

Cabinet

Agenda

MONDAY
6 JANUARY 2014
6.00 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

Councillor Georgie Cooney, Cabinet Member for Education

Date Issued
23 December 2013

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

PUBLIC NOTICE

The Cabinet hereby gives notice of its intention to hold part of this meeting in private to consider items 16 and 17 which are exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972, in that they relate to the financial or business affairs of any particular person, including the authority holding the information.

The Cabinet has received no representations as to why the relevant part of the meeting should not be held in private.

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

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4-13** 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: Thursday 2 January 2014.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 8 January 2014**. Items on the agenda may be called in to the relevant Scrutiny Committee.

The deadline for receipt of call-in requests is: **Monday 13 January 2014 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 13 January 2014**.

Cabinet Agenda

6 January 2014

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<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that 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 disclosable pecuniary interest or other significant 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.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
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15.	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.

- | | | |
|------------|--|--|
| 16. | EXEMPT MINUTES OF THE CABINET MEETING HELD ON 9 DECEMBER 2013 (E) | |
| 17. | HIGHWAY WORKS CONTRACT EXTENSIONS : EXEMPT ASPECTS (E) | |



London Borough of Hammersmith & Fulham

Cabinet

Minutes

Monday 9 December 2013

PRESENT

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 Andrew Johnson, Cabinet Member for Housing
Councillor Victoria Brocklebank-Fowler, Cabinet Member for Transport and Technical Services
Councillor Georgie Cooney, Cabinet Member for Education

ALSO PRESENT

Councillor Colin Aherne

110. MINUTES OF THE CABINET MEETING HELD ON 11 NOVEMBER 2013

RESOLVED:

That the minutes of the meeting of the Cabinet held on 11 November 2013 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

111. APOLOGIES FOR ABSENCE

An apology for absence was submitted by Councillor Marcus Ginn.

112. DECLARATION OF INTERESTS

RESOLVED:

There were no declarations of interest.

113. REVENUE BUDGET 2013/14 - MONTH 6 AMENDMENTS

RESOLVED:

That the budget virements of £0.718m for the General Fund 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.

114. THE GENERAL FUND, HOUSING REVENUE ACCOUNT AND DECENT NEIGHBOURHOODS CAPITAL PROGRAMMES - BUDGET VIREMENTS AT QUARTER 2 2013/14 (1 JULY 2013 TO 30 SEPTEMBER 2013)

RESOLVED:

1. That the budget virements as at quarter 2 for 2013/14 as set out in the report be approved.
2. That the VAT Policy outlined in section 7 of the report, required to manage the Council's Partial Exemption position, 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.

115. EXECUTIVE RESPONSE TO PUPIL PREMIUM SCRUTINY TASK GROUP

RESOLVED:

That the Executive Response to the recommendations made by the Pupil Premium Scrutiny Task Group, as shown in Appendix A attached to 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.

116. AWARD OF CONTRACT FOR THE PROVISION OF THE FRAMEWORKI SOCIAL CARE CASE MANAGEMENT SYSTEM AND FINANCE IT SYSTEM FOR CHILDREN'S SERVICES

RESOLVED:

1. That Hammersmith and Fulham Bridge Partnership (HFBP) enter into a contract with the third party supplier, Corelogic, commencing March 2014 for the provision of Frameworki Electronic Social Care Case Management and Finance System, and that this contract co-terminate with Tri-borough Adult Social Care's arrangement for the same in January 2017 (the contract has a clause enabling annual extensions).
2. That one-off costs of up to £107,616 to complete the procurement and implementation be approved.
3. That approval be given to a contribution of up to £107,616 from the Efficiency Projects reserve (Invest to Save) towards the year one, one-off project costs, with all other one off and on-going costs being met from within existing budgets.
4. That approval be given for work to define the future support model to proceed in parallel with this IT project.
5. Noted that the Children's IT Support consolidation project is likely to deliver further savings but the level is currently unknown and not reported here.

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.

117. PUBLIC HEALTH PROCUREMENT PLAN AND CONTRACT AWARD OR EXTENSION REPORT

RESOLVED:

1. That the tendering requirements of the Procurement Code be waived in order to award the contracts as set out in Appendix A of the report..

2. That the award of contracts as set out in Appendix A of the report on local authority terms and conditions from 1 April 2014, to expire on 31 March 2016, be approved.
3. That if the current suppliers refuse to accept these terms, to extend the contracts on current terms and conditions and give a higher priority to the re-procurement of these services.
4. That the tendering requirements of the Procurement Code be waived in order to award the contracts as set out in Appendix B of the report.
5. That the award of the contracts as set out in Appendix B of the report from 6 January 2014, to expire on 31 March 2016, be approved.
6. That approval be given to the mapping and reshaping of these services based on Council priorities and enable the development of the marketplace to improve competition for providing these services, as defined in the procurement timeline.
7. That the recommendations for the Royal Borough of Kensington and Chelsea and Westminster City Council 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.

118. TRI-BOROUGH ADULT SOCIAL CARE PORTFOLIO DELIVERY RESOURCE PLAN

RESOLVED:

1. That the allocation of £622,000 for the delivery of the Transformation and Efficiency portfolio work programme and the release of resources from balances to fund this (£487,000 to be released from existing ASC balances and reserves, with only £135,000 needed from the Corporate Efficiency Project reserve) be approved.
2. That the initial spend of £243,000 to deliver the first phase of work which includes developing the necessary business cases for the programmes set out in the ASC Portfolio work programme, be approved.

3. That authority be delegated to the Cabinet Member for Community Care to approve the release of funds to implement plans once Business Cases for each piece of work have been approved.
4. Noted that regular updates will be submitted on progress.

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.

119. FORMER GENERAL SMUTS PUBLIC HOUSE, 95 BLOEMFONTEIN ROAD, LONDON, W12 NOW KNOWN AS ' THE EGYPTIAN HOUSE '

Officers circulated amended recommendations and changes to paragraphs 4.2 and 4.4 of the report. It was noted that the new paragraphs should read:

- 4.2 The lease currently prevents the use of the property except as a Public House. However, the use of the property as a public house has resulted in significant anti-social behaviour in the locality prior to the acquisition of the leasehold interest by the current lessee; and moreover the Metropolitan Police did not support the continued use of the premises as a Public House. The Licence for the sale of alcohol was withdrawn in 2011.
- 4.4 However, having considered the options available the Council believes that trying to enforce the current conditions in the lease for the continued use of the premises as a Public House would be counter-productive, bearing in mind the previous problems surrounding this use.

RESOLVED:

- 1.1 That approval be given to the disposal of the Council's interest in 95 Bloemfontein Road to the incumbent lessee subject to the Council ensuring that a satisfactory scheme of redevelopment has been satisfactorily completed.
- 1.2 That authority to negotiate and complete the detailed terms of the transaction be delegated to the Executive Director of Finance and Corporate Governance, the Director of Law, the Executive Director of Housing and Regeneration and the Director of Building & Property Management, providing that the terms achieved represent Best Consideration in compliance with s 123 Local Government Act 1972.

1.3 That if the heads of terms are not agreed with a 12 month period, then the Council may withdraw the offer to negotiate.

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.

120. KEY DECISIONS LIST

RESOLVED:

The Key Decisions list was noted.

121. 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.]

122. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 11 NOVEMBER 2013 (E)

RESOLVED:

That the minutes of the meeting of the Cabinet held on 11 November 2013 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

123. AWARD OF CONTRACT FOR THE PROVISION OF THE FRAMEWORK SOCIAL CARE CASE MANAGEMENT SYSTEM AND FINANCE IT SYSTEM FOR CHILDREN'S SERVICES : EXEMPT ASPECTS (E)

RESOLVED:

That the recommendation in 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.

124. PUBLIC HEALTH PROCUREMENT PLAN AND CONTRACT AWARD OR EXTENSION REPORT : 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.

Meeting started: 6.00 pm

Meeting ended: 6.02 pm

Chairman

Agenda Item 4

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 JANUARY 2014</p>
COUNCIL TAX BASE AND COLLECTION RATE 2014/15	
Report of the Leader – Councillor Nicholas Botterill	
Open Report	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Jane West, Executive Director of Finance and Corporate Governance	
Report Author: Steve Barrett Head of Revenues and Benefits	Contact Details: Tel: 020 8753 1053 E-mail: steve.barrett@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report contains an estimate of the Council Tax Collection rate and calculates the Council Tax Base for 2014/15.
- 1.2. The Council Tax base will be used in the calculation of the Band D Council Tax undertaken in the Revenue Budget Report for 2014/15.
- 1.3. The proposed Council Tax Base for 2014/15 of 69,875 is an increase of 1,980 on the figure agreed for 2013/14, of 67,895.
- 1.4. Based on the 2013/14 Band D charge of £757.90 the increase in the tax base will result in an increased income of £1.5m
- 1.5. The recommendations contained in the Localising Council Tax Support 2014/15 report will need to be approved prior to those contained in this report. This is

because they are included in the calculation of the Band D Council Tax in section 7.3 below.

2. RECOMMENDATIONS

- 2.1 Cabinet is requested to make the following recommendations to Council for the financial year 2014/15:
- (i) That the estimated numbers of properties for each Valuation Band as set out in this report be approved.
 - (ii) That an estimated Collection rate of 97.5% be approved
 - (iii) That the Council Tax Base of 69,875 Band "D" equivalent properties be approved

3. BACKGROUND

- 2.1 Under Section 33(1) of the Local Government Finance Act 1992 and The Local Authorities (Calculations of Council Tax Base) (England) Regulations 2012, the Council (as billing authority) is required to calculate its Council Tax Base. This comprises both the estimated numbers of properties within each Valuation band plus the Council's estimate of its collection rate for the coming financial year.
- 2.2 For 2013/14 the Council approved a Council tax Base of 69,636 Band D equivalent dwellings, and an estimated Collection Rate of 97.5%, which resulted in a tax base of 67,895.
- 2.3 Under Section 11A of the Local Government Finance Act 1992, Council Tax (Exempt Dwellings) (England) (Amendment) Order 2012 and Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the Council reduced discounts for both Second Homes and Unoccupied and Unfurnished dwellings to 0% with effect from 2013/14 and subsequent years until revoked.
- 2.4 Cabinet will also be required to approve the recommendations in the Localising Council Tax Support 2014/15 report, prior to the recommendations in this report, as the amount of support to be awarded in 2014/15 has to be shown as a discount and reflected as Band "D" equivalents in the Council's Tax base calculations in sections 7.3 and 9.2 below.

4. DISCOUNTS

4.1 Second Homes

- 4.1.1 There are some 1,887 second homes in the borough. The Council does not offer a discount on second homes which adds 1,113 Band "D" equivalents to the tax base for 2014/15.

4.1.2 Based upon 2013/14 Council Tax levels this generates income to the Council of £0.84m. This income is allowed for within the council's Medium Term Financial Strategy. Our preceptor, the GLA, also benefits from the reduction in the discount.

4.2 Empty Properties

4.2.1 There are some 706 empty (unoccupied and unfurnished) properties in the borough. The Council does not offer a discount for empty properties which adds an additional 787 Band "D" equivalents to the tax base for 2014/15.

4.2.2 Based upon 2013/14 Council Tax levels this generates income to the Council of £0.60m. This income also directly benefits the GLA.

5. COUNCIL TAX SUPPORT

5.1 Under Localising Council Tax Support, Hammersmith & Fulham and the GLA absorb the full cost of the scheme, which mirrors the previous council tax benefit arrangements.

5.2 For 2013/14 the Council has provided for a total of £14.5m in Council Tax Support discounts. This equates to 13,686 band "D" equivalents based on 2013/14 Council Tax levels.

5.3 The tax base regulations require the cost of the scheme to be treated as a discount and deducted from the Council's tax base calculation in section 7.3.

6. VALUATION BAND PROPERTIES

6.1 The latest information on the number of properties within each valuation band is contained within a return (CTB1), which the Council provided to the DCLG on 18 October 2013.

6.2 This return reflected the actual number of properties shown in the Valuation List as at 9 September 2013 and the Council's records as at 7 October 2013.

6.3 A detailed analysis of the properties in each valuation band can be summarised as follows. There are a total of 83,563 dwellings on the list with some 30,495 properties estimated to receive a sole occupier discount. The total Band "D" equivalent is approximately 83,968 properties.

Band	Band Size	Total Dwellings	Total after Discounts, Exemptions and Disabled Relief	Ratio	Band "D" Equivalents
A	Band A disabled relief Values not exceeding £40,000	3,457	2,751.8	5/9 6/9	1,834.5
B	Values exceeding £40,000 but not exceeding £52,000	5,656	4,631.0	7/9	3,601.9
C	Values exceeding £52,000 but not exceeding £68,000	14,130	11,491.3	8/9	10,214.4
D	Values exceeding £68,000 but not exceeding £88,000	24,067	20,654.3	9/9	20,654.3
E	Values exceeding £88,000 but not exceeding £120,000	14,741	13,114.8	11/9	16,029.1
F	Values exceeding £120,000 but not exceeding £160,000	8,831	7,924.8	13/9	11,446.9
G	Values exceeding £160,000 but not exceeding £320,000	10,593	9,778.0	15/9	16,296.7
H	Values exceeding £320,000	2,088	1,945.0	18/9	3,890.0
		83,563	72,290.8		83,967.8

7. ADJUSTMENTS TO THE VALUATION LIST

7.1 The above table shows the valuation band position at 9 September 2013 but the Council is also required to take into account the Council Tax Support Scheme and any other likely changes during the financial year 2014-2015. Therefore the following adjustments need to be considered:

(i) New Properties

There are likely to be a number of new properties, conversions etc. added to the valuation list at some point during the year. There are approximately 392 units currently under construction on various sites in

the Borough that will be added to the tax base sometime during 2014/15. It is estimated after allowing for different completion dates that this will equate to an additional 305 Band 'D' equivalents.

(ii) Banding Appeals

There have been over 10,000 appeals lodged with the valuation office in respect of initial Council Tax bandings. There are now only a small number unsettled so it is not proposed to make any adjustments for these.

(iii) Second Homes

The effect of maintaining the discount for second homes at 0% from 1 April 2014, would add a further 1,113 Band "D" equivalents as outlined in section 4.1.

(iv) Student Exemptions

Dwellings wholly occupied by students are exempt from Council Tax. The projected Council Tax base needs to be adjusted to allow for students that have yet to prove their exemption for the new academic year. It is estimated that an adjustment of 820 Band "D" equivalents is required.

(v) Empty Properties

The effect of maintaining the discount for unoccupied and unfurnished dwellings at 0% from 1 April 2014, would add a further 787 Band "D" equivalents as outlined in section 4.2

(vi) Council Tax Support

The cost of the scheme equates to 13,686 band "D" equivalents, based on 2013/14 Council Tax levels, which now have to be deducted from the tax base for 2014/15. This is significantly less than the deduction of 14,384 Band D equivalents made in 2013/14. This is due to a reduction in the number of claimants applying for a discount and the impact of the 3% 2013/14 Council Tax cut.

7.2 The Council is required to set its Tax Base on the total of the relevant amounts for the year for each of the valuation bands shown or is likely to be shown for any day in the year in the authority's valuation list.

7.3 Taking into account the latest information from the CTB1 return to the DCLG and the proposed adjustments, the Cabinet is requested to approve the estimated numbers of properties for each valuation band as set out in the following table:

Band	Band "D" Equivalent Actual September 2013	Adjustments for New Properties	Adjustments for Second Homes	Adjustments for Student Exemptions	Adjustments for Empty Homes	Adjustments for Council Tax Support	Revised Band "D" Equivalents 2014/15 Forecast
A	1,834.5	70	28	-23	23	-637.3	1,295
B	3,601.9	46	35	-28	46	-1,395.3	2,306
C	10,214.4	43	111	-115	127	-3,119.2	7,261
D	20,654.3	48	287	-241	212	-4,132.3	16,828
E	16,029.1	30	214	-194	109	-2,562.4	13,626
F	11,446.9	4	152	-140	110	-1,188.3	10,385
G	16,296.7	50	212	-63	122	-637.0	15,981
H	3,890.0	14	74	-16	38	-14.6	3,985
	83,967.8	305	1,113	-820	787	-13,686.4	71,666

8. COLLECTION RATE

- 8.1 The Council is also required to estimate its Collection Rate for 2014/15 at the same time as arriving at the estimated number of properties within the Tax Base. In arriving at a percentage Collection Rate for 2014/15, the Council should take into account the likely sum to be collected, previous collection experience and any other relevant factors.
- 8.2 The actual sum to be collected from local Council tax payers cannot be finally determined until the preceptors requirements are known and the Council has approved its budget. The Council therefore has to make an estimate of the sums to be collected locally making estimated allowance for sums from Council Tax Support and write-offs/non-collection.
- 8.3 The actual collection rate for 2013/14 achieved to mid November 2013 is 68.6% comprising cash collection of £52.3m and Council Tax Support of £14.5m. It is estimated that a further £21.3m (27.9%) will need to be collected by 31 March 2014 and £0.8m (1%) thereafter.
- 8.4 Collection performance has been calculated in order to comply with DCLG performance indicator calculations. Latest calculations for 2012/13 and 2013/14 show that the current collection rate can be continued for 2014/15. It is therefore suggested that the collection rate for 2014/15 is maintained at 97.5%.

9. THE TAX BASE

- 9.1 Under Section 33(1) of the Local Government Finance Act 1992 and the Regulations, the Council's tax base is calculated by multiplying the estimated number of Band "D" equivalents by the estimated collection rate.

- 9.2 Based on the number of Band “D” equivalents in the table in paragraph 7.3 above and the estimated collection rate in paragraph 8.4 above, the calculation is as follows:-

(Band D equivalents) x (Collection Rate) = (Tax Base)			
71,666	x	97.5%	= 69,875

10. RISK MANAGEMENT.

- 10.1 This is a statutory process and any risks are monitored through the Council’s MTFS process

11. EQUALITY IMPLICATIONS

- 11.1 There are no equality implications in this report.

12. FINANCIAL AND RESOURCES IMPLICATIONS

- 12.1 The Tax Base is set by 31 January each year, as outlined in the Local Government Finance Act 1992. It is used within the overall Council Tax and budget setting process, due to be reported to Budget Council on 26 February 2014.

- 12.2 The proposed Council Tax Base for 2014/15 of 69,875 is 1,980 Band D equivalents higher than the 67,895 agreed for 2013/14. The main reasons for this change are set out below:

	Band D Change
Increase in the tax base due to new properties	584
Reduction in number claiming single persons discount	200
Reduction in Council Tax Support scheme discounts	698
Reduction in student exemptions and discounts	174
Adjustment for Empty and Second Homes	374
Gross Total Change	2030
Adjusted for Collection rate of 97.5%	-50
Total change	1980

- 12.3 Implications provided by: Andrew Lord. Tel: 020 8753 2531

13. LEGAL IMPLICATIONS

- 13.1 The Council is under a statutory duty to set the Council Tax for the forthcoming financial year and to make a budget. This report forms part of that process. The Council is obliged, when making its budget, to act reasonably and in


accordance with its statutory duties, the rules of public law and its general duty to Council Tax payers.

- 13.2 The basic amount of Council Tax must be calculated in accordance with Section 31(1) of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) Regulations 2012.
- 13.3 The Council Tax base has been calculated in accordance with the Act and the Regulations. The estimated collection rate to 97.5% is a reasonable and realistic estimate.
- 13.4 Implications provided by : Tasnim Shawkat. Tel: 020 8753 2700

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext. of Holder of File/Copy	Department/ Location
1.	Local Government Finance Act 1992 and 2012	A. Lord Ext. 2531	Ground Floor Room 5 Town Hall
2.	DCLG Return CTB1 (October 2013)	S. Barrett Ext. 1053	2 nd Floor Town Hall Extension

Agenda Item 5

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 JANUARY 2014</p>
COUNCIL TAX SUPPORT 2014/15	
Report of the Leader – Councillor Nicholas Botterill	
Open Report	
Classification - For decision) Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Jane West, Executive Director of Finance and Corporate Governance	
Report Author: Paul Rosenberg, Head of Operations, H&F Direct	Contact Details: Tel: 020 8753 1525 E-mail: paul.rosenberg@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 In April 2013, council tax benefit (CTB) ended and local authorities had to introduce their own scheme to help their residents who need help paying their council tax.
- 1.2 The Council agreed a scheme last year that worked as though the old council tax benefit regulations were still in place (known as “the default scheme”) meaning no one in the borough was worse off.
- 1.3 Funding for this local scheme is fixed at a rate of about 10% less than what was previously awarded in council tax benefit.
- 1.4 This report recommends that the Council continues to absorb this 10% reduction and in effect develop a local scheme that mirrors the council tax benefit scheme. This means that still, no one in the authority will be worse off.
- 1.5 The recommendation, as stipulated by the Local Government Finance Act, needs to be agreed by full Council by 31 January 2014.

- 1.6 The scheme will run for the financial year 2014 /15 and options for 2015/16 will be examined early next year.
- 1.7 The amount of grant for next year has not been decided as yet. However, the cost of this year's scheme has been covered by our grant due to the 3% reduction in the council tax and a declining caseload.
- 1.8 This report recommends continuing with a council tax support (CTS) scheme that reflects the old council tax benefit regulations (as published in the government's default scheme) so that no one in the borough is worse off. The authority has consulted with residents to get their views on this proposal.

2. RECOMMENDATIONS

- 2.1 That the Council continues to award a council tax discount as though the Council Tax Benefit regulations were still in place, meaning that no one currently in receipt of council tax support will be worse off.
- 1.8 That the Council adopts what has been known as the government's "default scheme" for its working age claimants that runs as though the regulations for council tax benefit were still in place.

3. BACKGROUND

- 3.1 The Local Government Finance Act 2012 gained royal assent on 31 October 2012. This Act abolished council tax benefit and gave local authorities new powers to assist residents on low incomes with help paying their council tax.
- 3.2 The Act does impose some conditions on local authorities in that pensioners must be protected (so that no pensioner is worse off) and people in work must be supported, but this aside the authority can develop a scheme as it sees fit.
- 3.3 The government provide each local authority with a grant equal to the value of what it has awarded previously in council tax benefit, less 10%. The amount of grant is fixed and it is up to the authority to decide how to deal with this potential loss of income.
- 3.4 The schemes have to last at least a year. It is proposed that this scheme runs for one year for the period April 2014 to April 2015. This proposal is consistent with the approach taken by the Royal Borough of Kensington and Chelsea and Westminster City Council.

4. COST OF THE SCHEME

- 4.1 It is impossible to determine the exact cost of the scheme because:

suffer further hardship. This is summed up by the comments “Any additional financial burden is likely to push more further into poverty.”

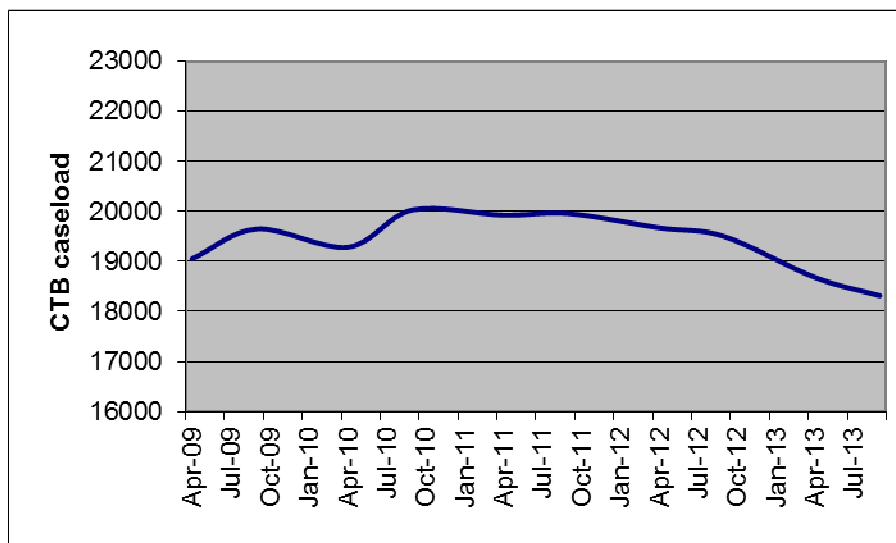
- 5.5 Those who commented against the scheme felt that the taxpayer in the borough should not support those on benefit.

6. REASONS FOR DECISION

- 6.1 The reasons for keeping to the default scheme are the same as last year. There is a much lower collection rate for schemes that do pass on the cost to those on low incomes. The experience of other London Boroughs is that the collection rate for CTS recipients is about 60%.
- 6.2 Furthermore, there will be an additional cost to the authority in trying to collect this amount of money. It is estimated that around 4 to 5 extra staff would be needed staff to deal with increased enquiries and appeals at the Valuation Tribunal.

7. RISK MANAGEMENT

- 7.1 As the grant for this scheme will be fixed, if more people claim CTS than anticipated (due to a downturn in the local economy) then the borough will have to cover this itself.
- 7.2 However, caseloads over the last 3-4 years have been relatively stable and have been reducing since 2011. Although possible, it is not likely that this borough (due to its relative affluence) will experience a significant local downturn.
- 7.3 The graph shows how the caseload has fluctuated:



- 7.4 The average CTB award is currently £14.18 per week. A rise in caseload of 500 claims over and above the grant level would

therefore cost the authority / GLA a further £369k per year, although this would be shared with the GLA. Furthermore, as can be seen from the graph above, the caseload within the borough has been dropping consistently since April 2011.

8. EQUALITY IMPLICATIONS

- 8.1 As no changes are proposed, an Equalities Impact Assessment is not required.

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

- 9.1. The Council's Medium Term Financial Strategy assumes no change in the existing Hammersmith and Fulham council tax support scheme. Figures are still provisional and subject to confirmation of grant levels, the council tax decision and updated caseload numbers. For 2013/14 the grant received has exceeded the loss of income from the council tax support scheme by an estimated £0.54m.
- 9.2. The changes have resulted in a greater uncertainty transferring to Hammersmith and Fulham. In particular caseload growth, either for demographic or economic reasons, will increase the cost falling to be met by this authority. Alternatively, the Council will benefit from a caseload reduction.
- 9.3. Implications confirmed by: Andrew Lord 020 8753 2531

10. COMMENTS OF THE DIRECTOR OF LAW

- 10.1. As set out in the report, the Local Government Finance Act 2012 made provision for the localisation of council tax support by imposing a duty on billing authorities to make a localised council tax reduction scheme by 31 January 2013. As confirmed in the body of this report, the Council did so by agreeing to adopt the government's default scheme. The same is proposed for 2014/15.
- 10.2. The Act requires each billing authority for each financial year to consider whether to revise its scheme or to replace it with another scheme.
- 10.3. Under the Act, the same duty of consultation applies as applied previously in preparing the scheme for 2013/14, ie. to consult the GLA and with persons likely to have an interest in the scheme. Detail of the consultation is provided at paragraph 5 and Appendices 1 and 2.

10.4. The Council must make its decision in respect of the CTS scheme for 2014/15 by 31st January 2014.

10.5. Implications confirmed by: Kevin Beale 020 8753 2740

11. COMMENTS OF THE DIRECTOR FOR PROCUREMENT AND IT STRATEGY

11.1 Not applicable.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of unpublished Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

LIST OF APPENDICES:

Appendix 1 – Response to GLA to consultation

Appendix 2 - Public responses to consultation

GREATER LONDON AUTHORITY

Resources

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Paul Rosenberg
Operations Manager, Assessments
H & F Direct
London Borough of Hammersmith and Fulham
Town Hall
King Street
Hammersmith
London W6 9JU

Our ref: Preconsult415
Your ref:
Date: 23 July 2013

Dear Paul

LONDON BOROUGH OF HAMMERSMITH AND FULHAM LOCALISATION OF COUNCIL TAX SUPPORT CONSULTATION

Thank you for your email dated 19 June setting out the draft council tax support scheme for 2014-15 which the London Borough of Hammersmith and Fulham intends to consult on with local stakeholders. We note that this represents your formal pre-consultation with the Greater London Authority under Schedule 4 to the Local Government Finance Act in advance of the launch of your public consultation.

The GLA notes the current intention of your Council to consult on a localised council tax support scheme which will be based on the Government's default scheme for 2014-15. It has no specific comments to make on your proposals at this stage.

The GLA of course reserves the right to respond in detail as part of your wider consultation process and engagement with local residents and stakeholders. We would be grateful if you could email your consultation documents (or a weblink to them) once published to the Mayor (at mayor@london.gov.uk) and the relevant London Assembly constituency member Kit Malthouse (who represents West Central) at kit.malthouse@london.gov.uk.

I would like to thank you for consulting the GLA.

Yours sincerely




Martin Mitchell
Finance Manager

Finance Department, City Hall, London SE1 2AA Email martin.mitchell@london.gov.uk Tel 020 7 983 4145

Appendix 2					
Do you agree with H&F's proposal to absorb the cost? - Agree with proposal?	Please explain your view on the council's decision to absorb the cost. - Views on Council Tax Benefits Changes	Do you pay council tax to the London Borough of Hammersmith and Fulham? - Do you pay CT?	Do you receive Council Tax benefit? - Receive CTB?	What is your age group? - Age	Are you...(please tick all that apply) - CTB Category
Yes	it allows for a smooth transition	No	No	Not Answered	Employed
No	While I totally support the idea that pensioners and the disabled in receipt of CTS should not have to bear the cost of the change, it seems unfair that ordinary Council Tax payers are, in effect, being asked to bear it for people who are not working and, in many cases, have no intention of working. (of which there must be many among the 14,500 people who are not pensioners). Is there no way of ascertaining who these claimants are, and ensuring that their CTS is reduced by 10%? I realise, of course, that the admin costs related to this may be disproportionate, but could it be worth a look? The Government's reduction in CTS is meant to encourage those disinclined to work to change their attitudes; perhaps a better mind than mine can find a way of carrying this through without penalising the low-earners who are, at least, working.	Yes	No	Over 60	A pensioner, Employed
Yes	At a time of general reduction in Welfare Support and increased taxes i.e. VAT effects the least well of proportionally more than the wealthy. Any additional financial burden is likely to push more further into poverty and of course chasing outstanding sums owed, as well as the distress caused, may end up costing the council more in administration and legal fees.	Yes	Yes	18-60	Disabled
Yes	It is preferable to making people live below the bread line if they are genuine and have lived in H and F for a long time.	Yes	No	Over 60	A pensioner
No	The council tax collected by the council should not become a substitute for government benefits funding. This is putting pressure on the funds available to the community to offset the reduction in funding.	Yes	No	18-60	Employed
No	it doesn't sound fair for the ones that are less well off. also the council may not be trusted with this pot of money	Yes	Yes	18-60	A student
Yes	Centrepoint strongly supports Hammersmith and Fulham's proposal to absorb the cost of cuts to Council Tax Benefit. Young people currently in receipt of Council Tax Benefit would seriously struggle to meet any shortfall if support was reduced, particularly as they tend to be on lower incomes than older groups. Young people are entitled to lower rates of benefits than over 25s, and many in the private rented sector already have to make top ups to their housing benefit as they are only entitled to the shared accommodation rate. Due to this, many already struggling to meet basic costs such as food and utilities, so requiring them to make council tax payments too could have pushed them into serious debt and put them at risk of eviction and homelessness. We therefore warmly welcome H&F's proposal to absorb these costs rather than pass them on to vulnerable individuals.	No	No	18-60	Employed
Yes	When are you going to evict Abu Hamzas' wife ?	No	No	18-60	Employed
No	I feel that council tax support should be reduced	Yes	No	18-60	Employed
Yes	If the claimants are legitimate, they should not be financially penalised.	Yes	No	18-60	Employed

Agenda Item 6

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 6 JANUARY 2014
REVENUE BUDGET 2013/14 - MONTH 7 AMENDMENTS	
Report of the Leader - Councillor Nicholas Botterill	
Open Report.	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Jane West – Executive Director of Finance and Corporate Governance	
Report Author: Gary Ironmonger, Principal Revenue Accountant	Contact Details: Gary Ironmonger Tel: 020 (8753 2109) E-mail: gary.ironmonger@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report sets out proposed amendments to the Revenue Budget as at Month 7.
- 1.2. Virement requests of £0.751m for General Fund are recommended for approval.
- 1.3. Bad Debt write off of £0.093m is recommended for approval.

2. RECOMMENDATIONS

- 2.1. That budget virements of £0.751m for the General Fund be approved.
- 2.2. That the write off of £0.093m of bad debt be approved.

3. REASONS FOR DECISION

- 3.1. To comply with Financial Regulations.

4. 2013/14 REVENUE BUDGET AMENDMENTS MONTH 7

- 4.1. Cabinet is required to approve all budget virements that exceed £0.1m.
- 4.2. Virements totalling £0.751m to the General Fund are requested (details in Appendix 1).
- 4.3. It is requested that Children's Services (CHS) bad debts totalling £0.093m are written off. The debts relate to invoices raised to the Youth Justice Board dating back to 2001. This is deemed uncollectable due to their age. CHS has made full provision for the debt.

5. CONSULTATION

- 5.1. Not applicable.

6. EQUALITY IMPLICATIONS

- 6.1. It is not considered that the adjustments to budgets will have an impact on one or more protected group so an EIA is not required.

7. LEGAL IMPLICATIONS

- 7.1. Not applicable.

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. Virements totalling £0.751m are requested.
- 8.2. Write off of £0.093m of bad debt is requested.
- 8.3. Implications verified/completed by: Gary Ironmonger, Principal Revenue Accountant, tel. 020 8753 2109.

9. RISK MANAGEMENT

- 9.1. Budget Risk will be managed and reported via Corporate Revenue Monitoring.

10. PROCUREMENT AND IT STRATEGY IMPLICATIONS

10.1. Not applicable.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	CRM6	Gary Ironmonger	FCS

LIST OF APPENDICES

Appendix 1 Virement Request Form

APPENDIX 1 - VIREMENT REQUEST FORM

BUDGET REVENUE MONITORING REPORT – PERIOD 7

Details of Virement	Amount (£000)	Department
GENERAL FUND:		
Budget transfer from contingencies to Adult Social Care to cover budget shortfall from unachieved Transforming Procurement savings	275 (275)	ASC CMB
Funding of additional expenditure on Southwark Judgement cases from contingencies.	210 (210)	CHS CMB
Staff Support for Business Intelligence projects in H&F Direct	50 (50)	FCS CMB
Funding for additional staff supporting fraud investigations in H&F Direct	90 (90)	FCS CMB
Funding for additional legal & forensic costs in Corporate Anti-Fraud Service	126 (126)	FCS CMB
Total of Requested General Fund Virements (Debits)	751	
HRA:	0	
Total of Requested HRA Virements (Debits)		

Departmental Name Abbreviations	
ASC	Adult Social Care
CHS	Children's Services
CMB	Centrally Managed Budgets
FCS	Finance & Corporate Services

Agenda Item 7

	London Borough of Hammersmith & Fulham CABINET 6 JANUARY 2014
ECONOMIC DEVELOPMENT EMPLOYMENT AND ENTERPRISE INITIATIVES	
Report of the Leader – Councillor Nicolas Botterill	
Open Report	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Melbourne Barrett – Executive Director, Housing & Regeneration Department	
Report Author: Kim Dero – Head of Economic Development, Learning & Skills	Contact Details: Tel: 020 8753 6320 kim.dero@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. Economic Development officers, supported by planners, have secured significant s106 financial commitments from land developers of major regeneration sites to achieve set economic development outcomes.
- 1.2. If all anticipated developments come forward, available balances will be £8.8m and this report seeks Members' approval for expenditure totalling £2.3m for the period April 2014 – March 2017. It should be noted that £1.0m of the £2.3m proposed expenditure has yet to be received by the Council - these funds would not be committed until received.
- 1.3. Developers have committed money specifically to initiatives which improve the vocational skills and employability of residents residing on social housing estates in development areas. This means significant new targeted funding for employment initiatives on West Kensington, Gibbs Green and White City estates.
- 1.4. The Earls Court Opportunity Area Developers have also agreed designated s106 commitments to support existing local businesses to compete and sustain their businesses during construction phases and when new business occupiers arrive.

- 1.5. Economic Development officers are seeking approval for an employment and enterprise programme of activities which fits closely with the Council's ambition to regenerate deprived areas.
- 1.6. In addition, officers are working on a refresh of the economic development strategy in order to give Members an opportunity to steer longer term priorities. However, Members have already given clear direction that supporting and stimulating economic growth and investment; tackling unemployment and a benefits dependency culture and practical support for borough businesses during tough economic times remain high on the agenda.
- 1.7. This report is being tabled in advance of the refresh of the economic development strategy in order to give developers certainty that the Council is committed to achieving the agreed economic development outcomes using the resources developers have provided. For this reason, a three-year programme has been set out in this report in order to sensibly embed a robust delivery plan.
- 1.8. However, recommendations in this report do afford Cabinet the opportunity to review the employment and enterprise programme annually, if Members' priorities change significantly. A quarterly report charting progress is also recommended.

2. RECOMMENDATIONS

- 2.1. That approval be given to the use of s106 funds for economic development purposes as set out in this report, specifically Sections 4 & 6 and Appendix 1, for the period April 2014 to March 2017, subject to satisfactory annual review, to a maximum value of £2.3m, noting that £1.0m of the £2.3m proposed expenditure has yet to be received by the Council and would not be committed until received.
- 2.2. That Cabinet receives quarterly monitoring reports and an annual review of progress.
- 2.3. That authority be delegated to the Executive Director of Housing and Regeneration to approve any employment and enterprise programme variations and decisions under £50,000 over the funding term (April 2014 to March 2017).
- 2.4. That the Leader of the Council, as lead economic development Member, awards any subsequent contract(s) that may be let as a result of this decision where the value exceeds £100,000 but less than £500,000.

3. REASONS FOR DECISION

- 3.1. Cabinet approval is required, as proposed expenditure is significant and exceeds £100,000.
- 3.2. Developers of major sites in the borough have agreed s106 funding for employment and enterprise initiatives which will better equip local residents to compete for employment opportunities and local businesses to compete and prosper. This report seeks the release of s106 funds to support an employment and enterprise programme which will deliver the economic development outcomes anticipated by the developers.
- 3.3. Cabinet's approval of the release of s106 funds will specifically ensure that a significant number of H&F residents are able to benefit in a timely way from job opportunities projected on major development sites, particularly Earls Court and White City Opportunity Areas. Funding will also assist businesses to compete successfully to supply their goods and services and to win local procurement contracts in the opportunity areas and on other regeneration sites.
- 3.4. Officers are working on a refresh of the economic development strategy, in line with Cabinet's approval on 15 October 2012, and this will afford Members an opportunity to steer longer term economic development ambitions and activities. This report requests the release of funds to support ongoing short/medium term initiatives which respond directly to the timelines set by construction on major physical regeneration sites.

4. INTRODUCTION

a) Strategic context

- 4.1. The Economic Development Team, working with Planning Officers, have negotiated s106 agreements with landowners and developers which help resource employment, training and business enterprise initiatives across the borough. This report proposes expenditure totalling £2.3 million over three years of which £1m is still to be received. This proposal would leave a potential S106 balance available to be committed for economic development purposes of £6.5m, of which £5.8m is still to be received. This is set out in detail in Appendix 1.
- 4.2. The proposed employment and enterprise programme of work is in line with current economic development priorities and the Community Strategy ambition to regenerate deprived areas.
- 4.3. Cabinet at its 15 October 2012 meeting agreed s106 funding for activities in 2013/14 to achieve economic development outcomes and agreed to refresh the existing economic development strategy. Cabinet will receive a report back on the refresh in March 2014 and it is anticipated that the regeneration of deprived areas; support and stimulation of inward investment to encourage sustainable growth, jobs and enterprise will remain high priorities.

- 4.4. S106 expenditure recommended in this report is also in line with H&F planning and regeneration guidance, including proposals currently out to consultation, which support the need to ensure economic and social benefits from hard infrastructure and development opportunities.
- 4.5. Key principles ES6 – ES9 of the Earls Court, West Kensington Opportunity Area Supplementary Planning Document (SPD) adopted on 12 March 2012 requires developers to:
- demonstrate how, through partnership work and funding, they can maximise employment and training opportunities; fund apprenticeships / trainee positions and outreach programmes including careers and jobs fairs to raise aspirations and awareness of job opportunities.
 - demonstrate a commitment to enhancing business and area competitiveness as well as practical support for local entrepreneurship and enterprise.
- 4.6. The Key Principles of the White City Opportunity Area Planning Framework adopted on 23 October 2013 include targets for local labour and apprenticeship construction jobs, as well as requirements to support business engagement, and procurement opportunities for local businesses, both during construction and end occupier stages.
- 4.7. In addition, the expenditure requested in this report will enable Council officers tasked with improving the employment outcomes of those on the Council's housing allocations waiting list, particularly those in costly temporary accommodation, to achieve faster employment outcomes. These initiatives will therefore contribute to the aims of the Council's housing strategy and reduce housing and related benefit costs. This includes addressing the financial risks potentially associated with the Government's welfare reform programme.

b) Key regeneration sites background

Earls Court Opportunity Area (ECO A)

- 4.8. The £8 billion Earls Court Opportunity Area regeneration scheme will yield a total of 7,500 new homes, of which 760 will be replacement estate homes and 740 will be additional intermediate affordable homes. The development will include new shops, offices, leisure facilities, public open space, a new school, new transport links, healthcare centre and community centre. It is projected to create up to 9,500 new permanent jobs and 1,500-2,000 jobs per year in construction, based on an approximate total of 36,000 construction jobs over an estimated development period of 20 years.
- 4.9. Officers from the economic development teams in H&F and the Royal Borough of Kensington and Chelsea, have secured a significant financial commitment of £8 million from the developers, for employment and skills

training and engagement work with local businesses to support employability and economic growth. Much of this funding will be targeted at residents of West Kensington and Gibbs Green housing estates, where unemployment and worklessness is higher than the surrounding area, in order that residents are equipped to compete for jobs. This will be achieved through:

- pre-employment vocational skills training particularly in trades where the development has forecast high labour demands
- a developer's commitment to a ten day recruitment exclusivity programme for ECOA residents in advance of wider public advertisement
- a targeted Earls Court trainee programme that guarantees up to six months paid work experience for eligible workless ECOA residents with an opportunity to gain vocational qualifications
- practical advice and support for local businesses, especially those most impacted by the loss of Earls Court Exhibition Centre, to sustain their businesses through the early construction phases and to win new contracts arising from the development.

White City Opportunity Area (WCOA)

- 4.10. The White City Opportunity Area regeneration scheme will yield a total of 4,550 new homes, including family and affordable housing, 1,260 student units and an estimated 10,000 new jobs predominately in the creative and retail industries. The development will also include more community facilities and public and private open spaces as well as public transport improvements.
- 4.11. Officers from the economic development team have secured a £600,000 financial commitment and a purpose-built facility from the planned Westfield London extension for employment and skills training and engagement work with local businesses to support employability and economic growth. This sum is in addition to the balances from the £2.6 million secured since 2000 for economic development purposes that included 10 years' funding for business engagement activities, employment drives in the run up to the shopping centre opening in 2007 and a £1 million childcare matters fund.
- 4.12. New initiatives include:
- a targeted WC trainee programme that guarantees up to six months paid work experience for eligible workless White City residents with an opportunity to gain vocational qualifications
 - a developer's commitment to a ten day recruitment exclusivity programme for WCOA residents in advance of wider public advertisement
 - a White City FrontLine Job Shop on Bloemfontein Road in response to requests from local people for a job support centre on the doorstep of White City residents and job seekers.

- pre-employment vocational skills training particularly in trades where the development has forecast high labour demands and local growth sectors e.g.: retail, hospitality and leisure, life sciences, creative media and construction.

In addition, development proposals which have been put forward by Imperial College, Stanhope and other land developers are expected to yield S106 economic development gains in the coming years.

5. TRACK RECORD OF S106 DELIVERY

- 5.1. EDLS has a good track record of securing and delivering s106 funds designated for economic development activity. Results-driven projects include:
- Westfield London's s106 funding which kick-started the LBHF apprenticeship scheme by funding the initial 15 job starts - now embedded and in its 4th year, it is now fully self-financing; resourcing the WorkZone, a dedicated recruitment and retail training facility in Shepherds Bush library which in 2012/13 secured 520 jobs of which 264 were local residents and handled 977 job vacancies for Hammersmith businesses.
 - Since April 2012, EDLS has negotiated with land owners and developers including Capco more than 1,300 apprenticeship positions and trainee placements for residents, commitments to local labour recruitment targets (15%) and early notification of job vacancies, whereby local residents will have the opportunity to apply for jobs 10 days in advance of wider public advertisement.
 - Quayside Lodge S106 funding has supported business sector engagement activities; HF Means Business event in March 2013 attended by 350 local businesses. The funding of town centre management and business engagement posts who have delivered initiatives to boost trade, footfall and commerce and have successfully led a vast array of events, promotions and business support activities including an annual 'Celebrating Fulham' festival, H&F's Brilliant Business Awards, 'I love Shepherds Bush' shop local campaign, bi-monthly business forums and activities to support small/medium sized enterprises and shopping parades and high streets.
- 5.2. Key Outputs against targets set for S106 expenditure in the October 2012 Cabinet Report, in addition to target outputs for this S106 proposed expenditure, are summarised in the table below:

Outputs type from October 2012 Cabinet Report	Target October 2012 - March 2014	Achieved October 2012 - November 2013	New Output Targets 2014 - 2017
Residents supported to secure employment	915	816	848
Residents securing apprentice positions	51	31	100
External apprenticeship placement opportunities secured	77	117	96
Vulnerable adults into unpaid work placements/volunteering	60	37	120
Borough employers supported to fill 977 vacancies	120	155	300
Residents achieving a level 2 qualification	630	595	900
Resident Bursaries	14	0	24
Community based jobs fair events, a bi-borough jobs fair (with RBKC) and a JCP Job Fair	8	7	12
Businesses supported through Business Engagement initiatives	200	880	1,100

Outcomes 2012/13:

- £8 million secured from CapCo for Economic Development activity in the Earls Court Opportunity Area
- £600k secured from Westfield London for Economic Development activities in White City Opportunity Area
- Successful bid for £1m European Social Funds
- Monitoring and evaluation of Developers' fulfilment of planning obligations, to ensure borough residents and businesses benefit from new developments.
- Letting and facilities management of Townmead and Sullivan Fulham based business units
- Management of business engagement, investment and enterprise activity to ensure economic growth.
- Cross River 2 – ESF match funded procurement support programme with a particular focus on Small/Med sized businesses to access supply chain opportunities by improving their tendering skills.

5.3. Currently the EDLS team is working to deliver the following corporate objectives:

- Reduce the Job Seekers Allowance register to fewer than 4,500 people by March 2015 (10% reduction from March 2013 register) and continue year on year reductions in line with targets set annually
- Reduce the 16-24 claimant rate by 20% to March 2015, reducing the numbers of people aged 16-24 claiming job seekers allowance to

approximately 1,100 and continue year on year reductions in line with targets set annually

- Reduce the number of long term unemployed (12 months or more) by 10% by March 2015 (equating to 775 people and a reduction of 100 from the March 2013 register) and continue year on year reductions in line with targets set annually.

6. PROPOSED KEY INITIATIVES s106 EXPENDITURE

6.1 This report requests funds for the continuation of successful existing and new workstreams, particularly those aligned to the opportunities presented by the Earls Court and White City development schemes, where the focus is on job creation, apprenticeship starts, the development of vocational skills training, retraining and employment opportunities for unemployed residents. Details of workstreams with detailed targets where applicable are shown in Appendix 1 and a summary of key initiatives follows:

a	<p><u>Job Creation & Maximising Employment Opportunities</u> which entails working with employers, land developers and service commissioners to maximise sustainable employment opportunities for residents; first step initiatives like apprenticeships and work placements, particularly for those unemployed.</p> <p>Specifically an intermediate labour market programme will provide paid work opportunities for 148 White City and Earls Court residents; it will target residents in receipt of inactive welfare benefits (Employment Support Allowance, Incapacity benefit and Income Support) who make up the largest number of out of work residents in the borough.</p> <p>In addition funding for the continuation of four key posts based within the economic development team is requested. These posts are; Apprentice Development Officer, WorkZone Manager, Job Opportunities Broker and Employment Opportunities Officer.</p>
b	<p><u>Apprenticeships development</u> - 'building futures' entails working with schools, training & support agencies and employers to help young people aged under 25 years build careers and compete successfully for local employment opportunities now and in the future.</p> <p>Specifically funding will secure an Apprentice Development post that will deliver mainly business administration; retail and construction apprentice opportunities.</p>
c	<p><u>Recruitment & Training</u> entails developing and delivering high quality adult learning and skills provision which meets the learners' needs and responds to employers skills shortages. Specifically funding will retain a Job Opportunities Broker to work with employers to garner job vacancies and match them to resident jobseekers.</p>
d	<p><u>Business Engagement and Procurement Opportunities</u> Funds will be spent on a programme of works/activities and contribute</p>

towards the staffing costs of 3.5 officers based in the economic development team. Activities will include:

- events and promotion activities including 'H&F Means Business', an annual networking and expo event aimed at assisting SME's and the 'H&F Brilliant Business Awards', recognition for small businesses drawing publicity and sponsorship. These annual, high profile events attract more than 800 SMEs and contributed to H&F being Highly Commended in the London Council's Best Business Friendly Borough in London Awards 2013.
- The 'H&F Business Desk', a one-stop portal that receives more than 800 enquiries for advice and support each year.
- The 'H&F Enterprise Club', a monthly entrepreneurs' event that regularly attracts over 50 businesses with keynote speakers.
- A key area of work will be increased support for the borough's shopping parades and High Streets through support to retailers, liaison with landlords and a focus on turning around failing parades and empty shops.

7. FUNDING SUMMARY

7.1 This table summarises the expenditure requested from the various s106 balances held:

Summary of expenditure by Area					
EARLS COURT	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
* CapCo ECOA Development	£253,530	£251,456	£122,558	£627,544	£5,612,456
Empress State Building	£3,520	£0	£0	£3,520	£0
Thaxton	£14,562	£0	£0	£14,562	£0
G-Gate	£30,000	£0	£0	£30,000	£0
51 Townmead Road	£47,000	£13,000	£0	£60,000	£0
Total:	£348,612	£264,456	£122,558	£735,626	£5,612,456
WHITE CITY	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
Westfield Employment & Training	£180,000	£104,000	£0	£284,000	£0
* Westfield Extension	£0	£218,000	£203,000	£421,000	£179,000
Westfield - Childcare Matters	£155,600	£161,600	£141,600	£458,800	£532,329
BBC White City	£23,881	£34,000	£30,000	£87,881	£0
Shepherds Bush Green	£16,200	£17,800	£0	£34,000	£0
Total:	£375,681	£535,400	£374,600	£1,285,681	£711,329
Small Borough wide pots	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
Quayside Lodge	£96,200	£96,900	£32,600	£225,700	£138,700
Hammersmith Palais	£26,000	£8,000	£0	£34,000	£0
Atlantic House	£20,000	£0	£0	£20,000	£0
Total:	£142,200	£104,900	£32,600	£279,700	£138,700
Total Expenditure	£866,493	£904,756	£529,758	£2,301,007	£6,462,485
* S106 agreement in place but funds not yet received by the Council					

8. OPTIONS AND ANALYSIS OF OPTIONS

8.1 Officers from EDLS have taken into consideration value for money and the cost effectiveness of other provision. As H&F has a significant regeneration ambition, available s106 budgets are substantial. If expenditure in this report is achieved totalling £2.3m s106, H&F economic development balances remaining for economic development activity will be circa £6.5m; whilst for the Royal Borough Kensington & Chelsea anticipated expenditure is circa £800,000 leaving balances of circa £2.5m.

8.2 In addition, officers considered key factors in developing the expenditure plans detailed in this report and Appendix 1:

- Continuity: where funding for existing fixed term posts and initiatives are due to expire and value for money and high achievement can be demonstrated; e.g. the volume of apprenticeship positions created by the Employment Opportunities and the Apprenticeship Development posts in 2013/14 to date alone is already 134.
- Capacity to respond to drivers for change; a mature and successful EDLS team; available detailed economic assessment intelligence; proximity to central government (DWP, DCLG) and thought leadership role e.g. leading Universal Credit rollout nationally.
- Networks: EDLS has been able to use networks such as the Cross River Partnerships to accelerate local procurement activity and develop local businesses ready for the Earls Court main site as well as through business for a create a positive trading environment in which local businesses can compete.

8.3 The Council's Adult Learning and Skills Service which sits in the EDLS service is the only London borough service awarded Beacon status and has an Outstanding/Good OFSTED inspection. Adult Learning will be a key delivery agent for the vocational skills training programmes.

8.4 These factors have helped officers to consider carefully all options for service delivery and where feasible/cost efficient rather than create new staff posts, small funds are to be established to achieve a mixed delivery model and specific outcomes. This will enable more flexible approaches to delivery; enable closer private and third sector commissioning and partnership work as well as foster match funding models. Up to £488,000 of delivery could be undertaken by partner agencies. Appendix 1 includes the following external partnership or commissioning options including:

- £2.5m has been designated from the Capco, Developers of ECOA, s106 to deliver Construction & Built Environment Skills either from a purpose built centre on site or through commissioned services with an existing training agency – a feasibility study will assess all options.

- White City Frontline Job Shop budget with local residents and job seekers leading the refurbishment of the shop and service delivery.
- The WC and EC Trainee programme will create at least 148 paid work experience opportunities and these will be hosted by third sector agencies and in Council divisions where practical work based skills can be acquired.
- WorkZone website development – commissioning in the community in order to link in with the WC Community Budget Team White City website and other community initiatives.
- WC Childcare bursaries to support further childcare costs which has been identified as a key barrier to entry level employment.

9. CONSULTATION

- 9.1 The EDLS team has built significant contacts and networks with residents, resident businesses, jobseekers, employers and employment support agencies, training agencies and central government departments; DCLG, DWP, BIS and Skills Funding Agency. This means that insight and intelligence about the impact and value of EDLS activity is regularly received and evaluated. Job Centre Plus is a key partner and a partnership agreement is in place. The Federation of Small Businesses is also a key partner and co-organiser of the H&F Means Business annual event.
- 9.2 EDLS has been a leading player in the development of White City Neighbourhood Community Budget which has seen significant consultation with residents and job seekers about their employment and support needs. For example nearly 800 learners attend the adult learning facilities on White City estate and their views have helped shape the employment support service and provided the incentive for a dedicated Job in the Care Sector hub.
- 9.3 The momentum for the development of a job brokerage facility (Frontline Job Shop) on the White City estate comes from residents.
- 9.4 Currently, the Council has 17 apprentices and these apprentices are regularly canvassed about their views and suggestions for service improvements. Apprentices are regularly used to lead jobs fairs and schools recruitment events in order to encourage take up of apprenticeships and entry level employment starts.

10. EQUALITY IMPLICATIONS

- 10.1 Funding seeks to bolster economic growth, investment and prosperity across the borough, with targeted initiatives aimed at deprived areas of the borough and specifically unemployed job seekers, those on in-active welfare benefits and adult learners.

- 10.2 Proposed activities have high positive impacts for unemployed residents and job seekers who are not supported through current provision such as the Work Programme.
- 10.3 The initiatives will also help address the barriers faced by people who wish to secure sustainable employment, for example childcare affordability, training and skills deficits, debt and financial competence, work inexperience and lack of pre-employment support.

11. LEGAL IMPLICATIONS

- 11.1 Where Local Authorities receive financial contributions in accordance with the terms of agreements under section 106, Town and Country Planning Act 1990, the Authority is obliged to ensure that all monies spent from the contributions are spent strictly in accordance with the purpose laid down within the Agreement.
- 11.2 Implications provided by : (name) (tel.)

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 There do not appear to be any procurement related matters contained in the report. Where services are to be commissioned for economic development employment initiatives then these services must be let in accordance with current legislative requirements and the Council's Contracts Standing Orders.
- 13.2 Implications verified/completed by: Alan Parry, Procurement Consultant TTS (020 8753 2581)

13. FINANCIAL AND RESOURCES IMPLICATIONS

- 13.1 This report seeks Cabinet approval for the use of designated Section 106 funds to achieve economic development outcomes for the period April 2014 – March 2017. The funding and expenditure plans are set out in detail in Appendix 1.
- 13.2 Officers in Housing and Regeneration have consulted closely with planning obligations colleagues in Transport and Technical Services to ensure funding availability and that expenditure plans are within the terms of each agreement.
- 13.3 Of the £2.3m Section 106 funding, £1.0m has not yet been received by the Council. However, the profile of the planned expenditure has been aligned with the expected timing of the receipt of funds. Furthermore, officers will ensure that expenditure is not committed to until funds are received by regular monthly monitoring and Members will receive quarterly monitoring reports and an annual review of progress.

13.4 Implications verified/completed by: Danny Rochford, Head of Finance, Housing & Regeneration, ext. 4023.

14. PLANNING IMPLICATIONS

14.1 The Council is under an obligation to use the funds it receives as a result of entering into Section 106 Agreements (Planning Obligations) only for the purposes that it has received those monies. All of the funds stated as having been received are currently available for use and it would be legitimate to use them for the purposes stated.

14.2 Two of the funding streams identified relate to sites where the development has not yet commenced, and the Council must be aware that whilst there is every likelihood that these sites will commence, and payments received within the timescales stated in the report, there is a risk that for matters outside of the Council's control that funds will not be received. Should that be the case additional funding streams will need to be found.

14.3 Comments completed by Peter Kemp, Planning Change Manager, 0208 753 6970"

15. RISK MANAGEMENT

15.1 The expenditure plans set out required levels of investment and expected outcomes and are based on income detailed in the S106 Agreements of approved/pending planning applications. Where proposals include the funding of salary costs, these have been projected for fixed term, generally two year, appointments only thereby minimising employer risk.

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	S106 Agreement for Earls Court-CapCo	Neil Wigglesworth - 3375	HRD/ 3 rd Floor THX
2.	S106 Agreement for Westfield Extension	Neil Wigglesworth - 3375	HRD/ 3 rd Floor THX

LIST OF APPENDICES:

Appendix 1

Detailed expenditure tables for developments where relevant S106 gains have been secured/pending:

- Westfield London 2010 Scheme
- Westfield London Extension 2014 Scheme
- Westfield London 2002 Childcare Matters Scheme
- Quayside Lodge
- Hammersmith Palais
- Earls Court – CapCo (main site)
- Atlantic House
- G-Gate Development Olympia
- Thaxton Road
- Shepherds Bush Green
- BBC White City
- Empress State Building
- 51 Townmead (Sainsbury's)

Summary of expenditure by Area

EARLS COURT	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
* CapCo ECOA Development	£253,530	£251,456	£122,558	£627,544	£5,612,456
Empress State Building	£3,520	£0	£0	£3,520	£0
Thaxton	£14,562	£0	£0	£14,562	£0
G-Gate	£30,000	£0	£0	£30,000	£0
51 Townmead Road	£47,000	£13,000	£0	£60,000	£0
Total:	£348,612	£264,456	£122,558	£735,626	£5,612,456
WHITE CITY	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
Westfield Employment & Training	£180,000	£104,000	£0	£284,000	£0
* Westfield Extension	£0	£218,000	£203,000	£421,000	£179,000
Westfield - Childcare Matters	£155,600	£161,600	£141,600	£458,800	£532,329
BBC White City	£23,881	£34,000	£30,000	£87,881	£0
Shepherds Bush Green	£16,200	£17,800	£0	£34,000	£0
Total:	£375,681	£535,400	£374,600	£1,285,681	£711,329
Small Borough wide pots	Year: 2014/15	Year: 2015/16	Year: 2016/17	Total:	Balance Remaining
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Hammersmith Palais	£26,000	£8,000	£0	£34,000	£0
Atlantic House	£20,000	£0	£0	£20,000	£0
Total:	£142,200	£104,900	£32,600	£279,700	£138,700
Total Expenditure	£866,493	£904,756	£529,758	£2,301,007	£6,462,485

* S106 agreement in place but funds not yet received by the Council

Westfield London (2010 Scheme) Training & Employment Contribution - Expenditure Plan

S106 Investment Agreement: Employment and Training regeneration initiatives

Descriptor - Initiatives and actions which deliver:

- Social regeneration reducing welfare benefits dependency (Worklessness)
- Creating Opportunity through Learning and Skills
- Economic regeneration - job creation.

Descriptor	April 14 - March 15		April 15 - March 16		April 16 - March 17	Sub-total:	Outcomes & Outputs
Apprentice Development Officer - contribution. Total cost £43,500 split over four development sites		£15,000		£0		£15,000	Contribution to salary costs - post will promote apprentice opportunities to employers and residents at jobs fairs. Post will lead on the recruitment of a minimum 60 residents into unpaid work placements/volunteering, a minimum of 50 residents into apprentice positions across the council and a minimum of 40 residents into apprenticeships with external organisations
Employment Opportunities Officer - contribution. Total cost £56,100 split over five development sites				£9,000		£9,000	Contribution to salary costs, targets include: Successfully manage the LBHF European Social Fund employment support programme (value £2m - target jobs secured 543); priority groups unemployed residents in temporary accommodation, on the Home Buy List and living in social housing. Delivery of four community based job fairs/employment support events annually. Lead on employer engagement initiatives including 'employ local' campaign with 3,500 businesses.
Job Opportunities Broker - contribution. Total cost £36,000 split over two development sites		£25,000		£36,400		£61,400	Salary contribution. Secure Employment for at least 150 residents pa Fill vacancies for at least 80 borough employers (inc large and small employers)
WorkZone - Residents Services Shepherds Bush library charges		£13,000		£0		£13,000	This is an ongoing 7% contribution to the running costs of the WorkZone recruitment facility located within the Shepherds Bush Library. Includes utilities, service charge and cleaning costs. The WorkZone facility is critical to securing job vacancies for residents, particularly retail vacancies at Westfield London.
Work Zone Manager (Westfield London recruitment centre) - contribution. Total cost £47,000 split over two development		£39,000		£39,000		£78,000	The WorkZone to secure Employment for at least 350 residents pa Fill vacancies for at least 150 borough employers (inc large and small employers) Manage a team of Job Opportunity Brokers and secondees from JCP and Ealing, Hammersmith & West London College and secure in-kind and financial support from other partners/investors. Maximise the benefits of Retail Skills Academy status by securing recruitment and training commissions from a minimum of five retailers
White City Trainee Programme		£70,000		0		£70,000	28 Trainees @ £2,500 per trainee - 15 hours per week X 26 weeks A Traineeship programme for WCOA out-of-work residents claiming inactive benefits (ESA, IB, IS), offering six months paid work for 15 hours per week, as a stepping-stone to sustainable employment. Trainees to be placed with 3rd sector agencies and in council departments.
Employability related running costs		£8,000		£9,600		£17,600	To support the delivery of employment services through annual staff subscriptions and licences (Advice & Guidance membership), stationary and telephony costs and contribution to service charges at the WorkZone.
Employability related marketing/publicity (aimed at local job seekers)		£10,000		£10,000		£20,000	For the promotion of employment support and training services including delivery of bi-borough jobs fairs, estate based outreach workshops and for accompanying banners, mailshots, leaflets and website content
Year total:		£180,000		£104,000		£284,000	
				TOTAL:		£284,000	

Westfield London (2014 Scheme) Regeneration and Employment Initiatives - Expenditure Plan						
Usage stipulated within S106 Investment Agreement: Employment and Training and regeneration initiatives; Initiatives to provide training for people resident within LBHF and to ensure provision of local employment to enable local people to compete effectively for employment.						
Descriptor: Initiatives and activities which deliver - Social regeneration reducing welfare benefits dependency (Worklessness) - Creating Opportunity through Learning and Skills - Economic regeneration - job creation: apprenticeship development in key growth sectors; Work Placements; Job Brokerage						
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes & Outputs	
FrontLine Job Shop fund		£40,000	£40,000	£80,000	Resident led job shop in White City Estate will see local people undertaking paid work within the job shop - general administration including staffing support costs	
White City Trainee programme		£100,000	£100,000	£200,000	80 Trainees @ £2,500 per trainee - 15 hours per week X 26 weeks A Traineeship programme for out-of-work residents claiming inactive benefits (ESA, IB, IS), offering six months paid work for 15 hours per week, as a stepping-stone to sustainable employment. Trainees to be placed with 3rd sector agencies and in council departments.	
Apprentice Development Officer - contribution. Total cost £43,500 split over four development sites		£35,000	£35,000	£70,000	Contribution to salary costs - post will promote apprentice opportunities to employers and residents at jobs fairs. Post will lead on the recruitment of a minimum 60 residents into unpaid work placements/volunteering, a minimum of 50 residents into apprentice positions across the council and a minimum of 40 residents into apprenticeships with external organisations	
National Skills Association (NSA) membership (essential to deliver fee paying NSA retail courses)		£15,000	£15,000	£30,000	Annual membership charge for WorkZone National Retail Skills Academy status; Benefits include nationally negotiated employer agreements to recruit staff for large employers and to access fee paying workforce training for employers upskilling their staff	
WorkZone - Residents Services Shepherds Bush library charges		£13,000	£13,000	£26,000	This is an ongoing 7% contribution to the running costs of the WorkZone recruitment facility located within the Shepherds Bush Library. Includes utilities, service charge and cleaning costs. The WorkZone facility is critical to securing job vacancies for residents, particularly retail vacancies at Westfield London.	
Website development fund		£15,000		£15,000	Community led commission to develop the content and functionality of the WorkZone website and management information system to ensure that reporting of job and training outcomes and outputs are readily available. To provide staff with the ability to upload job vacancies, search and manage client data.	
Year total:	£0	£218,000	£203,000	£421,000		
		TOTAL:		£421,000		

2002 - Westfield London (2002 Scheme) Childcare Matters Fund - Expenditure Plan

Usage stipulated in S106 Investment Agreement: specifically for childcare costs and training to enable LBHF residents to secure employment at Westfield London, the retail sector and wider employment opportunities.

Description: Initiatives and activities which deliver:

- Supporting residents to access jobs and overcome barriers to employment including care responsibilities and increasing childcare affordability
- Creating Opportunity through Learning and Skills - training & support for job seekers, particularly parents returning to work following children's early years care.
- Economic regeneration - job creation;

In addition we will promote the availability of childcare funding from the Childcare Matters (Westfield London S106) which offers unemployed residents moving into employment, support for childcare costs.

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs
White City Bursaries/support with childcare- Fund	£41,600	£41,600	£41,600	£124,800	To provide a minimum of 24 bursaries (up to £200 per week for 26 weeks, could support childcare costs whilst training) that aim to provide residents with qualifications to become child minders and child care professionals in order to fill an identified shortfall of workers in a growing sector and assist workless residents into sustainable self employment. Provider to be commissioned locally.
Employment Opportunities Officer - contribution. Total cost £56,100 split over five development sites	£0	£20,000	£0	£20,000	Contribution to salary costs, targets include: Successfully manage the LBHF European Social Fund employment support programme (value £2m - target jobs secured 543); priority groups unemployed residents in temporary accommodation, on the Home Buy List and living in social housing. Delivery of four community based job fairs/employment support events annually. Lead on employer engagement initiatives including 'employ local' campaign with 3,500 businesses.
Apprenticeship posts in the care sector	£84,000	£70,000	£70,000	£224,000	16 care sector apprentice placements will be created (£14k per apprenticeship) to provide real opportunities for residents to enter sustainable employment in a growing sector where there is a projected shortfall in workers over the coming two years. Apprentices will be hosted by private sector care providers giving them real work experience in the private sector
White City Care sector Hub - Fund	£30,000	£30,000.00	£30,000.00	£90,000	Publicity and delivery of housing estate based employment support to attract workless residents in White City into care industry
Year total:	£155,600	£0	£141,600	£458,800	
			TOTAL:	£458,800	

Quayside Lodge (Townmead Road) - Expenditure Plan

S106 Investment Agreement: specifically this agreement is for use "towards the provision of business and training opportunities and/or facilities and the provision of starter business units for the Benefit of the Borough and its residents".

Descriptor - Economic regeneration - job creation.

'H&F means Business' - Promoting the borough as a place of enterprise, and a good location to trade and invest.

These will include:

- promote good procurement advice and practice aimed at business looking to buy or supply locally,
- offer business start-up and enterprise advice,
- support the trading environment and keep it competitive through activities to increase town centre footfall and consumer spending;
- management of the Council's business portal 'The Business Desk' and associated guidance for businesses and investors looking to do business in borough

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs
Principal Business Investment Officer (total contribution cost £12,400)	£12,400	£12,500	£12,600	£37,500	Successfully manage the letting and asset management of business units under the management of the EDLS service. Evaluate the economic development gain potential of planned physical development in order to ensure borough residents and businesses benefit from new developments. Management of business engagement, investment and enterprise activity to ensure economic growth. Target to ensure that the 64 business units are fully let.
Regeneration Projects Officer (total cost)	£53,800	£54,400	£0	£108,200	Work internally and with developers to secure commitments and contributions to economic growth activities through s106, CIL, BIDs and other inward investment vehicles.
Enterprise / business support activities - Fund	£20,000	£20,000	£20,000	£60,000	To foster partnerships with the FSA and H&F Chamber of Commerce. For the promotion of business engagement and investment activities including seasonal town centre activities, business engagement forums, business support workshops, estate based outreach workshops and for accompanying banners, mailshots, leaflets and website content. The procurement service will assist Developers to produce tenders that have packages for smaller contractors; and that tenders provide community benefit; by ensuring 10% of contract is procured locally.
Inward Investment, visitor development and communications	£10,000	£10,000		£20,000	Presence and promotion at Expo events. Secure economic growth through development and retention of businesses, demonstrated by % change in VAT registered/PAYE businesses to be achieved in line with national trends.
Year total:	£96,200	£96,900	£32,600	£225,700	
			TOTAL:	£225,700	

Hammersmith Palais - 2									
S106 Investment Agreement: Hammersmith Palais; Local Employment and Training initiatives and Visitor development materials Production of visitor development materials and activities including producing and printing a visitor guide									
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs				
Events & Promotion, supporting business and shopping area competitiveness	26000	8000	0	34000	Production of visitor development materials and activities including producing and printing a visitor guide				
Year total:	26000	8000	£0	£34,000					
				0					
				£34,000					

Earls Court

Usage stipulated within S106 Investment Agreement: Employment and Training and regeneration initiatives;

Descriptor: Initiatives and activities which deliver

- Social regeneration reducing welfare benefits dependency (Worklessness)

- Creating Opportunity through Learning and Skills

- Economic regeneration - job creation: apprenticeship development in key growth sectors; Work Placements; trainee programme and Job Brokerage support

- Business Engagement initiatives that raise awareness and provide support for smaller businesses regarding business growth opportunities that can arise from large scale developments

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes & Outputs
Earls Court Trainee Programme	£50,000	£50,000	£0	£100,000	40 Trainees @ £2,500 per trainee - 15 hours per week X 26 weeks A Traineeship programme for out-of-work ECOA residents claiming inactive benefits (ESA, IB, IS), offering six months paid work for 15 hours per week, as a stepping-stone to sustainable employment. Trainees to be placed with 3rd sector agencies and in council departments.
Earls Court Business Apprentice - Level 2 (total cost)	£15,000	£15,000	£0	£30,000	Apprenticeship post created for young person from ECOA who would otherwise find it difficult to compete for employment
Business Initiatives Officer PO4 (total cost)	£47,000	£48,600	£50,000	£145,600	To develop business engagement initiatives across the Borough; combining area management, business support; to include the delivery of; enterprise clubs, business engagement activities, business events and procurement activity.
Business and visitor engagement activities fund	£18,000	£18,000	£18,000	£54,000	For the promotion of business engagement and investment activities including town centre activities, business engagement forums, business support workshops, estate based outreach workshops and for accompanying banners, mailshots, leaflets and website content
Job Opportunities Broker contribution. Total cost £36,000 split over three development sites	£11,000	£0	£0	£11,000	Salary contribution. Secure Employment for at least 150 residents pa Fill vacancies for at least 80 borough employers (inc large and small employers)
Apprentice Development Officer contribution. Total cost £43,500 split over four development sites	£8,500	£8,900	£0	£17,400	Contribution to salary costs - post will promote apprentice opportunities to employers and residents at jobs fairs. Post will lead on the recruitment of a minimum 60 residents into unpaid work placements/volunteering, a minimum of 50 residents into apprentice positions across the council and a minimum of 40 residents into apprenticeships with external organisations
Level 3 Apprentice in year one. Work Matters Officer years two and three at SO2	£9,000	£18,000	£18,600	£45,600	Contribution to a Level 3 Apprentice who will promote apprentices to residents, leading by example to gain the buy in of workless residents who may have limited knowledge of the benefits of apprenticeships
Employment Opportunities Officer contribution cost split over five development sites £56,100	£26,100	£27,700	£0	£53,800	Contribution to salary costs, targets include: Successfully manage the LBHF European Social Fund employment support programme (value £2m - target jobs secured 543); priority groups unemployed residents in temporary accommodation, on the Home Buy List and living in social housing. Delivery of four community based job fairs/employment support events annually. Lead on employer engagement initiatives including 'employ local' campaign with 3,500 businesses.
Earls Court Programme Manager contribution. Total cost £43,500 (22% of salary to be provided by RBKC)	£33,930	£35,256	£35,958	£105,144	Contribution to the cost of a dedicated Bi-Borough programme manager to coordinate economic development activity across the ECOA development site. Specifically to garner job, apprentice and work experience opportunities with contractors and to secure supply chain opportunities for local businesses
Intermediate Labour Market Fund	£35,000	£30,000	£0	£65,000	To commission local provision of intermediate labour market opportunities in manual occupations including housing repairs, ground maintenance and white goods reconditioning. Salary and training costs for ECOA residents to compete for and gain employment locally with proven intermediate labour market service providers.
Year total:	£253,530	£251,456	£122,558	£627,544	
				£627,544	

G-Gate (Olympia)

Usage stipulated within S106 Investment Agreement: Employment and Training and regeneration initiatives;

Descriptor: Initiatives and activities which deliver

- Economic regeneration - job creation: apprenticeship development in key growth sectors; Work Placements; Job Brokerage

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes & Outputs
Apprentice Development Officer contribution - Total cost £47,000 split over four development sites	£20,000	£0	£0	£20,000	Contribution to salary costs - post will promote apprentice opportunities to employers and residents at jobs fairs. Post will lead on the recruitment of a minimum 60 residents into unpaid work placements/volunteering, a minimum of 50 residents into apprentice positions across the council and a minimum of 40 residents into apprenticeships with external organisations
Employment Opps Officer contribution - Total cost £56,100 split over five development sites	£10,000	£0	£0	£10,000	Contribution to salary costs, targets include: Successfully manage the LBHF European Social Fund employment support programme (value £2m - target jobs secured 543); priority groups unemployed residents in temporary accommodation, on the Home Buy List and living in social housing. Delivery of four community based job fairs/employment support events annually. Lead on employer engagement initiatives including 'employ local' campaign with 3,500 businesses.
Year total:	£30,000	£0	£0	£30,000	
				£30,000	

Atlantic House

Usage stipulated within S106 Investment Agreement: Employment and Training and regeneration initiatives;

Descriptor: Initiatives and activities which deliver

- Creating Opportunity through Learning and Skills and apprenticeship development in key growth sectors; Work Placements; Job Brokerage

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes & Outputs
Employment Opportunities Officer contribution - Total cost £56,100 split over five development sites	£20,000			£20,000	Contribution to salary costs, targets include: Successfully manage the LBHF European Social Fund employment support programme (value £2m - target jobs secured 543); priority groups unemployed residents in temporary accommodation, on the Home Buy List and living in social housing. Delivery of four community based job fairs/employment support events annually. Lead on employer engagement initiatives including 'employ local' campaign with 3,500 businesses.
Year total:	£20,000	£0	£0	£20,000	
				£20,000	

Corner Thaxton Road and North End Road - (cf with 422 - Kensington Village)

Usage stipulated within S106 Investment Agreement: Town Centre improvement initiatives;

Descriptor: Initiatives and activities which deliver

- Events and activity that encourage consumer spend and high street vitality

Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes & Outputs
Towards town centre management and visitor development activities	£14,562	£0		£14,562	Consumer focussed events and activity to encourage spend and high street vitality
Year total:	£14,562	£0	£0	£14,562	
				£14,562	

58 Shepherds Bush Green					
S106 Investment Agreement: Bush Green; Local Employment and Training initiatives and recruitment activity					Shepherds Descriptor: Economic regeneration - Training
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs
Local jobs fairs and events	£8,200	£8,200		£16,400	For the promotion of employment support and training services including delivery of bi-borough jobs fairs, estate based outreach workshops and for accompanying banners, mailshots, leaflets and website content
WorkZone Manager contribution - Total cost £47,000 split over two development sites	£8,000	£9,600		£17,600	Secure Employment for at least 350 residents pa Fill vacancies for at least 120 borough employers (inc large and small employers) Manage a team of Job Opportunity Brokers and secondees from JCP and Ealing, Hammersmith & West London College and secure in-kind and financial support from other partners/investors To Maximise the benefits of Retail Skills Academy status by securing recruitment and training commissions from a minimum of five retailers
Year total:		£16,200	£17,800	£0	£34,000
					£34,000

BBC White City - 201 Wood Lane					
S106 Investment Agreement: City; Local Employment and Training initiatives creation, trainees and apprenticeship opportunities locally					BBC White Descriptor: Economic regeneration - job
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs
FrontLine Job Shop	£20,000	£20,000	£20,000	£60,000	Resident led job shop in White City Estate will see local people undertaking paid work within the job shop - general administrartion including staffing support costs
Promotion of job opportunities and events	£3,881	£4,000	£0	£7,881	For the promotion of employment support and training services including delivery of bi-borough jobs fairs, estate based outreach workshops and for accompanying banners, mailshots, leaflets and website content
Work Matters Officer contribution - Total cost £28,000	£0	£10,000	£10,000	£20,000	Contribution to a Level 3 Apprentice who will promote apprentices to residents, leading by example to gain the buy in of workless residents who may have limited knowledge of the benefits of apprenticeships
Year total:		£23,881	£34,000	£30,000	£87,881
					£87,881

Empress State Building									
S106 Investment Agreement: Building; Remaining balance for ICT use only focussed website improvements						Empress Descriptor: Economic regeneration - contribution to job			
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs				
Website development - contribution	£3,520		£0	£3,520	Syndication to You Gov and licensing				
Year total:	£3,520	£0	£0	£3,520					
				0					
				£3,520					

51 Townmead Road									
S106 Investment Agreement: Road (Sainsbury's); Local business support and Visitor development activities Economic development committment.						51 Townmead Descriptor:			
Descriptor	April 14 - March 15	April 15 - March 16	April 16 - March 17	Sub-total	Outcomes and Outputs				
Business Initiatives Officer contribution	£47,000	£13,000	£0	£60,000	Contribution to salary and activity costs - post will promote a range of public realm improvement and business initiatives across the borough's 17 shopping areas. Respond to challenges posed by empty shops.				
Year total:	£47,000	£13,000	£0	£60,000					
				£60,000					

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 6 JANUARY 2014
DELEGATED AUTHORITY REQUEST – TRI-BOROUGH PRIMARY CARE AND GROUP WORK TENDER	
Report of the Cabinet Member for Community Care – Councillor Marcus Ginn	
Open Report	
Classification: For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Peter Bramblely – Interim Director Public Health	
Report Author: Nicola Lockwood – Senior Commissioner Substance Misuse and Offender Health Team	Contact Details: Tel: 020 8753 5359 E-mail: nicola.lockwood@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. A formal decision was made at Tri-borough Gate 1 on 18 October 2013 to proceed with the tendering of two substance misuse services: Lot 1 Tri-borough Primary Care Services; and Lot 2 a Tri-borough Group Work Programme. Councillors Ginn, Weale and Robathan have been briefed and are fully supportive of the tender.
- 1.2. In order for the contract to start on 1 April 2014, in line with current contract end dates and contract variations, tender marking must take place in the period between Christmas and New Year. This means that the tender appraisal panel will meet to consolidate scores in the first week of January 2014. The Cabinet award report will therefore not be ready for Cabinet on 6 January 2014. A contract start date of 1 April 2014 is preferable as extensions to current contracts would otherwise need to be sought. The current timescales for procurement are also achievable.
- 1.3. This report seeks Cabinet approval to delegate the award of the contract to the Cabinet Member for Community Care, so as not to delay the contract start date of the service.

2. RECOMMENDATION

- 2.1. That the decision to award the contract for the provision of the Primary Care Support Services and Group Work Programme across the Tri-borough be delegated to the Cabinet Member for Community Care, to ensure a timely approach to procurement within appropriate timeframes.

3. REASONS FOR DECISION

- 3.1. If the decision relating to the final award of contract to the successful provider were to be delayed until the next LBHF Cabinet meeting in March 2014, the following risks exist:

Extensions to current contracts – If the contract start date is after 1 April 2014, an extension to the current group work contract in LBHF would need to be sought. This contract ends on 31 March 2014. This would mean further Councillor sign off and the agreement of the current provider in extending for a further period.

Variations to current contracts already negotiated – variations to the Tri-borough primary care support contracts are already negotiated as are the changes to group work in Westminster. Delaying the start of the contract would mean further negotiations would need to take place and an agreement with services to extend current contracts and processes. This could have an impact on services owing to a lack of smooth transition.

Full year data not gathered – delaying the contract start date would mean that full year data was not captured for both primary care support services and group work. This would have implications on the timeframe we would have to demonstrate the effectiveness of the programme and primary care support services.

Pre-election period – Delaying the contract start date may take us into the pre-election period making it more difficult for sign off and this could also have an implication regarding Councillor portfolio.

4. INTRODUCTION AND BACKGROUND

- 4.1. A principle to progress retendering the individual group work provision and primary care support across the 3 boroughs was agreed by the relevant Councillors in early October 2013. Formal approval by Gate 1 in Westminster was agreed on 18 October 2013. Justification for the approach taken was in order to streamline processes and management of the contracts which varied over the Tri-borough, and in order to make savings to the overall budget.

4.2 Primary Care

The delivery of addressing substance misuse within primary care is integral to the effectiveness of drug treatment. The current shared care support scheme no longer meets the needs of those residents accessing primary care services. The revision of the GP contract and the National Drug Strategy emphasis on recovery both highlighted the need to revise the approach we have taken within primary care settings. Also the current shared care services are not achieving against the Public Health Outcome Framework. It was agreed earlier in the year that this service should be seen as a procurement priority for 2013/14.

The current service is offered through 3 providers across the Tri-borough and has not been procured independently of wider contracts. As a consequence, the current service has lacked a consistent or coordinated approach and has only focused on opiate users. It is the intention to procure one provider to deliver a more flexible and responsive approach to the wider needs of those who would not usually access substance misuse services.

Recovery is a broader and more complex journey “that incorporates overcoming dependence, reducing risk-taking behaviour and offending, improving health, functioning as a productive member of society and becoming personally fulfilled. These recovery outcomes are often mutually reinforcing.” (Medications in Recovery report 2012). The key drivers for a recovery focussed treatment system are:

- Improvement and involvement of health is an essential element of recovery
- Active promotion of mutual aid networks will be essential
- Evidence shows that treatment is more likely to be effective, and recovery be sustained, where families partners and carers are closely involved
- Substance misuse treatment should be widening the focus to consider dependence on all drugs and alcohol

The proposed new service will have capacity to provide additional brief interventions for alcohol and other substance misuse. In reshaping the way in which primary care support services are delivered there is an opportunity to expand the current Substance Misuse Management of General Practices contract with some surgeries to provide an enhanced service to include community alcohol detoxification.

The service will have a remit to support pharmacists by delivering training and identify those pharmacies able to deliver brief interventions for alcohol and Blood Borne Viruses (BBV).

The Tri-borough service would be required to demonstrate improvement and therefore we expect the service to achieve the following outcomes:

- Identify service users in primary care who have not accessed services previously, thus reducing the overall costs to individuals, families and the wider communities
- Improve the mental and physical health of service users with an emphasis on reducing BBV and other conditions associated with drug and alcohol use.

4.3 **Group Work**

It was agreed that Groupwork and Day Programmes should be a procurement priority for 2013/14 and has been referenced in previous briefings.

The current Groupwork provision through drug and alcohol treatment agencies is not comprehensive or consistent across the borough. The LBHF contract with the abstinent day programme and the stabilisation day programme is coming to an end on 31 March 2014 having already been extended on 2 occasions. RBKC and WCC are not providing structured day programmes and the groupwork across the Tri-borough area is patchy. We are looking to procure a Triborough groupwork programme that will bring efficiencies through better coordination, be more responsive to identified needs, with improved quality resulting in improved outcomes, clearer referral routes, less reliance on expensive individual purchased packages of care, and reduced costs per head for those attending a day programme or requiring group work interventions.

There is a lack of day programme provision across London and there is an identified need for good quality and comprehensive group work programmes. Tri-borough services have developed in an ad hoc way to address gaps identified through service user consultation and a change in focus away from retention in services to recovery. However this has resulted in some duplication of groups, inconsistency and a post code lottery.

5. PROPOSAL AND ISSUES

- 5.1. This report seeks LBHF Cabinet approval to delegate the award of the contract to the cabinet Member for Community Care in order that we can meet the procurement timetable.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Westminster City Council, as the lead borough for Tri-borough public health, has worked with officers at LBHF to consider all options for approval. A delay until March 2014 for a full Cabinet decision could have significant implications on the implementation period and current contract renegotiation.

7. CONSULTATION

- 7.1. The Service User Questionnaire in 2012/13 highlighted lack of group work provision across the 3 boroughs and the lack of opportunities to move out of shared care and into more recovery focused treatment. Following these comments, consultation was conducted at the Treatment Recovery and Care and Primary Care Development Group, attended by service user representatives in order to gather views on the proposals to help shape the models for both services.
- 7.2. Consultation with GPs regarding the changes to the current contracts took place on the 17 October. GPs were on the whole in support of the changes and saw the benefits of a Tri-borough service which supported service users with recovery options. Consultation with GP Clinical Leads have been ongoing through 2012/13 to develop the primary care support service as a tri-borough model.

8. EQUALITY IMPLICATIONS

- 8.1. This report recommends the delegation of the decision making function for the award of contract for the provision of the Primary Care Support Service and Group Work Programme across the Tri-borough Councils to the LBHF Cabinet Member for Community Care. There are no equality impacts arising from this decision.
- 8.2. When the contract is proposed for award by officers, the decision makers will need to give the due regard that is necessary under S149 of the Equality Act 2010.

9. LEGAL & FINANCE IMPLICATIONS

9.1. Primary Care Finance

- We are currently investing a total of £579,105 across the 3 boroughs. The proposed spend on a revised contract will be between £550,000 and £600,000 per annum. The proportionate split per borough is WCC 50%; LBHF 25% and RBKC 25% based on current activity.
- Although there are no cash savings from providing this new service, benefits can be shown through the Public Health Value for Money Cost Effectiveness Tool which shows that for every £1 spent saves £6.07 to LBHF; £4.78 to RBKC and £3.57 to WCC
- Increased efficacy and consistency of service delivery results in better value for money. In addition by procuring in conjunction with the Group work tender we could further maximise the benefit if the same supplier won both bids.
- The full financing of this project is utilising resources that will be released through the negotiated variations in current contracts.

9.2. Group Work Finance

- Current funding for groupwork and day programmes across the Tri - borough is £1,052,000 with approx. 50% of this being from LBHF. The new service is costed as between £600,000 and £700,000. The breakdown of each boroughs contribution is identified on the basis of activity and need and is as follows:
- WCC 40%, LBHF 30%, RBKC 30%.
- Current costs per head equates to an average of £2,500; in the new scheme the estimated costs per head is between £1,250 and £1,460
- Initial savings by procuring a local group work programme will be between £250,000 - £350,000 to the public health grant for Substance Misuse and Offender Health. These savings will be realised through increased numbers in treatment, less staff resources required, single contractor, reduced purchased packages of care
- It is hoped that these savings will be re-invested to address emerging trends and increased identified need for increased alcohol service provision.

9.3 Implications completed by: Hitesh Jolapara, Bi Borough Director of Finance ext. 2501.

10. LEGAL IMPLICATIONS

- 10.1 Under the Council's Contract Standing Orders, a Cabinet decision is required to award contracts over £100,000. However, it is noted that, for the reasons set out in this report, it is proposed that authority to award this contract for the provision of the Primary Care Support Services and Group Work Programme across the Tri-borough is delegated to the Cabinet Member for Community Care.
- 10.2 Implications completed by: Cath Irvine, Senior Solicitor (Contracts) ext 2774.

11. RISK MANAGEMENT

- 11.1. If delegated authority is not given, current contracts in H&F will need to be extended and RBKC and Westminster contracts will need to be renegotiated. The contract award report would need to go to March Cabinet and award would be delayed significantly.


12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. The contract start date will be delayed if delegated authority is not given.

LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Briefing Note to Cabinet Member for Community Care October 2013 – Primary Care and Group Work Tenders	Nicola Lockwood, Senior Commissioner Substance Misuse and Offender Care Team Tel: 020 8753 5359 Helen Byrne, Senior Commissioner Substance Misuse and Offender Care Team Tel: 020 8753 1598	

Agenda Item 9

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 6 JANUARY 2014
EXTENSION OF “STEP-UP TO SOCIAL WORK” CONTRACT WITH HERTFORDSHIRE UNIVERSITY	
Report of the Cabinet Member for Children’s Services - Councillor Helen Binmore	
Open Report	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Andrew Christie Tri-Borough Director of Children’s Services	
Report Author: Anthea O’Reilly, Step Up Practice Manager	Contact Details: Tel: 020 87535988 Anthea.Anthony@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report seeks approval for the Council’s contract with the University of Hertfordshire for the provision of a “Step Up to Social Work” Programme to be extended up to four years. Funded by central Government via a DfE grant, this innovative programme seeks to train children’s social workers so that, at the end of the course, they gain a Post-Graduate Diploma with the opportunity to obtain credits towards a Master’s degree in Social Work; the objective being that participating local authorities will be better able to attract and retain well-qualified children’s social workers at a time when this is proving difficult nationally.
- 1.2. In 2011 The Council competitively tendered a contract for an educational establishment to develop and deliver a “Step-Up” programme. The Council is the lead authority and this contract was tendered on behalf of a West London partnership arrangement comprising eight authorities.
- 1.3. The contract advert and documentation issued to interested bidders stated clearly that the contract may initially be for only a 2-year period due to uncertainties regarding future Government funding. However, it was also stated that the contract could be extended up to a total of 6 years subject to further funding and the programme delivering positive outcomes.

- 1.4. In August 2011, the Council awarded a contract to the University of Hertfordshire for a period of two years, up until August 2013. The contract was extendable at the absolute discretion of the Council by further periods or period to give a potential contract duration of up to six years.
- 1.5. Development, delivery and outcomes of the programme have been good. 100% of the graduates that completed the programme in August 2013 are now working in front-line children's social work teams across all participating authorities, and the programme has also been validated nationally. The review of social work education commissioned by the DfE views the programme very highly, as does the first national evaluation of the programme completed in June 2013 by Baginsky and Teague.
- 1.6. Cabinet approval is therefore sought to extend the contract, as originally provided for. It is also recommends that the contract extensions are aligned with future student in-take so that they occur at two-yearly intervals, and are renewed subject to continued good performance and confirmation of Government funding.

2. RECOMMENDATIONS

- 2.1 That approval be given to retrospectively extend the existing "Step Up to Social Work" contract with the University of Hertfordshire from 1 September 2013, at a cost of around £190,000 pa (a maximum of £380,000 for each 2 year term).
- 2.2 That approval be given to renew the contract with Hertfordshire University at two-yearly intervals for a period of up to 4 years until August 2017, subject to satisfactory outcomes, provider performance, and continued Government funding.
- 2.3 That approval be given to delegate the award of any student bursaries related to the "Step Up to Social Work" programme to the Tri-borough Executive Director for Children's Services, applying to future cohorts until the end of the current contract in 2017.

3. REASONS FOR DECISION

- 3.1. The "Step Up" programme has delivered positive outcomes, and in 2013 the Council successfully applied to continue delivering the programme. The DfE grant agreement was issued in August 2013 and, under its terms, requires the next cohort of students to be enrolled and commencing the course by January 2014. Although new students will not start until January 2014, and no payments will be made until Cabinet approval is given, the recommendation includes a retrospective period of four months in order to provide continuity with the previous contract period.
- 3.2. The timescales set by the DfE for this and previous cohorts were demanding. A number of milestones had to be met after the announcement of the Council's successful application for further grant-funding. These included: the Council leading on the recruitment and selection of the students, including undertaking the student admissions process and the student offers. The Council also has worked in close collaboration with the provider to update the curriculum in line with the

recommendations from the DfE and supported the provider in obtaining programme approval from the new social work regulator, the Health and Care Professionals Council (HCPC), for in September, in order to meet the conditions of the grant.

- 3.3. In conjunction with fulfilling these requirements to secure the grant funding, the Council was also supporting the previous cohort that was completing the 2012-13 programme at the same time. The 2012-13 cohort was supported in securing frontline social work posts across the partnership and in registering with the HCPC as social workers. The 2012-13 programme culminated with a graduation ceremony for the 25 graduates on the 15th October 2013. All of these activities were led by the Council. The Council employs one full-time post to co-ordinate and manage the programme across the partnership.
- 3.4. Approval is now needed to extend the Council's existing contract with Hertfordshire University for continued delivery of this programme until August 2017.

4. INTRODUCTION AND BACKGROUND

- 4.1. This report provides background information on the Step Up to Social Work programme and describes the actions that have been taken to tender the contract and the results of that process. It recommends that the contract with the University of Hertfordshire be extended.
- 4.2. As with every other London authority, Hammersmith and Fulham continues to experience difficulties in the recruitment and retention of children's social workers.
- 4.3. The 'Step Up to Social Work' programme pilot was developed and funded by the Children's Workforce Development Council (CWDC - a skill sector agency for children's social work). The second cohort that started in 2012 was funded by the DfE. Funding for about 360 places nationally for a Post Graduate Diploma in Social Work is available to employers for a third cohort in 2014-2015.
- 4.4. Hammersmith and Fulham has acted as lead authority for the West London partnership since the first cohort (2010-2012). The 'Step Up to Social Work' programme is now in its third consecutive roll-out (2014-2015). It is well established nationally and the feedback on the calibre, motivation and competence of the trainees is noted across the partnerships locally and nationally.
- 4.5. The programme validated by the university is for a Masters qualification and the contract price includes the Masters. As part of a recruitment and retention strategy the Council's programme offers students the Masters as a top-up to the Post-Graduate Diploma offered by other partnerships. This strategy has proven to be very effective with the Council receiving over 430 applications for the 35 places originally offered.
- 4.6. 33 students have now been selected through a rigorous assessment process and will start the course in January 2014.
- 4.7. The DfE grant agreement outlines the funds guaranteed as follows:

- I. £3,000 towards planning cohort 3
- II. £30,000 to support the partnership and administration costs
- III. £10,000 to support the procurement of a university (if applicable)
- IV. £33,250 per trainee for programme delivery, trainee bursary and supervision costs
- V. The total grant funding based on the cohort of 33 is £1,140,250

- 4.8. Each student will receive £19,833 for the 14 month Post-Graduate Programme which will be paid in 3 instalments. On completion of the Post-graduate Diploma students who go on to complete the remaining university credits to obtain a Masters will receive a further bursary payment of £1,963 in order to complete the dissertation module in a further 6 weeks. Therefore the full bursary cost for those students will be £21,796. The total cost for 33 students all completing the Masters is £719,268.
- 4.9. The programme is required to commence in January 2014 to secure guaranteed funding from DfE.

5. THE STEP UP PROGRAMME

- 5.1 Funded by DfE, the programme has similarities with the successful employment-based programmes that previously operated in the borough, but at minimal additional direct cost for participating local authorities.
- 5.2 Students will be contracted with the authority and upon successful completion of the course will be expected to continue their employment for two years with the Council or partner councils.
- 5.3 The programme is innovative in design and has significantly greater employer input into the course design and content in comparison with other qualifying social work programmes. It is currently commissioned by ten regional partnerships of local authorities across England.
- 5.4 Eight boroughs in West London are one such regional partnership. The boroughs are Hammersmith & Fulham, Ealing, Westminster, Harrow, Hillingdon, Hounslow, Kensington and Chelsea and Brent. The partnership, which has developed as the West London Social Work Project is now well established. The partnership has experience in managing and overseeing the Step Up Programme since 2010. The member representation from each local authority will largely remain the same to capitalise on the experience and learning from cohorts one and two.
- 5.5 The West London programme expects to take 33 students. DfE funding will include the employer costs and on-costs for each student and the costs of programme delivery for the regional partnership. The total funding provided for the West London Partnership, which is based on the number of students recruited, is £1,140,250 for cohort 3.

- 5.6 £719,268 will be immediately allocated for the contractual costs associated with each student bursary. In previous cohorts the Council allocated the bursaries to the partner authorities to allocate to their students. However, to avoid payment delays, bursary payments will be allocated by the Council directly to students from this cohort onwards.
- 5.7 Management and performance of the existing contract has been good. The current Post-Graduate Diploma leading to a Masters in Social Work has been developed in partnership with the provider. The outcomes have been very positive with 100% of graduates working in frontline social work teams across the partnership. The provider is responsive to feedback from trainees, the DfE and the Council.
- 5.8 A key feature of this scheme is that it offers the opportunity to build on trainee and partner feedback each semester and the programme is now at a stage, three years since it first started, where it is progressing very well from the point of admissions to qualification. Trainee feedback has been extremely positive in relation to how the Council and the provider work together to deliver this programme.

6. PROPOSAL AND ISSUES

- 6.1 The proposal to extend the contract with Hertfordshire University achieves two key outcomes:
- i) it will enable an innovative and successful programme to continue delivering positive outcomes for the Council, and for children and families in the borough requiring good-quality social work support;
 - ii) it will help the Council recruit and retain good-quality children's social workers in frontline teams where turnover is high.
- 6.2 If approval to extend the contract is not forthcoming, The Council will lose DfE funding for the cohort of social worker students starting in January 2013, and therefore discontinue a successful programme well-regarded nationally.

7. OPTIONS AND ANALYSIS OF OPTIONS

- 7.1. It is not in the Council's best interests to re-tender in advance of the remaining 4 year term. There are a number of risks to the delivery of this programme if the Council tenders again for the cohort starting in January:
- i) The Council will risk losing the benefits and experience of delivering this programme in partnership with the same provider;
 - ii) It is unlikely that an alternative provider could be commissioned and ready to implement the programme in January 2014. Indeed, the Council will have to design and develop a new programme with this new provider as it is being rolled out. This will undoubtedly impact on the new cohort;
 - iii) Re-tendering and switching providers mid-programme is not a viable option. In addition to compromising consistency of the student experience, it also breaches

university regulations and professional regulator's standards. The programme has to be delivered by the awarding body in full as validated;

- iv) The Council risks losing the provider and the regulator-approved social work programme and will not be able to start the programme in January as stipulated by the DfE in the funding agreement;
- v) The Council will therefore lose the DfE grant and will not be able to deliver the programme.

8. CONSULTATION

- 8.1. End users – service-users including young people and a parent were consulted in the selection of the students. Service-users also teach on the course and contribute towards the assessment of students by providing each student with feedback on their experience of the service as delivered by students.
- 8.2. Students – students themselves provide feedback on the academic input and the delivery of the programme in relation to the provider and partner authorities. Their feedback has been very positive about the provider and the Council's delivery of the programme.
- 8.3. Politicians – this programme was initially a CWDC-funded pilot programme and is now a DfE-funded programme. The DfE fund a national evaluation of the programme. The evaluation to date has been supportive of this scheme. The Council has also been recognised for supporting the DfE and other less-experienced partnerships based on local experience and expertise.
- 8.4. Officers – senior managers are in full support of this programme as it brings well-trained social workers into frontline teams where vacancy rates and turnover are high. Furthermore, trainees sign a two-year tie-in post-qualification that contributes to establishing a stable workforce in hard-to-recruit teams. The key feature of this programme is that it is employer-led and this ensures that students qualifying are prepared for practice.
- 8.5. Other teams - There are 15 graduates working in Tri-borough who graduated from this scheme and 56 across the partnership in total. Reports of their performance are extremely positive and they are reputedly better prepared for frontline social work in comparison with newly-qualified social workers from traditional routes.

9. EQUALITY IMPLICATIONS

- 9.1. The Programme is not expected to have a negative differential impact upon any group. The University of Hertfordshire will also assess student suitability on this 18 month Masters programme taking into account its obligations under the Equality Act 2010 for all protected characteristics and more so for disabilities and this will be looked at on a case by case basis.

- 9.2. There was an increase in the recruitment of trainees from BME groups. However, in the new and previous cohort only one male trainee per intake was successfully recruited. Overall, fewer men apply for the scheme and this is reflected nationally.
- 9.3. An equality impact assessment has been conducted in August 2011 and is available electronically.
- 9.4. Implications verified by: Stephen Wood, HR Manager 020 7361 2120

10. LEGAL IMPLICATIONS

- 10.1. The current contract with the University of Hertfordshire Higher Education Corporation in relation to the Step-Up to Social Work MA Programme includes an option to extend the term of the contract by any number of periods up to an aggregate of 6 years following the expiry of the initial term (31 August 2013). The Council must provide at least 6 months written notice to the University of its intention to extend the Contract before the expiry of the initial term, which Legal Services understands has taken place. The recommendation will be in accordance with the contract terms.
- 10.2. Implications verified/completed by: Kar-Yee Chan, Solicitor (Contracts), 020 8753 2772

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1. Dof E grant funding agreement received confirming funding in place for 2013/14 financial year to fund Cohorts 2 and 3 of Step up to Social Work. There are no savings attached this programme and fully funded by Dof E
- 11.2. Implications verified/completed by: Suresh Perumal, Senior Accountant (CHS), 020 8753 3733

12. RISK MANAGEMENT

- 12.1. The responsibility for management of this procurement risk lies with the Tri-borough Children's Services Department. Recruitment and retention of children's social workers is of key importance to the Council. The proposal to extend the contract contributes positively to the Bi-borough Enterprise Wide Risk Register entry, number 2 , Managing the Publics Needs and Expectations and number 7a Managing Statutory Duty . Continuity of the service will help the Councils recruit and retention of good-quality children's social workers in frontline teams where turnover is high. The Bi-borough Risk Manager agrees with the risks and benefits identified in section 7 of the report.
- 12.2. Implications verified by: Michael Sloniowski, Bi-borough Risk Manager 020 8753 2587.

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1. When tendering the “Step Up” contract in 2011, the Council made clear its intention to extend the contract beyond its initial two-year up to a total of six years if this is beneficial and funding is available. To date, the programme and its provider have delivered positive outcomes. The Director of Procurement and IT Strategy supports the report’s recommendations. These are aimed at ensuring good quality practitioners want to work and stay in H&F, and thereby improve future children’s and families social work in H&F.
- 13.2. Implications completed by John Francis, Principal Consultant H&F Corporate Procurement 020-8753-2582.


LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name / Ext of holder of file copy	Department/ Location
	DfE funding agreement	Anthea O’Reilly X5988 Suresh Perumal X3733	CHS 145 Kings Street Finance KTH
	Decision Letter from University	Anthea O’Reilly X5988	CHS 145 Kings Street
	Equality Impact Assessment	Anthea O’Reilly X5988	CHS 145 Kings Street

LIST OF APPENDICES:

Appendix 1 Equality Impact Assessment August 2011 (available electronically)

Agenda Item 10

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 JANUARY 2014</p>
HIGHWAYS WORK CONTRACT EXTENSIONS	
Report of the Cabinet Member for Transport and Technical Services – Councillor Victoria Brocklebank-Fowler	
Open Report A separate report on the exempt Cabinet agenda provides exempt financial information.	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Nigel Pallace – Executive Director, Transport & Technical Services	
Report Author: Arif Mahmud – Highway Maintenance Manager	Contact Details: Tel: 020 7341 5237 E-mail: arif.mahmud@rbkc.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 A number of highway works term contracts are due to expire on 31 March 2014. This report seeks approval to grant one year extensions to the contracts listed in paragraph 3.2 in order to maintain service continuity and to align the contracts with other contracts both within the London Borough of Hammersmith and Fulham (H&F) and the Royal Borough of Kensington and Chelsea (RBKC) that are due to expire in 2015.
- 1.2 A similar Key Decision report will be presented to the relevant Cabinet member in the Royal Borough of Kensington and Chelsea.

2. RECOMMENDATION

- 2.1 That approval be given to one-year extensions of the contracts listed in paragraph 3.2 of the report in accordance with option 3 (paragraph 5.3).

3. BACKGROUND

- 3.1 The Council awarded five highway works contracts in 2009 and 2010 with various contractors. The contracts are listed in Appendix A and, as shown, the contracts were all for a period of five years with the provision to grant up to three consecutive extensions of one year.
- 3.2 Three of the five contracts are due to expire in March 2014. These are:-
- Paving Works
 - Gully Cleansing, Gully Repairs and Sewer Connections
 - Tree Maintenance (Advance Tree Services)
- 3.3 These contracts could either be allowed to expire, or a one-year extension could be granted within the provisions of the contract. This paper sets out the options available to ensure service continuity and best value for the Council.

4. TERM CONTRACTS FOR HIGHWAY WORKS

- 4.1 The Council has traditionally awarded separate term contracts for various types of work on the highway such as drainage, footway paving and carriageway resurfacing. The contracts are competitively tendered and this arrangement ensures that our contractors are responsive to our work programme and fully familiar with the standard of workmanship expected within the borough.
- 4.2 The Bi-borough service review anticipates savings could be made in both boroughs by letting joint contracts. This would yield savings in the tender process as well as in the schedule of rates through economies of scale. In order to capitalise on the letting of joint contracts, it will be necessary to allow all current contracts to expire. Appendix A lists all highway contracts in H&F and the Royal Borough. As shown, there are three contracts in H&F and four in the Royal Borough that are due to expire in 2014. The remaining contracts in both boroughs are due to expire in 2015. Therefore, extending the seven contracts in the two boroughs by a further one year would enable new joint contracts to be let commencing in April 2015. The contracts could also be rationalised where possible: - for example in LBHF the contract for highway resurfacing also includes road marking, while in the Royal Borough, there are two separate contracts.

- 4.3 The Royal Borough and H&F are also named in a framework contract currently being let by Westminster City Council (WCC). The framework contract will encompass all aspects of highway design and construction and is due to commence in April 2014. Officers expect to have sight of the schedule of rates for this contract in January 2014 and will be able to advise whether the contract is likely to present a viable alternative to letting a Bi-borough contract as described in paragraph 4.2 above.
- 4.4 Similarly, Transport for London (TfL) awarded highways contracts to consortiums in April 2013, which are available to all London boroughs. The London Highways Alliance Contract (LoHAC) operates in four sectors in London and both H&F and the Royal Borough fall into the Central Area. Officers will also assess the rates given in this contract.
- 4.5 The three contracts shown in Appendix A as expiring in 2014 have the provision to be extended by up to three years in three consecutive one-year extensions. In extending these contracts and doing likewise in RBKC, would enable the highway contracts to be aligned in both boroughs in order to let joint Bi-borough contracts in April 2015, or to make use of LoHAC or WCC's framework contract once these have been properly assessed.
- 4.6 In exploring the option to extend the contracts due to expire in 2014, officers engaged with the affected contractors to see if they were willing to offer reductions in their schedule of rates in the event of being granted an extension. As a result, the contractors have offered discounts that equate to savings of approximately £20,000 for H&F alone in 2014/15, with the possibility of further savings if the annual inflationary increase is in excess of 2%.
- 4.7 The contracts due to end in March 2014 in the Royal Borough are:-
- Paving Works
 - Gully Cleansing, Gully Repairs and Sewer Connections
 - Tree Maintenance (Advance Tree Services)

5. OPTIONS AND ANALYSIS

- 5.1 **Option 1- Do nothing.** Allowing the three contracts listed in paragraph 3.2 to expire would affect the department's ability to deliver the highways maintenance programme and capital projects after March 2014. Whilst LoHAC and WCC's framework contract could be used, these contracts have not been assessed nor tested in H&F.
- 5.2 **Option 2- Retender the contracts that expire in 2014.** We would lose the opportunity to repackage our highway term contracts as joint Bi-borough contracts since the contracts in the two boroughs do not all expire in 2014.

5.3 **Option 3- Extend the contracts that finish in 2014 by one year.** This will align all highway works contracts in both boroughs so that they all finish in 2015. There is provision in the contracts for the extension. It will allow us to review our position in 2014 to either:-

- retender our contracts on a Bi borough basis, thereby making a saving on the cost of retendering and obtaining favourable rates through economies of scale or;
- fully evaluate the offer through LoHAC or the WCC framework contract.

6. EQUALITY IMPLICATIONS

6.1 There are no equality implications in this report.

7. LEGAL IMPLICATIONS

7.1 The Director of Legal Services comments that the Council may extend a Contract in accordance with its advertised terms and will not be in breach of EU regulations in doing so. The values of the contract extensions require a Key Decision.

7.2 Implications confirmed by: Steve Mariani (Legal Department, RBKC)

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1 The Bi-Borough Director for Finance (ELRS and TTS) comments that the extension to contracts will provide discounts of about £20,000 to the Council.

8.2 By aligning these contracts the intention is to retender in 2015 on Bi Borough basis it is expected that this will provide additional opportunity for further savings as we will be tendering for more work.

8.3 Implications confirmed by: Gary Hannaway, Head of Finance, TTS. Tel. 020 8753 6071.

9. PROCUREMENT, RISK MANAGEMENT AND IT STRATEGY IMPLICATIONS

9.1 The Corporate Procurement Team agrees with the comments contained in this report and will assist in drawing up the Business Case prior to going out to retender these highways works contracts.

9.2 Implications confirmed by: Alan Parry, Procurement & IT Strategy.
Tel.020 8753 2581.

Mahmood Siddiqi
Bi Borough Director for Transport and Highways

Nigel Pallace
Executive Director Transport and Technical Services

Local Government Act 1972 (as amended)
Background papers used in the preparation of this report.

None

Contact officer(s): Mr Arif Mahmud, Highway Maintenance Manager
Tel: 020 7341 5237 and **E-mail:** arif.mahmud@rbkc.gov.uk


Appendix A
HIGHWAY CONTRACTS
H&F

Contract Name	Contractor	Contract Duration	Contract Dates	Final date with extensions	Contract Value (per annum)	Contract Description
Paving Works	FM Conway	5 years with option for three 1year extensions	April 2009 to March 2014	March 2017	£6M	Planned and general footway maintenance. Out of hours emergency standby service
Resurfacing & Road Markings	Colas	As above	April 2010 to March 2015	March 2018	£3.1M	Planned and general carriageway maintenance. Line marking of new carriageway works as required.
Public Lighting & Ancillary Works	ETDE	As above	June 2012 to March 2015	March 2018	£1M	Public Lighting repair and renewal
Tree Maintenance	Advance Tree Services	As above	April 2011 to March 2014	March 2017	£200k	Tree maintenance of highway trees
Drainage & Gully Cleansing	Eurovia	As above	April 2009 to March 2014	March 2017	£500k	Cyclic & ad-hoc gully cleaning. Repair and renewal of road gullies and connections.

RBKC

Contract Name	Contractor	Contract Duration	Contract Dates	Final date with extensions	Contract Value (per annum)	Contract Description
Paving Works	J Murphy	5 years with option for three 1year extensions	April 2009 to March 2014	March 2017	£2.5M	Planned and general footway maintenance. Out of hours emergency standby service
Resurfacing	Eurovia	As above	April 2010 to March 2015	March 2018	£1M	Planned and general carriageway maintenance.
Public Lighting	Eurovia	As above	April 2010 to March 2015	March 2018	£1M	Public Lighting repair and renewal
Drainage	Cappagh	As above	April 2009 to March 2014	March 2017	£300k	Repair/replacement road gully and connections.
Road Markings	Eurovia	As above	April 2009 to March 2014	March 2017	£100k	Road marking maintenance
Highway Improvements	Balfour Beatty	As above	April 2010 to March 2015	March 2018	£750k	Highway improvement scheme work
Bridges & Structures	FM Conway	As above	April 2009 to March 2014	March 2017	£80k	Bridges and structures maintenance

Agenda Item 11

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 6 JANUARY 2014
EARLS COURT HIGHWAYS ENABLING WORKS	
Report of the Cabinet Member for Transport and Technical Services – Councillor Victoria Brocklebank-Fowler	
Open Report	
Classification - For Decision Key Decision: Yes	
Wards Affected: North End	
Accountable Executive Director: Nigel Pallace, Executive Director Transport & Technical Services	
Report Author: Nerissa Harrison, Project Engineer	Contact Details: Tel: 020 8753 6722 E-mail: Nerissa.harrison@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. The existing access to the Lillie Bridge LUL depot is being closed to enable the Earls Court 2 Exhibition Centre, Lillie Bridge Rail Depot, West Kensington and Gibbs Green Housing Estates and Adjoining Land (Earls Court) development to commence. Heavy vehicle access to the depot during the Earls Court development will be from Beaumont Avenue and emergency access will be from Aisgill Avenue.
- 1.2. This report summarises the highway works required to enable Beaumont Avenue to be used by heavy vehicles and Aisgill Avenue to be used by emergency vehicles accessing the LUL depot. The works proposed on Beaumont Avenue include removal of the northern footway, relocation of parking, relocation of street furniture, and alteration of the raised entry treatment. The works on Aisgill Avenue include construction of a new cross-over and relocation of a lamp column
- 1.3. The highway works are estimated to cost £130,000 and will be paid for by the developer through a s278 agreement.

2. RECOMMENDATIONS

- 2.1. That approval be given to enter into a s278 agreement with Capital and Counties (CapCo), and construct the highway works on Beaumont Avenue and Aisgill Avenue at an estimated cost of £130,000 (including fees), to be funded by CapCo.

3. REASONS FOR DECISION

- 3.1. The s278 agreement needs to be entered into before any payment will be made for the Council to undertake the highway enabling works.
- 3.2. The highway enabling works are required to implement the Earls Court development. They will allow large vehicles to access the Lillie Bridge LUL depot on Beaumont Avenue and emergency vehicles to access the depot from Aisgill Avenue. The existing access for the depot will be closed during the construction of the Earls Court development.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Lillie Bridge LUL Depot is located south of West Cromwell Road and north of the Earls Court Exhibition Centre, as shown in the figure below.

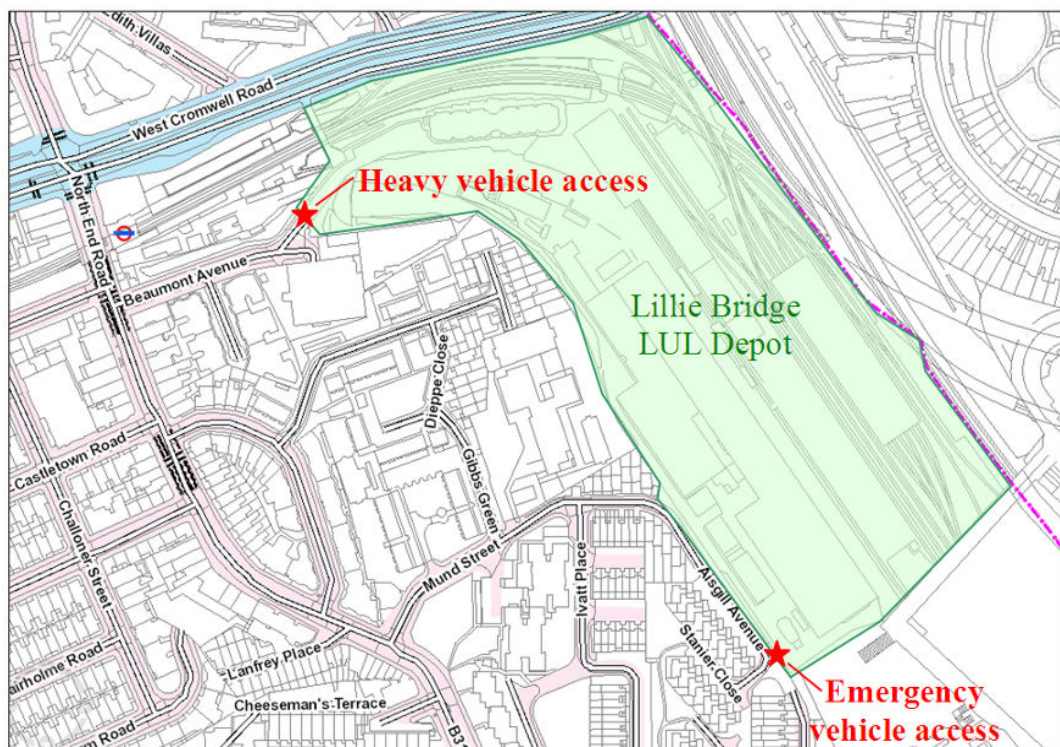


Figure 1 - Location of works

- 4.2. During construction of the Earls Court development, the existing depot access on Lillie Road will be closed. Heavy vehicle access to the depot will

be relocated to Beaumont Avenue and emergency access will be required from Aisgill Avenue.

- 4.3. Planning permission was granted and the Section 106 Agreement completed in respect of the Earls Court development on 14 November 2013.
- 4.4. The highway works described in this report are required to allow construction of the Earls Court development to proceed. The highway works described in this report must be completed by July 2014 to avoid disrupting the Earls Court development construction programme.

5. PROPOSAL AND ISSUES

- 5.1. The highway works to enable the new access locations on Beaumont Avenue and Aisgill Avenue are described in the following paragraphs.

Beaumont Avenue Works

- 5.2. At the North End Road junction with Beaumont Avenue the works include:
 - Construction of a new kerb alignment to accommodate the wide turning path of a large vehicle.
 - Conversion of the existing raised entry treatment to a 6m wide asphalt top raised entry treatment to accommodate the large vehicles. This will be designed to the Council's StreetSmart standard for bus routes.
- 5.3. The trafficable carriageway along Beaumont Avenue needs to be widened to accommodate larger vehicles. To achieve this widening without affecting parking space, the northern footway will be reallocated as parking space. The works will include:
 - Converting the northern footway space to parking bays
 - Installing strengthened utility covers on the northern footway space to accommodate car/light goods vehicle loading
 - Construction of kerbs around the existing tree pits to protect trees from adjacent parking
 - Relocation of light columns and ticket machines from the northern footway to the southern footway.

Aisgill Avenue Works

- 5.4. A new access will be constructed at the south-western corner of Aisgill Avenue near Stanier Close to accommodate emergency vehicle access to the Lillie Bridge depot.
- 5.5. The access will be built to the Council's StreetSmart design standard and will be gated to prohibit all but emergency vehicles from using the access.

- 5.6. The works will require relocation of a street lighting column and recycling bin to accommodate the new access.

6. OPTIONS AND ANALYSIS OF OPTIONS

Route Options

- 6.1. The new access locations on Beaumont Avenue and Aisgill Avenue were selected during Earls Court negotiations. There are no other viable access locations to the LUL depot.

Beaumont Design Options

- 6.2. The following options were investigated for Beaumont Avenue:
- Option 1: No change to road layout, suspend parking bays as required
 - Option 2: Remove all parking along northern footway
 - Option 3: Remove 3 parking spaces along northern footway
 - Option 4 (proposed option): Narrow northern footway to 1m wide
- 6.3. Option 4, narrowing the northern footway, was selected as the preferred option for two reasons:
- It results in the loss of only one parking bay
 - It will allow two way traffic.
- 6.4. Large 77ft long articulated lorries will access/egress the LUL depot site approximately 6-9 times a day from Beaumont Avenue. Very long 99ft lorries will need to access the site approximately 4 times a year. There are also 60 parking spaces on the LUL depot site for transit vans that will need to access/egress the site throughout the day. This volume of traffic makes Option 1 an inappropriate option because parking bays would need to be suspended on a regular basis to allow heavy vehicle access to the LUL depot.
- 6.5. Parking stress within the parking bay on the north side of Beaumont Avenue is very high. In 2013 it was surveyed as 100% utilised during a weekday afternoon, weekday evening, and Sunday afternoon. Option 1 and the preferred option (Option 4) are the only options that do not significantly reduce the number of parking spaces.
- 6.6. The existing road width is too narrow for a large vehicle to pass another vehicle from the opposite direction. Option 4 is the only option that allows two-way traffic. Option 3 is the next best option for two-way traffic but relies on cars approaching a large vehicle to pull into an available space to allow the large vehicle to pass. This will not be effective if there is more than one car (i.e. during peak periods) or if drivers are not courteous.
- 6.7. An identified disadvantage of the preferred option, option 4, is the narrowing of the northern footway. The footway will be narrowed to 1m. This is less than the minimum width of 1.2m recommended to meet inclusive mobility standards. However, this is not considered to be a significant effect because the northern footway is not on a pedestrian

desire line and the southern footway is considered sufficient to cater for pedestrian movements.

Aisgill Design Options

- 6.8. The proposed access on Aisgill Avenue will be designed to StreetSmart standards.

7. CONSULTATION

- 7.1. The designs of the proposed enabling works were developed in consultation with the Earls Court developer, CapCo.
- 7.2. Emergency services will be consulted as part of the design process.
- 7.3. Local residents affected by the works will be consulted prior to construction.

8. EQUALITY IMPLICATIONS

- 8.1. The final layout is not expected to impact equalities. Construction will affect pedestrian routes. Standard traffic management will be used to ensure all pedestrians including mobility impaired pedestrians, children, and people with prams are catered for.

9. LEGAL IMPLICATIONS

- 9.1 The Council has the power to enter into the agreement to carry out works on the highway and funded by the developer under section 278 of the Highways Act 1980.
- 9.2 Implications verified/completed by: Alex Russell, Senior Solicitor (Planning, Highways and Licensing), Tel : 0208 7532771.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The total of £130,000 is to be met by the developer, Capco, under the terms of a S278 agreement. This agreement has not yet been signed and the funds not yet received. Officers should ensure that the work does not commence until the funds are received and should manage the project to ensure that the costs do not exceed the amount received.
- 10.2. Implications verified/completed by: Giles Batchelor, Finance Manager, Ex. 2407.

11. RISK MANAGEMENT

- 11.1. Road safety audits will be undertaken before construction begins and following completion of the works.
- 11.2. Implications verified/completed by: Nerissa Harrison, Project Engineer, Ex 6722.


12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. Not applicable.

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

Agenda Item 12

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 JANUARY 2014</p>
HOUSING ESTATE INVESTMENT PLAN (HEIP) UPDATE	
Report of the Cabinet Member for Housing – Councillor Andrew Johnson	
Open Report	
Classification: For Decision	
Key Decision: Yes	
Wards Affected: Askew, Sands End.	
Accountable Executive Director: Melbourne Barrett, Executive Director of Housing & Regeneration	
Report Author: Jo Rowlands, Director Housing Services, Stephen Kirrage Director of Property Services and Asset Management, Mark Brayford Head of Client Management	Contact Details: Tel: 020 8753 1313 E-mail: jo.rowlands@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report updates Cabinet on the progress on Phase 2 of the Housing Estate Investment Plan (HEIP) for Emlyn Gardens, Becklow Gardens and Sullivan Court.
- 1.2 On 13 May 2013 Cabinet approval was given to develop draft investment plans for each estate to consult with residents and set out clear funding mechanisms.
- 1.3 The development of these draft investment plans has now been completed and this report:
 - Updates Cabinet on the outcome of consultation for each estate.
 - Sets out a draft investment plan for each estate.
 - Sets out the funding mechanism for each estate.
 - Updates Cabinet on estimated costs for works.
 - Sets out a procurement process and indicative timetable for the next stage of the programme.

2. RECOMMENDATIONS

- 2.1 That approval be given, subject to Section 20 leaseholder consultation, for the full scope of works for Emlyn Gardens, Becklow Gardens and Sullivan Court as described in section 5 and Appendix 1 at a cost of £1.637 Million to be funded from the Decent Neighbourhood Fund.
- 2.2 To note that these works will be delivered by MITIE under the new Repairs and Maintenance contract.
- 2.3 To note that sales under the Asset Based Limited Voids Disposals policy in Emlyn Gardens, Becklow Gardens and Sullivan Court will be ring fenced to fund these works

3. REASONS FOR DECISION

- 3.1 The decisions recommended in this Cabinet report will enable much needed investment in the physical environment of Becklow Gardens, Emlyn Gardens and Sullivan Court. The proposed works will improve the quality, safety and sustainability of these housing estates and at the same time support the Council's aim of integrating Council housing estates with the neighbouring streets and communities.
- 3.2 The programme will be carried out in parallel with the Council's housing direct delivery programmes which promote low cost home ownership opportunities for existing H&F residents through new build and the sale of void properties as Discount Market Sales. The public realm improvements set out in this report will improve the marketability of these homes. The programme also supports the Council's aim to create mixed communities on estates, moving away from single tenure housing as set out in Council's agreed Housing Strategy, *Building a housing ladder of opportunity*.

4. INTRODUCTION AND BACKGROUND

- 4.1 The policy framework for the Housing Estates Investment Plan (HEIP) was agreed by Cabinet on 18 April 2011. It was agreed that officers should consult on the basis of this policy framework.
- 4.2 In May 2013, Cabinet approved the development of draft investment plans for Sullivan Court, Becklow Gardens and Emlyn Gardens as part of the second phase of estates that have been identified for HEIP. It approved a budget for fees for landscape architects to develop proposals for the three estates with residents.

4.3 The development of these draft investment plans has now been completed and this report:

- Updates Cabinet on the outcomes of consultation for each estate.
- Sets out a draft investment plan for each estate.
- Sets out the funding mechanism for each estate.
- Updates Cabinet on estimated costs for works.
- Sets out a procurement process and indicative timetable for the next stage of the programme.

5. PROPOSALS AND ISSUES

5.1. By agreeing to the recommendations in this report, Members will be:

- Approving the delivery of the works as described in the investment plans for Emlyn Gardens, Becklow Gardens and Sullivan Court as set out in Appendix 1.
- Approving the allocation of a total of £1.637m for these three estates: Emlyn Gardens £596K, Becklow Gardens £178K and Sullivan Court £863K. This work will be funded from the Decent Neighbourhood Fund.
- Noting that the delivery of the second phase HEIP will be undertaken by MITIE under the new Repairs and Maintenance contract. Working with the established repairs and maintenance contractor will deliver a co-ordinated approach that could lead to potential efficiencies.

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1 Following the Cabinet decision of 13 May 2013, the Council commissioned consultants to develop draft investment proposals and consult with residents, leaseholders and stakeholders on each of the three estates.

6.2 Consultation took place with residents from each estate, which is set out in section 7 of this report. Key Council departments responsible for parking, housing development, planning, environment, safety and highways were involved in developing the draft investment proposals.

6.3 The draft investment proposals for each estate include a range of physical and environmental works for each estate totalling an estimated £1.637m including a 10% contingency budget and a budget for associated professional fees.

- 6.4 The proposed work for each estate will address improvements identified by residents and brief summary of each and the aim for the works is set out below.

Emlyn Gardens

- 6.5 Emlyn Gardens is in the north of the borough located in Askew Ward. The estate is made up of 14 three or five storey blocks, with 246 properties 188 tenanted properties and 58 leasehold properties.

- 6.6 The works to Emlyn Gardens will focus on improvements to community facilities, and public realm improvements.

- 6.7 The main issues identified from the consultation could be summarised as:

- Lack of kick about space for older children
- Boundary treatment for individual gardens and railings around estate
- Overgrown hedges and trees
- Poor lighting
- Parking areas need definition particularly around the community centre
- Community centre is unattractive and lacks windows

- 6.8 To address the above issues the following works are proposed:

- Boundary wall refurbishment
- Front privacy rails to ground floor flats replaced
- Tree surgery/ pruning
- Replacement of column lights
- Parking lines repainted
- Gates to parking entrances removed where defective
- New Landscaping and provision of outdoor table tennis
- Replacement of old gallows gates
- Central lawn area improvement
- New recycling bin screening
- Repositioning of existing play equipment
- Reinstatement of kick around area.

Becklow Gardens

- 6.9 Becklow Gardens is also in the north of the borough located in Askew ward. There are a total of 6 blocks of four or five storey blocks. The size and tenure mix of the estate is similar to Emlyn Gardens with 247 properties of which 193 are currently tenanted and 54 leasehold properties.

- 6.10 Works to Becklow Gardens will include public realm improvements. Becklow Gardens is already included in the Rational House programme with 6 discount market sale homes and 5 for sale properties being provided on surplus sites on this estate. This development will provide 3x1 bed and 2x2 bed homes for market discount sale. The properties have recently been submitted for

planning permission and it is anticipated that subject to consent in February 2014, a start on site will be made in September 2014.

- 6.11 The main issues identified from consultation could be summarised as:
- Overgrown hedges and trees causing a nuisance to residents and hampering CCTV.
 - Block paviers attractive but need some repairs and deep clean.
 - Isolated garden in the middle of the estate that is uninviting.
- 6.12 To address the above issues the following works are proposed:
- Selective pruning/removal of trees and shrubs.
 - Repair and deep clean of paved areas.
 - Renew 8 lighting columns.
 - Repaint perimeter railings.
 - Refurbish ground floor privacy rails.
 - Repair to brick piers.
 - Repaint bin store and shed doors.
 - Repaint CCTV camera posts.
 - Parking lines repainted.
 - Additional fencing to lawned area.
 - Replacement of gallows gates.

Sullivan Court

- 6.13 Sullivan Court is in the south of the borough; there are 432 properties on the low rise estate, of which 266 are tenanted and 166 leasehold properties. The estate is in the south of the borough in the Sands End ward.
- 6.14 The main issues identified from the consultation could be summarised as:
- Some overgrown trees
 - Problems with parking demarcation and gates
 - Lack of community space for meetings
 - Play area for smaller children is well used but needs improvement
 - Sunken garden needs improvement
 - Potential ASB issues by pram sheds
 - Unsatisfactory recycling provision
 - Future of the currently locked play area
 - Appearance of shops on the estate
- 6.15 To address the above issues the following works are proposed:
- Improvements to appearance of shop entrance
 - Repaint fascia to garages, sheds and doors where necessary
 - Reinstate benches and replant sunken garden with low maintenance planting
 - Remove bollards to parking areas
 - Improve/renew lighting for security
 - Selective pruning and removal of trees/shrubs and reseedling

- Repaint existing bin doors
- Resurface car parking areas where bollards remove / potholes
- Remove redundant ball court and green the space
- Improvements to front and rear of shops, rebuild planters, prune trees deep clean and improve lighting
- Renewal of gallows gates and removal of gates fences where unnecessary
- Add new recycling bin screening
- Renew existing play area for younger children

6.16 **Timetable for works**

The indicative timetable for the works on the three estates is set out below

Indicative timetable HEIP 2	
Detailed design and planning application where necessary	14/02/14
Tender documentation prepared	28/03/14
Tender period	09/05/14
Tender evaluation and Leaseholder consultation	04/07/14
Start on Site	01/08/14
Completion	28/02/15

6.17 **Voids for disposal – Funding mechanism**

Any disposal on these estates under the Asset Based Limited Voids Disposal Policy will be ring fenced in the first instance to fund works on the estates. It is estimated that based on the current thresholds and requirements of the policy this is likely be between one and three disposals per annum.

7. **CONSULTATION**

7.1 The tables below set out the consultation that has taken place on each estate. The feedback is reflected in the draft investment and set out in Section 6 of this report.

1 Emlyn Gardens	
Stage one : Fact Finding	All residents were invited, by mail, to a drop in session on 14 th August at the Emlyn Gardens Community Centre to establish the priority environmental issues on the estate that could be tackled through HEIP investment
Stage two: Consultation on Proposals	The list of issues raised was used to brief the landscape architects and they drew up proposals with options for residents to feedback on. All residents were invited to a second consultation event on 24 th September by mail and poster

Feedback	<p>9 residents attended the consultation meeting and, in terms of play area options, residents were either neutral or in favour of option 2.</p> <p>Residents were positive about improvements to lawned areas to prevent football, tree surgery and tackling unsightly bins.</p>
Neighbours (Woodstock Road)	In addition, as on this estate neighbouring properties will be affected by proposals, neighbours were invited to comment on proposals on 24 th October 2013.

2 Becklow Gardens	
Stage one : Fact Finding	All residents were invited, by mail, to a drop in session on 14 th August at the Victoria Community Centre to establish the priority environmental issues on the estate that could be tackled through HEIP investment
Stage two: Consultation on Proposals	The list of issues raised was used to brief the landscape architects and they drew up proposals with options for residents to feedback on. All residents were invited to a second consultation event on 25 th September by mail and poster. This coincided with consultation on the Hidden Homes project on the same estate
Feedback	29 residents and neighbours attended the consultation meeting and residents were generally favour of the environmental proposals, especially the pruning of trees to aid safety and facilitate the CCTV.

3 Sullivan Court	
Stage one : Fact Finding	All residents were invited, by mail, to a drop in session on 15 th August at the Emlyn Gardens Community Centre to establish the priority environmental issues on the estate that could be tackled through HEIP investment
Stage two: Consultation on Proposals	The list of issues raised was used to brief the landscape architects and they drew up proposals with options for residents to feedback on. All residents were invited to a second consultation event on 7 th October by mail and poster.
Feedback	12 residents completed feedback forms at the consultation meeting and residents were positive about all proposals, with the majority of those attending in favour of closing the redundant ball court. Bin/recycling storage was a high priority and improvements to the shops were popular.

Part B - Implications to leaseholders

- 7.2 Some elements of the works will be chargeable to the leaseholders on each estate.
- 7.3 The precise detail of charges for each estate will not be known until the projects are fully developed and priced. The Council will need to comply to Section 20 of the Landlord and Tenant Act 1985 (as amended by section 151 of the Common-hold and Leasehold Reform Act 2002). The Estimated costs are described in the tables below. In general, where improvements are capable of being recharged to leaseholders, the Council has a fiduciary duty to do so (subject to limited discretion to waive some changes, primarily in cases of hardship, and to leaseholders' statutory right to service.)

Estimated charges table

Estate	Estimated Average cost	Estimated maximum cost	Estimated Minimum cost
	Per leaseholder	Per leaseholder	Per leaseholder
Emlyn Gardens	1876	2848	905
Becklow Gardens	728	881	576
Sullivan Court	1236	1620	853

- 7.4 Recent leaseholder S20 statutory notices of estimates were issued on Becklow Gardens for water tank works and on Sullivan Court for the following works: Electrical cable and distribution equipment, lift modernisation, controlled access system and BMS boiler and booster pump systems. There are not yet any estimated costs available for these schemes and they are not included in the figures below.
- 7.5 There have been the following recent charges (not related HEIP) to leaseholders on the three estates.

Estate	Invoiced	Yet to be Invoiced	Average estimated cost per leaseholder	Maximum estimated cost per leaseholder	Minimum estimated cost per leaseholder
Emlyn Gardens	Renewal of Windows and Balcony Doors, External repairs and Redecorations & Pitched Roof Renewal(invoiced 1/11/2012)		£23,500.00	£37,000.00	£10,000.00

Becklow Gardens	IRS (TV Aerial)	£300.00	£400.00	£200.00
	Lifts	£4,500.00	£8,000.00	£1,000.00
	External repairs and Redecorations	£7,000.00	£10,000.00	£4,000.00
Sullivan Court	Renewal of Windows, Internal & External Repairs and Redecorations & Communal Lighting and Power Infrastructure Renewal	£11,500.00	£17,500.00	£5,500.00
	Water Tank Replacement	£875.00	£950.00	£800.00

8. EQUALITY IMPLICATIONS

8.1 An EIA is attached with this report and is available electronically.

9. LEGAL IMPLICATIONS

9.1 The Council has a statutory obligation to consult with secure tenants who are likely to be substantially affected by a matter of housing management and this may include improvement works. The report highlights in section 7 that there has been consultation with the residents Emlyn Gardens, Becklow Gardens and Sullivan Court.

9.2. The report also highlights the Council's obligation to consult leaseholders and to have due regard to their observations before commencing the proposed works.

- 9.3. Implications verified/completed by: Janette Mullins Head of Litigation
telephone 0208 753 2744

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 This report recommends that £1.637m be allocated from the Decent Neighbourhoods Fund to cover the full scope of works for Emlyn Gardens (£596k), Becklow Gardens (£178k) and Sullivan Court (£863k), as described in section 5 and Appendix 1. The latest monitoring report for October (month 7) indicates an overall forecast cumulative surplus on the Decent Neighbourhoods Programme of £43.5m at 31 March 2014 and of £19.6m at 31 March 2015. As noted in paragraph 6.17 any disposal on these estates under the Asset Based Limited Voids Disposal Policy will be ring fenced within the Decent Neighbourhood Fund in the first instance to fund works on these estates. It is estimated that based on the current thresholds and requirements of the policy this is likely to be between one and three disposals per annum.
- 10.2 The description of the works as set out in section 6 indicates that they are capital in nature and therefore eligible to be funded from the Decent Neighbourhoods Fund. The final specification for works will need to be carefully reviewed to confirm that no amounts are revenue. Any revenue costs would need to be met by the Housing Revenue Account.
- 10.3 It should also be noted that charges for leaseholders for each estate will not be known until the projects are fully developed and priced.
- 10.4 Implications verified/completed by: Danny Rochford, Head of Finance Housing and Regeneration Department, telephone 020 8753 4023

11. RISK MANAGEMENT

- 11.1 The Regeneration and Housing Services teams will monitor the strategic risks associated with the investment plan in accordance with the Council procedures. The projects if agreed will be incorporated into the current risk register that has been put in place for Fulham Court and Barclay Close.
- 11.2 A risk register has been completed for each estate.
- 11.3 Implications verified and completed by: (Michael Sloniowski, principal consultant risk management telephone 020 8753 2587.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 There are no procurement implications as the work for these estates as set out in Appendix 1 is to be carried out under the Council's new Repairs and Maintenance contract with MITIE

12.2 Implications verified and completed by: Robert Hillman, procurement Consultant (projects) telephone 020 8753 1538.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

LIST OF APPENDICES:

Appendix 1: HEIP full scope of works

APPENDIX 1 HOUSING ESTATES IMPROVEMENT PROGRAMME

EMLYN GARDENS			
ITEM	EST TOTAL COST £	S20 Comment (23% leasehold on estate)	approx cost/ per leaseholder
Boundary wall refurbishment (needed to 40%)	97,520	Of which 20k a health and safety issue. Chargeable	231-725
Front privacy rails to GF flats replaced	23,469	Chargeable	55-171
Tree surgery/pruning	14,661	Chargeable	34-109
Replacement column lights to H&F standard	89,369	Necessary in that old ones inadequate and needed for safety. Chargeable	211-664
White and yellow parking lines repainted	2,188	Chargeable	5-16
Gates to parking entrances removed where defective	2,188	Chargeable	5-16
New landscaping/table tennis games Partial replacement of wall with railing	31,792	chargeable *	75-236
Replace old gallows gates	10,941	chargeable*	25-81
Central Lawn area improvement	2,188	chargeable*	5-16
Add new recycling bin screening	109,419	chargeable *	259-814
Move existing new play equipment and make good	58,790	Not chargeable	N/A
Re-instate kick about space after compound use	153,190	Not Chargeable	N/A
Total	595,715		905- 2848

- *Necessary test would apply at LVT which is basically is it fair and reasonable


BECKLOW GARDENS			
ITEM	EST TOTAL COST £	S20 Comment (20% Leasehold on estate)	approx cost/ per leaseholder
Selective pruning/removal of trees and shrubs	12,473	Chargeable	40-61
Repair and deep clean of paved areas	3,367	Chargeable	10-16
Renew lighting columns x 8	21,744	Chargeable	70-107
Repaint perimeter railings	49,830	Chargeable	160-246
Refurbish GF privacy rails	4,983	Chargeable	16-24
Repairs to brick piers	1,616	Chargeable	5-7
Repaint bin store and shed doors black	12,080	Chargeable	39-59
Repaint CCTV camera posts	2,642	Chargeable	8-13
Optional renewal of white and yellow lines only	45,300	Chargeable	146-223
Additional fencing to lawned area	2,454	chargeable*	7-12
Replacement of gallows gates	22,046	chargeable *	71-108
Total	178,535		576-881

- * Necessary test would apply at LVT which is basically is it fair and reasonable

SULIVAN COURT			
ITEM	EST. TOTAL COST £	S20 Comment (38% leasehold on estate)	approx cost/ per leaseholder
Other improvements to appearance of shop entrance	26,709	Not chargeable	0
Repaint fascia to garages and sheds and doors where necessary	12,457	Not chargeable.	0
Reinstate benches and replant sunken garden with low maintenance planting	20,053	chargeable	31-60
Remove bollards to parking areas	1,812	chargeable	3-5
Improve/renew lighting for security	124,952	chargeable	197-374
Selective pruning and removal of trees/shrubs and re-seeding	8,758	chargeable	13-26
Repaint existing bin store doors	9,075	chargeable	14-27
Resurface car parking areas where bollards removed/potholes	85,526	chargeable	135-256
Remove ball court and green the space with low maintenance planting	72,223	chargeable *	114-216
Improvements to front and rear of shops – rebuild and replant planters, prune trees and deep clean and improve lighting for safety	35,269	chargeable*	55-105
Renewal of gallows gates and removal of gates/fences where unnecessary	16,231	chargeable *	25-48
Add new recycling bin screening	166,100	chargeable*	383
Renew play area for younger children	283,880	Not Chargeable	N/A
Total	863,045		853-1620

- * Necessary test would apply at LVT which is basically is it fair and reasonable

Agenda Item 13

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 JANUARY 2014</p>
HOUSING REVENUE ACCOUNT PARKING UPDATE	
Report of the Cabinet Member for Housing- Councillor Andrew Johnson; and the Cabinet Member for Transport and Technical Services – Councillor Victoria Brocklebank-Fowler	
Open Report	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: : Melbourne Barrett Executive Director of Housing and Regeneration; Nigel Pallace Executive Director of Transport and Technical Services	
Report Authors: Jo Rowlands, Director of Housing Services; Mark Brayford, Head of Client Management and Performance; Naveed Ahmed Parking Projects Manager, Transport and Technical Services.	Contact Details: Tel: 020 8753 1313. E-mail: jo.rowlands@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This reports sets out the need for a full appraisal of the best options for parking enforcement on the HRA housing estates. It asks for agreement for expenditure to use consultants for this review and for agreement to implement interim parking enforcement arrangements while the review takes place. The timetable to procure a contract is set out in Appendix 2 of this report. In accordance with our procedures, the earliest the contract could start is 10 June 2014.
- 1.2. The contract to manage parking on HRA estates was terminated on 1 October 2012, as already reported to Cabinet in a report on parking and garages on HRA land in June 2013.
- 1.3. Currently, there are no parking enforcement arrangements on HRA housing estates and this is now becoming an issue for many residents who are unable to park because of unauthorised parking.
- 1.4. The latest advice from the London Councils is to enforce parking on HRA housing estates through Traffic Management Orders so that Penalty

Charge Notices (PCNs) can be issued. The Council has the lawful authority to collect PCN fines from the registered keeper of the vehicle and they are easy to enforce with the ability to obtain court warrants and cost recovery through bailiff action if necessary. The alternative is to use a private contractor to issue Parking Charge Tickets, although enforcement of these is weaker.

- 1.5. Each estate is different and one solution may not be appropriate for all 91 HRA housing sites. There are also key financial and legal issues that need to be explored to ensure the correct approach is recommended to Cabinet.

2. RECOMMENDATIONS

- 2.1. That approval be given to appoint consultants from Transport and Technical Services' Term Contractors (either Opus or Project Centre) to review the most appropriate option for parking control on each of the 91 HRA sites and delivery of the proposed scope as listed in Appendix 1, at an estimated cost of £176,000 which will be funded from HRA general reserves.
- 2.2. To note that a procurement exercise is currently being undertaken to procure an interim parking management contract, the cost of which is to be funded from within current budgets.
- 2.3. That the decision to award the interim parking management contract be delegated to The Cabinet Member for Housing in conjunction with the Executive Director of Housing and Regeneration (HRD) and the Executive Director Transport and Technical Services (TTS).

3. REASONS FOR DECISION

- 3.1. To ensure there is suitable parking management and enforcement on the Council's housing land, both in the long term and on an interim basis.

4. INTRODUCTION AND BACKGROUND

- 4.1. Cabinet considered a report on parking and garages on 24th June 2013, noting the outcome of consultation on parking arrangements; and that a review of parking arrangements was ongoing with Transport and Technical Services (TTS) following the change in legislation that stopped towing and clamping on HRA land.
- 4.2. Currently, there are no parking enforcement arrangements on the 91 estates that either have parking facilities or have issues with unauthorised parking following the termination of the Housing parking management contract. The lack of enforcement is now causing problems for residents

with parking permits being unable to park, resulting in increasing complaints about parking.

- 4.3. It was reported to Cabinet that those who responded to the consultation supported enforcement of parking on HRA estates, but there was less support for paying for this. Cabinet agreed the concept that all those who wished to park on HRA land must be prepared to pay a reasonable annual fee to do so, consistent with good management of parking space and any necessary enforcement. The HRA needs to balance income and expenditure and therefore it is equitable that the cost of services provided should be paid for by those that use and benefit from them.
- 4.4. It was reported to Cabinet on 24 June 2013 that a suitable parking solution for Hammersmith and Fulham estates still required further work and may require the implementation of a single or, more likely, mixed approach. A joint working group was set up between HRD and TTS whose in-house expertise in parking matters could be used to investigate and report back on the best way forward.
- 4.5. The joint working party has concluded that in order to provide a long term and viable solution for parking enforcement it will be necessary to review the most appropriate option for parking control on each of the 91 HRA sites. Because TTS already has a significant programme underway with finite staff resources and this additional and very substantial review is required as soon as possible, it recommended that a consultant is appointed to undertake this work.
- 4.6. The brief and scope for the appointment of a consultant would be written and agreed jointly by HRD and TTS. The engagement and clienting of the consultant/s would be undertaken by TTS as the technical expert and the funding would be the responsibility of HRD and paid from the HRA.
- 4.7. The estimated cost of this to the HRA is £176,000. Details of the scope of the work and time required for the main tasks are provided in Appendix 1.
- 4.8. The consultant's full review and recommendations are likely to take around 18 months and then will be reported back to Cabinet.
- 4.9. The joint working party has also proposed that in order to alleviate the current parking issues on HRA Estates, interim control arrangements are put in place while the review is taking place. This interim arrangement would be a ticket based enforcement contract delivered by a private contractor.

5. PROPOSAL AND ISSUES

- 5.1. Cabinet agreed on 24th June 2013 the concept that all those that wish to park on HRA housing estates land must pay an annual flat fee to do so. In line with Council policy and the MTFs programme, all services provided

should be self-financing. An overwhelming majority of residents who responded to the parking consultation want a parking enforcement service.

- 5.2. Currently, some residents are paying to park and others are parking free of charge. The contract to enforce parking arrangements was terminated on 1 October 2012, because the Protection of Freedom Act (POFA) which came into force on that date outlawed the towing or clamping of vehicles parked without authorisation. Many residents who currently pay to park are unhappy because they are unable to use their parking bays due to unauthorised parking and the lack of enforcement.
- 5.3. Both HRD and TTS are of the opinion that the appointment of a consultant and procurement of an interim ticketing contract by a private contractor is the best way forward at this time.
- 5.4. Because of the size, layout and location of each estate, a single solution is not practicable.
- 5.5. In addition there are financial issues about the distribution of income and expenditure that require consideration on an estate by estate basis.
- 5.6. Because of the complexity of financial, legal and operational issues involved, agreement is sought to engage consultants to advise on the most appropriate solution for parking enforcement on each of the 91 estates with parking facilities or where unauthorised parking is an issue, and to cost and prioritise the implementation of the solutions. This work will also take into consideration any design issues and statutory consultation.
- 5.7. It is advised by TTS that the process to recruit consultants, carry out surveys and assess the best solutions and then to design and implement TMO, where these are recommended, will take a minimum of 18 months to implement on the first 2-3 priority estates.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. The Cabinet report of 24 June 2013 reported on a number of options for car parking. Further appraisal of these options is required to assess viability and appropriateness in relation to consultation feedback and would be undertaken by the consultant. It was recommended in this report that the option of retaining the current arrangements of no enforcement is not sustainable in the long term.
- 6.2. It is recognised that the minimum timescale to get the first 2-3 priority estates established with enforcement under a TMO is 18 months. This timescale is too long a period to continue to allow uncontrolled parking on HRA estates. To manage the risks associated with this, it is therefore envisaged that interim arrangements are put in place to manage parking. This would involve the procurement of an interim ticketing contract by a private contractor.

- 6.3. The full analysis of the options and costs arising from the review and the consultant's report, will be brought to a future Cabinet meeting.
- 6.4. **Interim parking enforcement arrangements for HRA land**
- 6.4.1. Parking enforcement on private land, such as housing estates, is unregulated and relies on the laws of contract and trespass. If drivers park their vehicle on private land they are deemed to have accepted the parking terms and sanctions that apply, meaning if they were to park without a valid permit they would be issued with a ticket and a fine. Private landowners must clearly sign the conditions for parking and the sanctions.
- 6.4.2. The POFA places a duty on the keeper to identify the driver so that the breach of contract can be successfully pursued. If the driver cannot be identified the keeper becomes liable for any charges due as a result of that breach of contract. However the POFA excluded local authorities from seeking redress from the registered keeper of the vehicle for fines incurred and gave local authorities the power to pursue only the driver of the vehicle. While this does not provide a long term solution, as identification of the driver may not be practicable and therefore enforcement would be less effective, it would nevertheless provide some deterrent to unauthorised parking in the interim period before the consultant's recommendations can be implemented.
- 6.4.3. Vehicle owners must be able to use an Independent Appeals Service. The London Councils in conjunction with the British Parking Association (BPA) have set up and funded POPLA - Parking on Private Land Appeals service. It is the Council's intention to procure a BPA registered operator.
- 6.4.4. Under the proposed interim parking enforcement contract it is anticipated that the contractor will undertake the following activities on behalf of the Council:
- Assisting the Council with mobilising the interim parking arrangements, including writing to all residents informing them of the timetable for implementation, the application process and the parking arrangements and restrictions that apply to their estate.
 - Input into the signing and lining of estate roads and parking spaces.
 - Issuing permits once officers have supplied them with details of residents that are eligible, based on the Council's criteria.
 - Collecting permit income on behalf of the Council and being paid a fee for each permit issued.
 - Patrolling the estates, monitoring compliance with the agreed parking conditions.

- Issuing tickets to vehicles/drivers that do not comply with the parking conditions – i.e. parking without a permit or in an area not designated for parking.
- Where practicable, recovering fine income from the vehicle driver on the Council's behalf. A percentage of the fine income will be paid back to the contractor as a fee for their services; the percentage will be dependent on their bid.

6.4.5 The timetable to procure a contract is set out in Appendix 2 of this report. In accordance with our procedures, the earliest the contract could start is 10/06/14.

7. CONSULTATION

- 7.1. Consultation regarding parking on HRA estates was conducted during December 2012 and January 2013 and was in compliance with the statutory requirements placed upon the Council under s105 of the Housing Act 1985.
- 7.2. The outcome of the consultation was reported to Cabinet on 24 June 2013. It was reported that a majority of residents who responded wanted an enforcement service but did not want to pay; two estates were asked if they wanted to become part of the local CPZ and the majority of those that responded did not agree with the proposal.

8. EQUALITY IMPLICATIONS

- 8.1. An EIA was provided to Cabinet In June 2013 regarding the parking and garages recommendations. There are no new equality implications arising from the recommendations in this report.

9. LEGAL IMPLICATIONS

- 9.1. The Regulation and control of the parking of vehicles on housing estates is part of the proper functions of a local authority in managing a housing estate under the Housing Act 1985 s.21(1). In addition, or alternatively ,it is conducive or incidental to a local authority's management of the houses of the estates within the Local Government Act 1972 s111.
- 9.2. Implications verified/completed by: Janette Mullins, Head of Litigation, telephone: 020 8753 2744 and Lindsey Le Masurier Solicitor (Planning, Highways & Licensing), Legal Services, telephone: 020 7361 2118.

- 9.3. Legal Services are available to provide ongoing advice and assistance in relation to the procurement process to ensure compliance with the Council's Constitution and the Public Contracts Regulations 2006.
- 9.4. It is essential that the necessary contract documentation is in place and the relevant procedures are followed once the contract is awarded.
- 9.5. Implications verified/completed by: Kar-Yee Chan, Solicitor, 020 8753 2772.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. This report is seeking funding of £176,000 from HRA general reserves. The figure being sought can be broken down as:
 - £88,000 for the employment of an external contractor, to:
 - provide recommendations on the best option for parking control on each estate and regular updates to HRD and TTS on progress
 - provide outline costing for the implementation of TMO's if appropriate on the 91 estates
 - provide a timetable for implementation of TMOs
 - provide advice on design for estate parking for Hidden Homes programme, Housing Improvement Programmes and Housing Improvement Project.
 - £44,000 estimate to carry out a parking stress survey to inform the recommendations.
 - £22,000 estimate to provide detailed designs and costing (including CAD design, and other planning design work) for the first phase of TMO's.
 - £22,000 estimate to carry out consultations on parking proposals on the first phase of TMO's (printing costs, design, postage and exhibitions) and to dealing with all correspondence.
- 10.2. The £176,000 will need to be funded from HRA General reserves in 2013/14 and appropriate provision will need to be made in the 2014/15 budgets should this report be approved. It should be noted at this point that these costs are only for the pre design stage. Should it be deemed that the schemes designed are acceptable, funding for implementation will need to be sought through another Cabinet decision.
- 10.3. To be able to proceed with a clear understanding in regard to finance, it is essential to set out the financial principles of any parking arrangement that

may be implemented in the future. These are that income and expenditure from the issue of PCNs and permits will be accounted for in accordance with:

- The Road Traffic Regulation Act 1984 (Section 55 of which governs what the surplus from on street parking and on and off street parking enforcement can be spent on); and
- The statutory HRA ring fence which was introduced by Part IV of the Local Government and Housing Act 1989 where the land concerned is held within the HRA. This means that income and expenditure associated with HRA land must be accounted for within the HRA.

- 10.4. Further advice is being taken on the technical details.
- 10.5. The cost of procuring an interim parking management contract can be funded from the current HRA parking budgets. Any interim contract management arrangements are expected to be cost neutral to the HRA.
- 10.6. Permit fees will be set to reflect those for residents who have highway parking permits.
- 10.7. Implications verified/completed by: Kath Corbett, Director, Finance and Resources, Housing and Regeneration in conjunction with Mark Jones Director for Finance and Resources, Transport and Technical Services Department, Environment, Leisure and Residents Services Department, telephone: 020 8753 3031 and 020 8753 6700.

11. RISK MANAGEMENT

- 11.1. A risk register has been prepared, to be managed within the project. This can also accommodate and escalate any emerging risks and issues as they arise.
- 11.2. Management of risk is an active process, managed from business case to procurement of the project, mobilisation and on-going performance of the successful contractor. In addition, ongoing risk of the implementation of Traffic Management Orders will be managed at regular meetings with TTS.
- 11.3. The Project is noted on the department's overall risk register and has been discussed with the Risk Manager.
- 11.4. Implications verified/completed by: Michael Sloniowski, Principal Consultant Risk Management, telephone 020 8753 2587.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. Due to the value of the proposed interim parking contract, the appropriate OJEU procurement processes as defined under the Public Contracts Regulations 2006 (as amended) and the Council's Contract Standing Orders will be undertaken.
- 12.2. Implications verified and completed by: (Robert Hillman, Procurement Consultant (projects) telephone 020 8753 1538)

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No	Description of Background Papers	Name/Ext of holder of file/copy	Department / Location
1.	None		

LIST OF APPENDICES:

Appendix 1: Draft Timescales of appointment and management by TTS of consultants

Appendix 2: Draft timescales for procuring an interim parking management contract

Appendix 3: List of 91 HRA Housing Sites

Appendix 4 – Draft Parking Risk Management

Appendix 1: Draft Timescales of appointment and management by TTS of consultants

	Action	Timescales
Upon commencement	Begin initial site visits and background research	1-2 months
Commission parking stress surveys	Organising the surveyors to conduct parking stress surveys of estates: - Organising the data and prioritising programme of works	2-6 months (depending on number of estates)
Conduct details reviews into existing legislation	Examining planning conditions/applications and conflicts of interest with any proposed schemes. - Checking records for private land	1-2 months
Compile data and site visits to create report	Creating a report for HRA based on recommendations for a certain number of estates and seeking approval	1-2 weeks
Formulate recommendations	Begin the initial review of estates based on survey date, information from residents/stakeholders and other sources (such as information attached in Appendix 3), drafting proposed options for each Estate based on information: - could be produced in batches	Each batch 2-3 months
Upon approval of recommendations	Begin the design of for each estate - requires stats and utilities surveys - produce detailed designs of each estate	2 months to produce 2-3 designs
Upon approval of designs	Implementation of designs and organising contractors - Including the creation of TMOs - Checking physical site works	Minimum 3 months

Appendix 2: Draft timescales for procuring an interim parking management contract

Action	Timescale	End date
Set up tender evaluation panel and meeting dates	7 days	6/11/13
Draft documents and specification e.g. <ul style="list-style-type: none"> • ITT • Contract conditions • Information sharing document 	4 weeks	04/12/13
Get sign-off of documents by Tender Appraisal Project Team (TAPT) including Legal and procurement	7 days	11/12/13
Draft OJEU advert	7 days	18/12/13
Get sign off documents from Exec Directors	7 days from 11/12/13	18/12/13
Issue advert & invite interest	2 days	20/12/13
Wait 55 days to deadline for return of tenders including 10 days for contractors queries	55 days	13/02/14
Evaluate outline questionnaires and reject failures	3 working days	18/02/14
Evaluate remaining bids	7 days	25/02/14
TAPT to recommend contract award	3 working days	28/02/14
Cabinet Member for HRD and Exec Directors to award contract	7 days	07/03/14
Cooling off period	10 days	17/03/14
Publish contract award	1 day	18/03/14
Mobilise contract	12 weeks	18/03/14 - 10/06/14

Appendix 3: List of 91 HRA Housing Sites

	Estate	No. Properties	No. marked bays
NORTH Ward 1	Wood Lane	140	45
	Rosewood Sq.	28	0
	Woodman Mews	54	29
Ward 2	Askham Court	56	3
	Lugard House	31	4
	Wengham, Hayter & Orwell	52	0
	Wormholt	316	2
Ward 3	Edward Woods Estate	754	132
	Frithville Gardens	54	3
	William Church Estate	116	64
	Aldine Court	49	0
	Clifton House Uxbridge Road	30	0
Ward 4	Emyln Gardens	246	51
	Kelmscott Gardens	82	39
	Becklow Gardens	245	46
	Malvern & Landor Ct	62	7
	Hayden Park Road 67-106	35	14
	94-108 Coningham & Stowe Road 70-100	35	10
	128-158 Coningham	12	8
	The Grange Goldhawk Road	36	
Ward 5	Flora Gardens	197	48

	Ashchurch Park Villas	18	5
	Marryat Court	38	5
	Standish House	51	19
	Cardross House	11	0
	Mylne Close	18	9
Ward 6	Aspen Gardens	116	29
	Queen Caroline Estate	268	73
	Riverside Gardens	219	83
	Banim St	35	4
	Verulum	56	0
	Benbow Court	20	0
Ward 7	Sulgrave Gardens	48	3
	Netherwood Road	33	14
Ward 8	Lytton Estate	295	26
	Planetree Court	31	8
	Munden	30	6
	Waterhouse Cl.	41	10
	Linacre Court	69	28
	24-26 Matheson Road	6	3
	Springvale Estate	214	24
South Ward 9	Bavonne Estate (Brecon)	409	66
	Magravine Estate	394	82
	Kier Hardy House	42	8
	Wentworth Court	40	6
Ward 10	Maystar Estate and Cheeseman Terrace	287	92

	Alice Gilliat House	77	24
	Vereker Rd 50	26	3
	West Kensington	587	115
	Gibbs Green	98	48
	Browning Court 53, Turnville Rd	30	5
Ward 11	Robert Owen House	102	34
	Adam Walk & Crabtree Lane	32	4
	Stevenage Road	81	27
	Swanbank Court	34	6
	Eternit Walk, Cedar Lodge,	81	27
	Meadowbank Close	98	20
	Rowberry Close	31	8
	Wheatsheaf Lane 1-27	27	4
Ward 12	Aintree Estate	203	55
	St Peters Terrace	54	10
	Wyfold Road	36	14
Ward 13	Clem Atlee	672	274
	Seagrave Road & Viking Ct	75	8
	Farm Lane	29	11
Ward 14	Arthur Henderson House	60	24
	William Banfield House	70	0
	Barclay Close	105	60
	Lancaster Court,	226	94
	Fulham Court	356	120
	Barclay Road	106	4
	Laurelbank Gdns	22	5
	Burlington Place	20	7
	Burnfoot Avenue 30	12	12
	Burnfoot Avenue 39-49	6	4

	Ethel Rankin Court	38	10
	Bearcroft House	30	5
Ward 15	43-47 Peterborough Road	18	8
	Dan Leno Walk	12	9
	Eric Macdonald House	12	8
	Richard Knight House	8	8
	Manor Court Bagleys Lane	60	4
	Broxholme House	74	10
	Stanford Court	31	6
	Walham Green	120	93
Ward 16	Carnwath House	27	16
	Townmead Estate, Barton House	76	61
	Sullivan Court	480	121
	John Dwight House	8	8
	Philpot Square	84	38
	Bulow Estate inc Pearscroft Court & Jepson House	166	52

Appendix 4 – Draft Parking Risk Management

Detailed below, with the principal risks and mitigations.

Risk		Mitigation
Supplier is unable to fulfil contractual obligations	1	There are adequate arrangements in the procurement documents to ensure the contractor has both a track record of delivery and is financially sustainable. Regular meetings with the contractor will be set up and performance reports will be required to identify problems at an early stage.
Rise in complaints due to service quality or the new parking arrangements	2	Clear service standards and performance indicators will be developed and clienting arrangements put in place to manage the contractor effectively
Negative feedback from Traffic Management Order (TMO) consultation resulting in TMO not being ratified	3	The estates could continue to be managed by the parking contractor should residents not want a TMO.
Timetable for implementing TMO does not meet expectations	4	Project plan agreed and signed off by all contributing departments

NOTICE OF CONSIDERATION OF A KEY DECISION

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of Key Decisions which it intends to consider at its next meeting and at future meetings. The list may change between the date of publication of this list and the date of future Cabinet meetings.

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

The Cabinet also hereby gives notice in accordance with paragraph 5 of the above Regulations that it intends to meet in private after its public meeting to consider Key Decisions which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to key decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail Katia Richardson on katia.richardson@lbhf.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 6 JANUARY 2014 AND AT FUTURE CABINET MEETINGS UNTIL APRIL 2014

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting and future meetings. The list may change over the next few weeks. A further notice will be published no less than 5 working days before the date of the Cabinet meeting showing the final list of Key Decisions to be considered at that meeting.

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

- Any expenditure or savings which are significant (ie. in excess of £100,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising 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 Key Decisions List will be updated and published on the Council's website on a monthly basis.

NB: Key Decisions will generally be taken by the Executive at the Cabinet.

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

Access to Cabinet reports and other relevant documents

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

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 list by contacting the officer shown in column 4. 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) will be shown in the Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2013/14

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
Cabinet Member for Education:	Councillor Georgie Cooney

Key Decisions List No. 15 (published 6 December 2013)

KEY DECISIONS LIST - CABINET ON 6 JANUARY 2014

The list also includes decisions proposed to be made by future Cabinet meetings

Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).

* 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 (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
January 2014				
Cabinet	6 Jan 2014	<p>Highway works contract extensions</p> <p>To approve proposed one year extensions to four highway works terms contracts.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	6 Jan 2014	<p>Housing and Regeneration joint venture - selection of preferred partner</p> <p>Following an OJEU procurement, final selection of a private sector partner to form a Joint Venture with the Council.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	6 Jan 2014 Reason: Expenditure more than £100,000	Delegated Authority Request - Tri-Borough Primary Care And Group Work Tender Approval for the award of contract for the provision of the Primary Care Support Services and Group Work Programme across the Tri-borough be delegated to the Cabinet Member for Community Care to ensure a timely approach to procurement and appropriate timeframes.	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Helen Byrne, Nicola Lockwood Tel: 020 8753 5359 Helen.Byrne@lbhf.gov.uk, Nicola.Lockwood@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Jan 2014 Reason: Affects 2 or more wards	Revenue budget 2013-14 - month 7 amendments Report on the projected outturn for both the General Fund and the Housing Revenue Account for 2013_14.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Jan 2014 Reason: Expenditure more than £100,000	Corporate Planned Maintenance 2014/2015 Programme To provide proposals and gain approval for the 2014/2015 Corporate Planned Maintenance Programme.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	6 Jan 2014	Housing Estate Investment Plan (HEIP) update This report provides and update on the Housing Estate Investment Plan proposals for Emlyn Gardens, Sullivan Court and Becklow Gardens.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): Askew; Sands End	
Contact officer: Stephen Kirrage, Jo Rowlands Tel: 020 8753 6374, Tel: 020 8753 1313 stephen.kirrage@lbhf.gov.uk, Jo.Rowlands@lbhf.gov.uk				
Cabinet Full Council	6 Jan 2014	Localised Council Tax Support 2014/15 The Council needs to agree proposals for the Council Tax support scheme 2014 / 2015.	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	29 Jan 2014			
Reason: Expenditure more than £100,000	Ward(s): All Wards	Contact officer: Paul Rosenberg Tel: 020 8753 1525 paul.rosenberg@lbhf.gov.uk		
Cabinet	6 Jan 2014	Housing Revenue Account Parking Update Updating Members on next steps with regard to parking on HRA estates after Cabinet report of 24th June 2013.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Contact officer: Jo Rowlands Tel: 020 8753 1313 Jo.Rowlands@lbhf.gov.uk				
Cabinet	6 Jan 2014	Earl's Court highways enabling works Proposed works to improve access to London Underground Depot.	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background
	Reason: Expenditure more than £100,000			
Contact officer: Nick Boyle Tel: 020 8753 3069 nick.boyle@lbhf.gov.uk				

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
				papers to be considered.
Cabinet	6 Jan 2014 Reason: Expenditure more than £100,000	Economic Development Employment and enterprise initiatives This report sets out proposed Earls Court Opportunity Area and White City Opportunity Area economic development activities and seeks approval for related S106 expenditure.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Kim Dero, Neil Wigglesworth Tel: 020 8753 6320, Tel: 020 8753 3375 kim.dero@lbhf.gov.uk, Neil.Wigglesworth@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet Full Council	6 Jan 2014 29 Jan 2014 Reason: Budg/pol framework	Council Tax Base and Collection Rate 2014/2015 This report contains an estimate of the Tax Base and Collection Rate for 2014/15 which is used in the calculation of the Band D council tax charge undertaken in the Revenue Budget Report for 2014/15.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Steve Barrett Tel: 020 8753 1053 Steve.Barrett@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Jan 2014 Reason: Expenditure more than £100,000	Extension of "Step-Up to Social Work" Contract with Hertfordshire University The London Borough of Hammersmith and Fulham is the lead authority of a regional partnership formed to deliver an innovative programme, funded by the Department of Education, to attract and train new applicants to a social work career. This report seeks approval from Cabinet for: a) the University of Hertfordshire to continue to deliver the Step Up to Social Work programme to the new cohort from 13th January 2014 to 31st July 2015; b) for delegated authority to distribute the trainee bursaries to 33 trainees	Cabinet Member for Children's Services Ward(s): All Wards Contact officer: Andrew Christie Tel: 020 7361 2300 andrew.christie@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		across the partnership and c) for delegated authority to be given to the Lead Member for Children's Services for future cohorts in line with the 6 year rolling contract in place, if the programme continues to be funded by the DfE.		
Cabinet	6 Jan 2014 Reason: Budg/pol framework	Revenue Budget 2014/15 An update on the Revenue Budget 2014/15 for Scrutiny.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Jan 2014 Reason: Affects 2 or more wards	Proposed amalgamation of New King's and Sullivan schools on the New King's site Decision to be made on whether or not to proceed with the proposed amalgamation following a 12-week consultation and Cabinet Members' decision to proceed to publication of statutory notices inviting submission of further representations. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Education Ward(s): Parsons Green and Walham; Sands End; Town Contact officer: Ian Heggs Tel: 020 7745 6458 ian.heggs@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
February				
Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	Special Guardianship Allowance Policy To agree a revised policy for allowances to carers.	Cabinet Member for Children's Services Ward(s): All Wards Contact officer: Andrew Christie Tel: 020 7361 2300 andrew.christie@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Affects 2 or more wards	Climate Proofing Social Housing Landscapes – EU Life+ programme. This report outlines Housing & Regeneration's plan to develop green infrastructure and sustainable drainage on housing estates in line with the recommendations made in LBHF's Water Management policy.	Cabinet Member for Housing Ward(s): Hammersmith Broadway; North End; Parsons Green and Walham Contact officer: Sharon Schaaf Tel: 020 8753 2570 sharon.schaaf@hfhomes.org.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	Proposed Outsourcing of Commercial Property Management Function Lot 1 of New Property Contract. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Miles Hooton Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	<p>Business Intelligence</p> <p>Business case setting out the recommended option to establish a Tri-borough business intelligence service.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Deputy Leader (+ Residents Services), Leader of the Council (+Regeneration, Asset Management and IT)</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Affects 2 or more wards	<p>Letting of a concession to monetise the ducting within the Council owned CCTV network</p> <p>Monetising LBHF CCTV network.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Deputy Leader (+ Residents Services)</p> <p>Ward(s): All Wards</p> <p>Contact officer: Sharon Bayliss Tel: 020 8753 1636 sharon.bayliss@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Expenditure more than	<p>Recommendations on future of Coverdale Road</p> <p>The report will make recommendations and share outcomes regarding the</p>	<p>Cabinet Member for Community Care</p> <p>Ward(s): All Wards</p>	A detailed report for this item will be available at least five working days before the date of the meeting and

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	£100,000	consultation on the future of Coverdale Road - which is an H&F run residential care home for people with learning disabilities in Shepherds Bush.	Contact officer: Christine Baker Tel: 020 8753 1447 Christine.Baker@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
Cabinet Full Council	3 Feb 2014 26 Feb 2014 Reason: Expenditure more than £100,000	Four Year Capital Programme 2014/15 to 2017/18 Capital strategy 2014/15 to 2017/18. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	Economic Development priorities This report seeks Members' approval for future economic development priorities which respond to the borough's longer term economic growth and regeneration vision and makes recommendations on use of Section 106 funds to achieve key outcomes.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Kim Dero Tel: 020 8753 6320 kim.dero@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	Dementia Day Services - contract award To approve the award of a contract for Dementia Day and Outreach services in LBHF.	Cabinet Member for Community Care Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and will include details

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		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Contact officer: Martin Waddington Tel: 020 8753 6235 martin.waddington@lbhf.gov.uk</p>	<p>of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>3 Feb 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Hammersmith Park</p> <p>Refurbishment of the existing Quadron Welfare Block for occupation by the Quadron and Serco Grounds Maintenance Teams.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p> <p>Ward(s): Shepherds Bush Green</p> <p>Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>3 Feb 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Extension of contract for Internal Audit Services</p> <p>The current contract for IA services ends on 31 March 2014 but has the option to extend for up to 2 years. The recommendation is to extend the contract to 30 June 2015 to make it co-terminus with similar contracts at RBKC and Westminster City Council.</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be</p>

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		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>		considered.
Cabinet Full Council	3 Feb 2014 26 Feb 2014 Reason: Affects 2 or more wards	<p>Treasury Management Strategy</p> <p>This report provides the outline of the Council's Treasury Management Strategy for 2014/15.</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Affects 2 or more wards	<p>Schools Organisation Strategy 2013/14</p> <p>To approve the updated Schools Organisation Strategy.</p>	<p>Cabinet Member for Education</p> <p>Ward(s): All Wards</p> <p>Contact officer: Ian Heggs Tel: 020 7745 6458 ian.heggs@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet Full Council	3 Feb 2014 26 Feb 2014	<p>Revenue Budget and Council Tax Report</p> <p>Revenue Budget and Council Tax Setting Report for 2014/15.</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details

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	Reason: Budg/pol framework		Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	3 Feb 2014 Reason: Expenditure more than £100,000	Housing Revenue Account financial strategy and rent increase 2014-15 This report deals with: - management of the Housing Revenue Account (HRA) post HRA reform; - the HRA Financial Strategy, the HRA MTFS for the five years 2014/15 – 2018/19, and the HRA Revenue Budget for the year 2014/15; - the proposed increase in dwelling rents for 2014/15 having regard to national government guidance for council rents and the maintenance requirements of the housing stock owned by the borough, and the related fees and charges covering parking and garages, water rates and communal energy charges where levied.	Cabinet Member for Housing Ward(s): All Wards Contact officer: Kathleen Corbett Tel: 020 8753 3031 Kathleen.Corbett@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
March 2014				
Cabinet	3 Mar 2014 Reason: Affects 2 or more wards	Revenue budget 2013/14 - month 8 amendments Report on the projected outturn for both the General Fund and the Housing Revenue Account for 2013_14.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	3 Mar 2014 Reason: Expenditure more than £100,000	High Level Capital Budget Monitoring Report, 2013/14 Quarter 3 Quarterly capital monitor. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Mar 2014 Reason: Expenditure more than £100,000	Highways Maintenance Programme 2014/15 Report on carriageway and footway maintenance programme for 2014/2015.	Cabinet Member for Transport and Technical Services Ward(s): All Wards Contact officer: Ian Hawthorn Tel: 020 8753 3058 ian.hawthorn@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
April 2014				
Cabinet	7 Apr 2014 Reason: Affects 2 or more wards	Revenue budget 2013/14 - month 10 amendments Report on the projected outturn for both the General Fund and the Housing Revenue Account for 2013_14.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.