line, etc. This is usually in the form of a letter requesting comments or objections. The statutory consultation period is also observed through the advertisement of the legal traffic order.

- **Statutory Consultation**

For all minor amendments such as the installation of a double yellow line in front of a private crossover or other small changes to waiting and loading restrictions the statutory consultation process is observed. All changes to waiting, loading or parking restrictions must be accompanied by an amendment to the legal traffic order. The amendments are advertised in two local papers for 4 weeks whereby objections to the changes can be made in writing to the Highways Department.

Legal Traffic Order (TRO)

All on street restrictions are covered by a legal traffic order. This include waiting restrictions (single and double yellow lines), loading restrictions, parking restrictions (including loading bays, disabled bays, doctor bays, motorcycle bays), bus lanes, 20mph zones and so on. The legal traffic order states the extent of the restrictions,

their operating times, etc and is a vital part of parking and traffic enforcement. Without a legal traffic order detailing the restriction, it cannot be enforced. Therefore any change on street must be accompanied by a change to the legal order.

Traffic Order Consolidation

For traffic orders such as the waiting and loading order, or a parking place order for a specific zone, minor amendments are made on a regular basis. In order to combine all the amendments back in to one document again, the order can be consolidated. To ensure traffic order are easy to manage and refer to, consolidations should be carried out on a regular basis.

SMART Visitor Permit

An electronic visitor permit that is currently available in controlled parking zones A, B, C, CC, D, E, G, I, J, L, M, V, X and Y. The permit acts as a cashless alternative to the on-street pay and display machines. Residents can top up the permit with credit then activate it and deactivate it over the phone when their visitor arrives and leaves. It charges by the minute (P+D machines charge by the half hour) and offers a small reduction on the on-street tariff. Currently in its trial stages but the goal is to offer it to all controlled parking zones in the near future.

Electronic Residents Permit

An electronic residents permit currently being trialled in controlled parking zones K, L and R. Serves a dual purpose as a resident or business permit when the permit holder is within their own zone, and as a cashless alternative to the pay and display system when in other zones within the borough. The permit can be activated and deactivated over the phone and an account statement is sent at the end of each month.

Appendix 2 – Summary of when Zones were last reviewed and when Smart Visitor Permit scheme was introduced

Controlled Parking Zone	CPZ Started	Last full parking review	Last time CPZ parking amended	Smart Visitor Permit introduced
AA	Nov-06		N/A	
A	Apr-69	03-Dec-07	03-Dec-07	03-Dec-07
B	May-92	24-Nov-08	24-Nov-08	24-Nov-08
C	May-92	24-Nov-08	24-Nov-08	24-Nov-08
CC	Nov-08	14-Dec-09	15-Dec-09	24-Nov-08
D	Nov-91	24-Jan-11	none	03-Nov-08
E	Sep-92	Jul-08	Nov-98	03-Nov-08
F	Dec-93	24-Jan-11	May-02	
G	Apr-93	14-Dec-09	Dec-09	14-Dec-09
H	Sep-93	24-Jan-11	none	
I	Nov-97	Mar-10	none	28-Jun-10
J	Apr-94	Oct-10	none	18-Jan-09
K	Oct-93	Never been reviewed	N/A	
L	Jul-94	Mar-10	none	23-Aug-10
M	Apr-96	Mar-10	none	26-Jul-10
N	Jan-97	Never been reviewed	N/A	
O	Sep-04	Never been reviewed	N/A	
Q	Feb-96	24-Jan-11	13-Feb-06	
R	Oct-95	24-Jan-11	27-Feb-06	
S	Oct-94	24-Jan-11	Jun-02	
T	Apr-95	24-Jan-11	none	
U	Jul-96	24-Jan-11	none	
V	Jan-97	Jan-12	none	26-Mar-12
W	Aug-95	24-Jan-11	none	
X	Nov-96	24-Jan-11	27-Oct-08	17-Dec-12
Y	Feb-97	24-Jan-11	27-Oct-08	17-Dec-12
Z	Jul-97	24-Jan-11	None	

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period June 2012 to September 2012

The following is a list of Key Decisions, as far as is known at this stage, which the Authority proposes to take in the period from May 2012 to August 2012.

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

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

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

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

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

Consultation

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

Reports

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

Decisions

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

Making your Views Heard

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

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2012/13

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:	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

Forward Plan No 121 (published 15 May 2012)

LIST OF KEY DECISIONS PROPOSED JUNE TO SEPTEMBER 2012

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

New entries are highlighted in yellow.

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

Decision to be Made by: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected
18 June			
Cabinet	18 June 2012	Secure e-mail with external partners (exempt) Implementation of an IT solution to allow sensitive data to be sent via Outlook over the public internet to external organisations.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	18 June 2012	General Fund Revenue budget carry forward 2011-12	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	18 June 2012	Parking projects programme of works 2012-13 To approve the award of a contract for insurance cover as tendered under the Tri-Borough Arrangements.	Cabinet Member for Transport and Technical Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	18 June 2012	Contribution to the funding for the Tri-borough Managed Services Programme	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
		This report seeks the Cabinet's approval to fund a contribution to the costs of undertaking and project	

		<p>managing the business change element of the Tri-borough Managed Services programme – a programme that could lead to significant cost reductions in corporate services.</p> <p>The City of Westminster and the Royal Borough of Kensington and Chelsea will also be contributing to the project funding.</p>	
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23 July

Cabinet	23 July 2012	Riverside Studios, Crisp Road, London, W6	Leader of the Council
	Reason: Expenditure more than £100,000	Re-development of Riverside Studios Site.	Ward(s): Hammersmith Broadway
Cabinet	23 July 2012	Tri-Borough Integration of Health and Social Care Services - Update and Proposals for Next Steps	Cabinet Member for Community Care
	Reason: Affects more than 1 ward	Tri-Borough Integration of Health and Social Care Services - Update and Proposals for Next Steps.	Ward(s): All Wards
Cabinet	23 July 2012	Youth Provision Commissioning	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Proposals for the commissioning of Youth Provision from 2013-2015	Ward(s): All Wards
Cabinet	23 Jul 2012	Tri-borough ICT strategy 2012-2015	Leader of the Council
	Reason: Affects more than 1 ward	The Vision for Tri-borough ICT - A Tri-borough ICT Strategy for 2012-2015.	Ward(s): All Wards
Cabinet	23 July 2012	Meals Service Contract	Cabinet Member for Community Care
	Reason: Expenditure more than £100,000	To request authority for the outsourcing of the Meals Service to a "cook on route" model. To notify of multi borough tendering arrangements. To request that	Ward(s): All Wards

		authority to award the contract be delegated to Cabinet Member for Community Care in conjunction with the Executive Director of Adult Social Care.	
Cabinet	23 July 2012	Looked After Children Social Care Report	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Looked After Children Social Care report.	Ward(s): All Wards
Cabinet	23 July 2012	Child Protection Social Care Report	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Child Protection Social Care report.	Ward(s): All Wards
Cabinet	23 July 2012	Local Safeguarding Children's Board (LSCB) Social Care Report	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Local Safeguarding Children's Board (LSCB) Social Care report.	Ward(s): All Wards
Cabinet	23 July 2012	Replacement for Frameworki CHS Report	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Replacement for Frameworki CHS report.	Ward(s): All Wards
Cabinet	23 Jul 2012	Economic development Priorities	Leader of the Council
	Reason: Affects more than 1 ward	This report sets out the economic development goals as detailed in the draft Economic Development Strategic Priorities 2012-2017 in order to facilitate long term planning, partnership work and initiatives aimed at increasing local economic growth. The report seeks endorsement for key background documents; Local Economic Assessment (draft),	Ward(s): All Wards

		<p>Procurement Code, Business Investment Code and Job & Employment Code.</p> <p>In addition the report details related expenditure requirements.</p>	
Cabinet	23 Jul 2012	<p>Hammersmith Town Hall - Smart Accommodation Programme - Phase 1</p> <p>Tender acceptance report to appoint contractor to carry out remodelling works on 1st and 2nd floor offices at Hammersmith Town Hall to provide smart working, open plan accommodation to maximise occupancy.</p>	<p>Leader of the Council</p>
	Reason: expenditure over £100,000		<p>Ward(s): Hammersmith Broadway</p>
Cabinet	23 Jul 2012	<p>Proposal for the introduction of graduated parking suspension charges boroughwide</p>	<p>Cabinet Member for Transport and Technical Services</p>
	Reason: Affects more than 1 ward	<p>Residents often complain about the number of suspensions of parking suspensions, especially long-term suspensions, as it reduces the available parking spaces, thereby increasing parking stress, and arguably adding to congestion and pollution. As a result, officers propose introducing a graduated structure for suspensions fees to the following:</p> <ul style="list-style-type: none"> • £40 per space per day for suspensions lasting between one and five days; • £60 per space per day for suspensions lasting between six and 42 days; • £80 per space per day for suspensions lasting for 43 days or more. 	<p>Ward(s): All Wards</p>
Cabinet	23 Jul 2012	<p>Tri-Borough Corporate Services Programme: Funding request for "Develop" phase</p>	<p>Leader of the Council</p>
	Reason: Affects more than 1 ward	<p>Request for funding for resources required to deliver the "Develop" phase of the Tri-</p>	<p>Ward(s): All Wards</p>

		Borough Corporate Services programme.	
Cabinet	23 July 2012	Learning Disability Social Enterprise	Cabinet Member for Community Care
	Reason: Affects more than 1 Ward	Options Day Service and Rivercourt Short Breaks Services are currently in house provided services for people with learning disabilities. Staff, managers, patients and carers have been working together to develop a business case for a social enterprise company. A shadow board has been set up to plan the launch of the new social enterprise charity "Linking Hands" (working title). The governance involves H&F managers, staff, business people, patients and carers.	Ward(s): All Wards
Cabinet	23 July 2012	Stroke Services Contract	Cabinet Member for Community Care
	Reason: Expenditure more than £100,000	Requesting authority to award the contract be delegated to the Cabinet member for Community Care in conjunction with the Executive Director of Adult Social care. This service will be accessed by the residents of LB Hammersmith and Fulham and RB Kensington and Chelsea Hammersmith and Fulham are the lead procurement and contracting authority.	Ward(s): All Wards
Cabinet	23 July 2012	Earls Court Regeneration Project	Leader of the Council
	Reason: Significant in 1 ward	The Council has been exploring the benefits of including the West kensington and Gibbs Green estates within the proposed comprehensive redevelopment of Earls Court and Lillie Bridge depot.	Ward(s): North End

Cabinet	23 July 2012	Extension of HFBP support for Frameworki An extension of the existing support contract for Frameworki social care system is requested for both Adults and Children's Services until April 2013	Cabinet Members for Community Care and Children's Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	23 July 2012	Asset Disposals 2012/2013 Setting out the properties for which authority is sought for disposal as part of the Asset Disposal Programme for 2012/13	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway; Sands End; Town
Cabinet	23 July 2012	Shepherds Bush Market – land assembly Setting out progress to date on land assembly to facilitate regeneration of the market and next steps	Leader of the Council
			Ward(s): Shepherds Bush Green
	Reason: Significant in 1 ward		
3 September			
Cabinet	3 Sep 2012	SmartWorking Stage D : Paperless Office Business Case A detailed Business Case for SmartWorking Stage D : Phase B "Paperless Office"	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	3 Sep 2012	Measured Term Contract for Boroughwide Cyclical Planned Maintenance to Council-owned Housing Properties 2012 – 2015 The term contract will include external and communal repairs and redecorations, plus works to communal services installations, to the borough's housing portfolio.	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards

Cabinet	3 Sep 2012	Treasury outturn report Providing information on the council's debt, borrowing and investment activity for the financial year ending 31 March 2012	Leader of the Council
	Reason; Expenditure more than £100,000		Ward(s): All Wards
15 October			
Cabinet	15 Oct 2012	Travel Assistance Policies Travel Assistance Policy – Special education needs (SEN)	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	15 Oct 2012	Building a Housing Ladder of Opportunity Seeks adoption as housing policy following public consultation for four housing documents: housing strategy; housing allocation scheme; tenancy strategy; and homelessness strategy	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards



Cabinet

18 JUNE 2012

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

LEADER
Councillor Stephen Greenhalgh

8.1 UPGRADE TO THE COUNCIL'S PAYBASE APPLICATION

Proposing an upgrade of Paybase to the latest version, to ensure that the payments processing application remains functional and supported

Decision taken by Cabinet Members on 21 May 2012:

To approve one-off expenditure for PayBase of £39,817 to be funded from the Finance IT reserve, and £5,100 in ongoing costs to be met from existing revenue budgets.

Wards: All

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

8.2 PROCUREMENT OF VIDEO JACKETS FOR PARKING CIVIL ENFORCEMENT OFFICERS

Parking Services have a team of 70 on street Civil Enforcement Officers and Supervisors responsible for issuing Penalty Charge Notices. These officers report approximately 3-4 dangerous physical and verbal incidents each month. In 2011, one officer was seriously assaulted following an altercation with a motorist.

As a result, Parking Services wish to procure video cameras attached to their high-visibility jackets so potential altercations can be deterred and incidents recorded and used as evidence by the police.

Decision taken by the Cabinet Member on 21 May 2012

- 1. That approval be given to procure and implement 65 RS3 body worn video jackets and accessories at a total cost of £49,876.90 and an order will be placed with Reveal Media Ltd as set out in para. 4.4. of the report.**
- 2. To waive the requirements of Contract Standing Orders (CSO) to seek three competitive tenders for the reasons outlined in the report (section 3).**
- 3. That approval be given for HFBP to provide additional storage space for video files at an annual charge of £3,342 from April 2013 as set out in para. 4.5. of the report.**

Wards: All

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

The following reports were considered in accordance with paragraph 1.21 of the Leader's Portfolio.

ITEM

9.1 SALE OF THE COUNCIL'S LEASEHOLD INTEREST IN 2 WILLIAM GATTIE HOUSE LILLIE ROAD SW6

The report covers the sale of the Council's interest in 2 William Gattie House, Lillie Road SW6.

Reasons for Urgency

The property is currently vacant and a purchaser has been found who wishes to exchange contracts as soon as possible. This will be on the basis that this is subject to the receipt of consent from the Secretary of State at the Department for Education if this is required.

Decision taken by the Leader on: 2 May 2012:

- 1. That this property is declared surplus and the sale of the Council's leasehold interest is authorised.**
- 2. That the details of the sale be delegated to the Assistant Director (Legal and Democratic Services) and the Assistant Director of Building and Property Management.**

Ward: Town

9.2 FUNDING FOR TWO POLICE OFFICERS FROM THE MAYOR'S OFFICE FOR POLICING AND CRIME (MOPC) UNDER THE MATCH FUNDING SCHEME

Seeking approval for this public safety initiative.

Reasons for Urgency

The Drug Interventions Programme (DIP) funds an Enforcement (Police) Officer post to support offenders to engage with drug treatment and other resettlement services. There is an opportunity to fund two officers under the Match Funding Scheme from 2012/13 to 2014/15. The funding will total £153,000 over three years, with a twelve month notice period. There is a limit to the number of officers who can be funded through the Match Funding Scheme. The Commissioner has been informed by the MET's Contracting Team that there is a limited number of opportunities left to fund through this option and the number of available officers is now very small. A decision therefore needs to be made urgently.

Decision taken by the Leader on: 8 May 2012

That agreement is given to fund two officers under the match funding scheme at a cost of £51,000 per year (£153,000 over 3 years) under Section 92 of the Police Act 1996 from the Drug Interventions Programme budget as detailed in Option 2 in paragraph 1.4 of this report.

Wards: All

9.3 APPROVAL TO DRAWDOWN SECTION 106 FUNDING FOR CAPITAL PROJECTS – CLOSURE OF ACCOUNTS 2011/12

In order to finalise capital accounting for the year-end 2011-12, authorisation is requested to draw-down S106 for the following projects:

- Up to £800k of S106 monies received in respect of development at Imperial Wharf to fund the re-provision of services from the Sands End Centre to the Hurlingham and Chelsea School.
- Up to £100k from S106 agreement 635 (Harrow Road) to cover the anticipated costs of installation and transmission of public order CCTV cameras in the East Acton area.

Reasons for Urgency:

A urgent decision is required in order to finalise the closure of accounts for 2011/12, which must be completed before the next scheduled Cabinet meeting.

Decision taken by the Leader on: 8 May 2012

1. That the allocation of £800,000 from S106 agreement (South Fulham/Imperial Wharf) be approved to fund the re-provision of services at the Hurlingham and Chelsea School at the Sands End Community Centre
2. That the allocation of £100,000 from S106 agreement 635 (Harrow Road) be approved to cover the anticipated costs of installation and transmission of public order CCTV cameras in the East Acton area and other costs associated with completing this project.

Wards: Sands End, College Park and Old Oak

9.4 RAVENSCOURT PARK OUTDOOR BALL COURT AND SURROUNDS IMPROVEMENT PROJECT

This report seeks approval for the appointment of Blakedown Sport & Play Limited to undertake urgent works to improve the dilapidated sports facilities (basketball and netball courts) and surrounding areas in Ravenscourt Park.

The estimated capital cost to refurbish these facilities and surrounding areas is £197,500 which will be directly funded by external grants (£147,000), and from Parks Capital budget (£50,000). There is also a further S106 (£35,000) that is earmarked for this scheme.

Reason for urgency:

This project is 72% funded by external grants from Sports England and Outdoor Basketball Initiative (OBI) and each funder has different funding conditions. Although OBI awarded their grant in June 2011, the official award letter from Sports England was not received until 20th April 2012 which has delayed the implementation of the project.

To meet OBI's grant conditions, contractors need to be in place by May 2012 to ensure that works are completed before July 2012 as part of their Olympic Legacy programme.

Decision taken by the Leader on: 16 May 2012:

1. That approval is given to undertake the improvements to Ravenscourt Park at a total cost of £197,500. as set out in para. 3.1 of the report.
2. That the contract award to Blakedown Sport & Play Limited for the works be made by Cabinet Member for Resident Services in consultation with the Executive Director for Environment Leisure and Resident Services and the Director of Finance and Corporate Services, as recommended by Sports England using their Multi User Games Area Framework to award the works contracts.

Ward: Ravenscourt Park