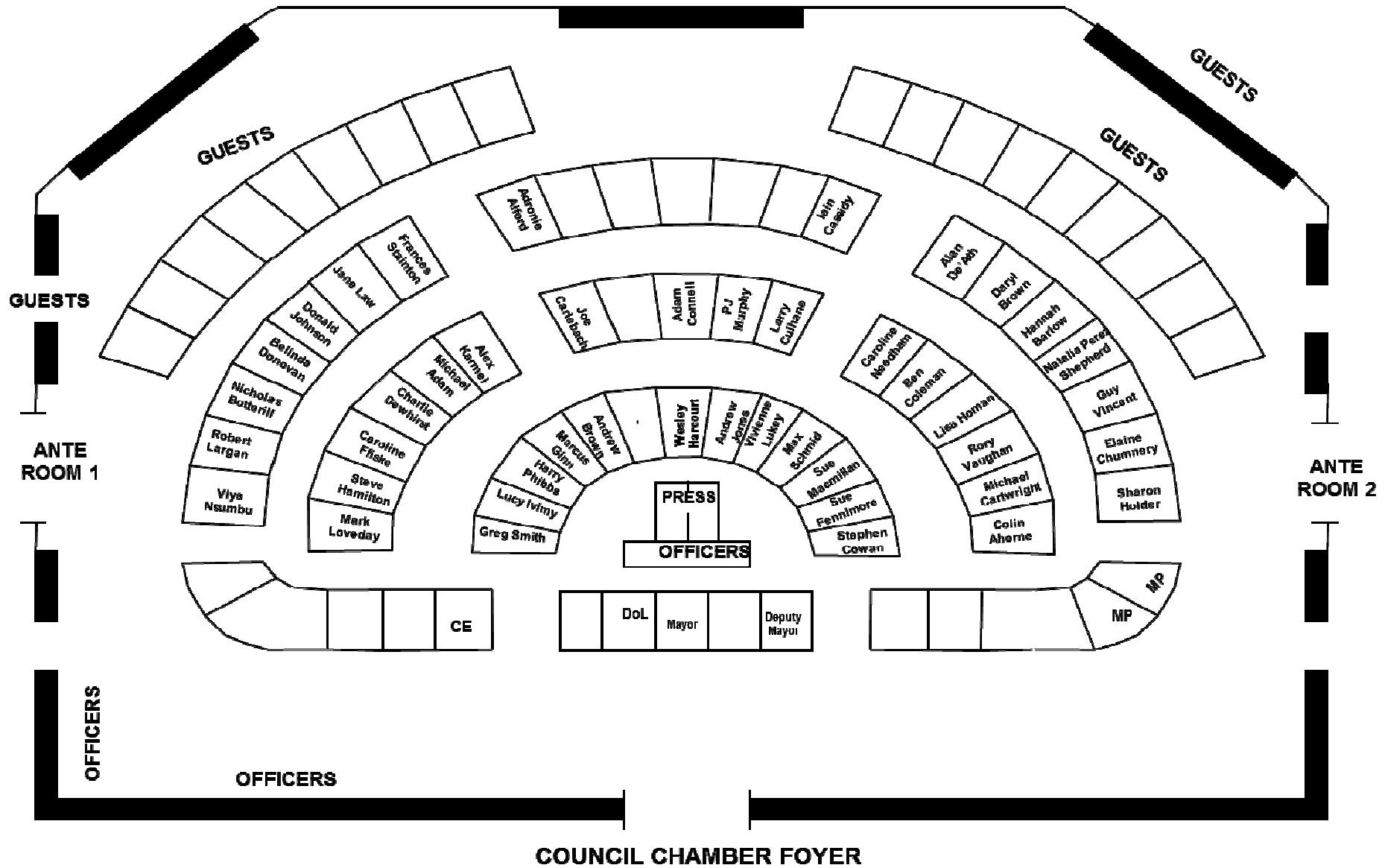


COUNCIL AGENDA

(ANNUAL COUNCIL MEETING)

Monday 16 June 2014

COUNCIL CHAMBER SEATING 2014/15



The Mayor
Deputy Mayor

ADDISON

Adam Connell (L)
Belinda Donovan (C)
Sue Fennimore (L)

HAMMERSMITH
BROADWAY

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

RAVENS COURT PARK

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

ASKEW

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

MUNSTER

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

SANDS END

Steve Hamilton (C)
Robert Largan (C)
Jane Law (C)

AVONMORE &
BROOK GREEN

Hannah Barlow (L)
Joe Carlebach (C)
Caroline Ffiske (C)

NORTH END

Daryl Brown (L)
Larry Culhane (L)
Ali Hashem (L)

SHEPHERDS BUSH
GREEN

Andrew Jones (L)
Natalia Perez Shepherd (L)
Mercy Umeh (L)

COLLEGE PARK &
OLD OAK

Elaine Chumnerly (L)
Wesley Harcourt (L)

PALACE RIVERSIDE

Marcus Ginn (C)
Donald Johnson (C)

TOWN

Andrew Brown (C)
Viya Nsumbu (C)
Greg Smith (C)

FULHAM BROADWAY

Ben Coleman (L)
Alan De'Ath (L)
Sharon Holder (L)

PARSONS GREEN AND
WALHAM

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

WORMHOLT AND
WHITE CITY

Colin Aherne (L)
Sue Macmillan (L)
Max Schmid (L)

FULHAM REACH

Iain Cassidy (L)
Vivienne Lukey (L)
Guy Vincent (L)

SUMMONS

Councillors of the London Borough of
Hammersmith & Fulham
are requested to attend the
Annual Meeting of the Council on
Monday 16 June 2014
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

6 June 2014
Town Hall
Hammersmith W6

Nicholas Holgate
Chief Executive

Full Council Agenda

16 June 2014

<u>Item</u>		<u>Pages</u>
1.	ELECTION OF MAYOR	
	To receive nominations for the election of a Mayor for the 2014/15 Municipal Year.	
	To appoint a Deputy Mayor for the 2014/15 Municipal Year.	
2.	MINUTES	1 - 8
	To approve and sign as an accurate record the Minutes of the Council Meeting held on 26 February 2014.	
3.	APOLOGIES FOR ABSENCE	
4.	MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)	
5.	DECLARATIONS OF INTERESTS	
	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.	
	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.	
	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.	
	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.	

6. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

6.1 PARTY APPOINTMENTS FOR 2014/15 MUNICIPAL YEAR

9

To note the Chief Executive's report on the various appointments made by the Party Groups on the Council for the 2014/2015 Municipal Year.

6.2 RESULTS OF THE LOCAL GOVERNMENT ELECTIONS ON 22 MAY 2014

10 - 13

To note the Returning Officer's report outlining the results of the Local Government Elections held on 22 May 2014.

6.3 ALLOCATION OF SEATS AND PROPORTIONALITY ON COMMITTEES

14 - 19

To note the Monitoring Officer's report on the proportional division of seats on the Standing Committees and to note the Members appointed to them except in relation to the Licensing Committee where the membership is determined by the Council rather than the political groups.

6.4 REVIEW OF THE CONSTITUTION

20 - 65

To approve and re-adopt the Council's Constitution for the 2014/2015 Municipal Year.

6.5 MEMBERS' ALLOWANCES SCHEME: REVISION

66 - 74

This report provides an update to the Councillors' Allowance Scheme.

6.6 PETITIONS: ANNUAL REPORT 2013/14

75 - 78

This report outlines the operation of the Council's Petitions Scheme over the past 12 months.

7. SPECIAL MOTIONS

To consider and determine any Special Motions:

7.1 SPECIAL MOTION 1 - APPOINTMENT OF THE LEADER OF THE COUNCIL

79

7.2 SPECIAL MOTION 2 - APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS

80

7.3 SPECIAL MOTION 3 - APPOINTMENTS OF CHAIRS AND MEMBERSHIPS OF REGULATORY, POLICY AND ACCOUNTABILITY AND OTHER COMMITTEES 2014/15

81 - 85

7.4	SPECIAL MOTION 4 - COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS AND OUTSIDE BODIES	86 - 91
7.5	SPECIAL MOTION 5 - COUNCIL CALENDAR 2014/2015	92 - 93
8.	INFORMATION REPORTS - TO NOTE	
8.1	TO RECEIVE THE LEADER'S ANNUAL REPORT (ORAL)	
8.2	TO RECEIVE AND NOTE THE LABOUR ADMINISTRATION'S MANIFESTO FOR THE COUNCIL FOR 2014-2018	94 - 119
	<p>It is the custom and practice of the Council to present the manifesto of the majority party to the Annual Meeting following the borough elections.</p> <p>The manifesto is presented for information only and the Council is not required to take any decision on it and, for the avoidance of doubt, nor does it thereby form part of the Council's budget and policy framework.</p>	
8.3	OVERVIEW AND SCRUTINY ANNUAL REPORT 2013/14	120 - 136



COUNCIL MINUTES

(BUDGET COUNCIL MEETING)

WEDNESDAY 26 FEBRUARY 2014

PRESENT

The Mayor Councillor Frances Stainton
Deputy Mayor Councillor Adronie Alford

Councillors:

Michael Adam	Oliver Craig	Alex Karmel
Colin Aherne	Tom Crofts	Mark Loveday
Helen Binmore	Charlie Dewhirst	PJ Murphy
Nicholas Botterill	Belinda Donovan	Caroline Needham
Victoria Brocklebank-Fowler	Rachel Ford	Harry Phibbs
Andrew Brown	Marcus Ginn	Sally Powell
Daryl Brown	Peter Graham	Max Schmid
Joe Carlebach	Steve Hamilton	Greg Smith
Michael Cartwright	Wesley Harcourt	Matt Thorley
Alex Chalk	Lisa Homan	Peter Tobias
Elaine Chumnerly	Robert Iggulden	Mercy Umeh
Iain Coleman	Lucy Ivimy	Rory Vaughan
Georgie Cooney	Andrew Johnson	
Stephen Cowan	Andrew Jones	

34. MINUTES

The minutes of the Ordinary Council Meeting held on 29 January 2014 were confirmed and signed as an accurate record.

34. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gavin Donovan, Ali De Lisle and Jane Law.

Apologies for lateness were received from Councillors Elaine Chumnerly, Robert Iggulden and PJ Murphy.

35. MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS

In response to a request from a member of the public, the Mayor reminded the Gallery to respect where members of the public ask not to be photographed.

The Leader gave a speech thanking the Councillors who would not be standing for re-election in May. He paid tribute to Councillors Helen Binmore, Alex Chalk, Iain Coleman, Georgie Cooney, Oliver Craig, Ali De Lisle, Gavin Donovan, Robert Iggulden, Sally Powell and Peter Tobias. Councillor Cowan, Leader of the Opposition, gave a speech thanking the outgoing Opposition Councillors. Councillor Sally Powell addressed the Chamber, giving a speech outlining her time on the Council.

36. DECLARATIONS OF INTERESTS

There were no declarations of interest.

37. PUBLIC QUESTIONS (20 MINUTES)

There were no public questions received.

38. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

38.1 Revenue Budget and Council Tax Levels 2014/15

7.35pm - The report and recommendations were moved for adoption by the Leader of the Council, Councillor Nicholas Botterill.

In accordance with Council convention, the Leader of the Council, Councillor Nicholas Botterill, and the Leader of the Opposition, Councillor Stephen Cowan, were given unlimited time to speak on the Budget report. Speeches on the report were also made by Councillors Helen Binmore, Marcus Ginn and Greg Smith (for the Administration) and Councillors Andrew Jones, Max Schmid and Lisa Homan (for the Opposition).

Councillor Nicholas Botterill (for the Administration) made a speech winding up the debate. The report and recommendations were put to the vote and a roll-call was requested:

FOR

ADAM
ALFORD
BINMORE
BOTTERILL
BROCKLEBANK-FOWLER
BROWN (A)
CARLEBACH
CHALK
COONEY
CRAIG
CROFTS
DEWHIRST
DONOVAN (B)
FORD
GINN

NOT VOTING

AHERNE
BROWN (D)
CARTWRIGHT
CHUMNERY
COWAN
HARCOURT
HOMAN
JONES
MURPHY
NEEDHAM
SCHMID
UMEH
VAUGHAN

GRAHAM
HAMILTON
IGGULDEN
IVIMY
JOHNSON (A)
KARMEL
LOVEDAY
PHIBBS
SMITH
STANTON
THORLEY
TOBIAS

FOR 27
AGAINST 0
NOT VOTING 13

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

9.19pm **RESOLVED**:

- (1) That approval be given to a 3% 2014/15 council tax reduction for the Hammersmith & Fulham element.
- (2) That the council tax be set for 2014/15 for each category of dwelling, as calculated in accordance with Sections 31A to 49B of the Localism Act 2011, as outlined below and in full in Appendix A:
 - (a) The element of council tax charged for Hammersmith & Fulham Council will be £735.16 per Band D property in 2014/15.
 - (b) The element of council tax charged by the Greater London Authority will be £299.00 per Band D property in 2014/15.
 - (c) The overall Council Tax to be set at £1,034.16 per Band D property in 2014/15.

Category of Dwelling	A	B	C	D	E	F	G	H
Ratio	6/9 £	7/9 £	8/9 £	1 £	11/9 £	13/9 £	15/9 £	18/9 £
A) H&F	490.11	571.79	653.48	735.16	898.53	1,061.90	1,225.27	1,470.32
b) GLA	199.33	232.56	265.78	299.00	365.44	431.89	498.33	598.00
c) Total	689.44	804.35	919.26	1,034.16	1,263.97	1,493.79	1,723.60	2,068.32

- (3) That the Council's own total net expenditure budget for 2014/15 is set at £172.033m.

- (4) That fees and charges are approved as set out in paragraph 6.1 of the report.
- (5) That the budget projections made by the Executive Director of Finance and Corporate Governance to 2016/17 be noted.
- (6) That the statement made by the Executive Director of Finance and Corporate Governance under Section 25 of the Local Government Act 2003 regarding the adequacy of reserves and robustness of estimates be noted (section 14 of the report).
- (7) That the Executive Director of Finance and Corporate Governance be authorised to collect and recover National Non-Domestic Rate and Council Tax in accordance with the Local Government Finance Act 1988 (as amended), the Local Government Finance Act 1992 and the Council Schemes of Delegation.
- (8) That all Executive Directors be required to report monthly on their projected financial position compared to their revenue estimates (as part of the Corporate Monitoring Report).
- (9) That all Executive Directors be authorised to implement their service spending plans for 2014/15 in accordance with the recommendations within the report and the Council's Standing Orders, Financial Regulations and relevant Schemes of Delegation.
- (10) Members' attention is drawn to S106 of the Local Government Finance Act 1992 which requires any Member, who is two months or more in arrears on their Council Tax, to declare their position and not to vote on any issue that could affect the calculation of the budget or Council Tax.
- (11) That the Executive Director of Finance and Corporate Governance be authorised to implement the business rates retail relief scheme as proposed by the Government.

38.2 Four Year Capital Programme 2014/15 to 2017/18

9.20pm - The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Nicholas Botterill.

Speeches on the report were made by Councillors Stephen Cowan and Caroline Needham (for the Opposition) and Councillor Nicholas Botterill (for the Administration).

The report and recommendations were put to the vote:

FOR	26
AGAINST	0
NOT VOTING	13

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

9.28pm **RESOLVED:**

- (1) That the General Fund Capital Programme budget at £49.3m for 2014/15 (Table 4 of the report) be approved.
- (2) That the continuation of the reduction in CFR which based on current forecasts will reduce to £66.5m by 31 March 2015 be noted.
- (3) In respect of capital receipts for 2014/15 to:
 - approve the application of £9.5m capital receipts to the reduction of CFR (Table 2 of the report).
 - approve the continuation of the rolling programme schemes funded from capital receipts amounting to £6.23m set out in Table 5 of the report.
 - approve capital receipts funded schemes within Decent Neighbourhoods Programme (Housing and Regeneration) for 2014/15 as follows:
 - Housing Revenue Account projects £25.8m;
 - Decent Neighbourhoods projects £42.7m.This totals £68.5m per Table 6b.
 - note existing capital receipts funded schemes (approved in 2013/14) but now scheduled for 2014/15 are as follows:
 - The Schools Capital Programme £6.6m;
 - Grants to Social Landlords (Hostel Improvement) £60K;
 - Relocation of HAFAD^[1] to Edward Woods Community Centre and Related Refurbishment Requirements £308K.
- (4) That the Decent Neighbourhoods Programme for 2014/15 as set out in Table 6a (section 7), including the indicative capital expenditure budget 2014/15 of £91.6m funded from capital receipts of £68.5m with the remainder of £23.1m funded from other sources (also included within the programme is the budget envelope of £48.4m for 2014/15 for investment in existing Council Homes via the HRA Capital Programme), be approved.
- (5) That the annual Minimum Revenue Provision policy statement for 2014/15 in Appendix 5 of the report be approved.
- (6) That the CIPFA^[2] Prudential Indicators as set out in Appendix 6 of the report be approved.

^[1] Hammersmith & Fulham Action for Disability

^[2] Chartered Institute of Public Finance & Accountancy (CIPFA)

38.3 Treasury Management Strategy Report 2014/15

9.29pm - The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Nicholas Botterill.

Speeches on the report were made by Councillor Stephen Cowan (for the Opposition) and Councillor Nicholas Botterill (for the Administration), before being put to the vote:

FOR	26
AGAINST	0
NOT VOTING	13

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

9.33pm **RESOLVED:**

- (1) That approval be given to the future borrowing and investment strategies as outlined in the report and that the Executive Director of Finance and Corporate Governance be authorised to arrange the Council's cashflow, borrowing and investments in 2014/15.
- (2) That in relation to the Council's overall borrowing for the financial year, the comments and the Prudential Indicators as set out in the report be noted.
- (3) That approval be given to pay the HRA investment income on unapplied HRA receipts and other HRA cash balances calculated at the average rate of interest earned on temporary investments with effect from 1 April 2014.

38.4 Members' Allowances Scheme: Annual Review

9.34pm - The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Nicholas Botterill.

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

The report and recommendations were put to the vote:

FOR	26
AGAINST	0
NOT VOTING	13

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

9.44pm **RESOLVED:**

That the Members' Allowances Scheme 2014/15 as set out in Appendix 1 of the report be adopted.

38.5 Pay Policy of the London Borough of Hammersmith and Fulham 2014/15

9.45pm - The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Nicholas Botterill.

Speeches on the report were made by Councillors PJ Murphy and Stephen Cowan (for the Opposition) and Councillor Nicholas Botterill (for the Administration).

The report and recommendations were put to the vote:

FOR	27
AGAINST	13
NOT VOTING	0

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

9.54pm **RESOLVED**:

- (1) That the pay policy for 2014/15 as set out in the report be approved.
- (2) That the pay schemes attached as Appendices 1, 2 and 3 of the pay policy, be endorsed.

39. INFORMATION REPORTS - TO NOTE (IF ANY)

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

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

Meeting started: 7.00 pm
Meeting ended: 9.55 pm

Mayor

ANNUAL COUNCIL MEETING – 16 JUNE 2014

AMENDMENTS TO AGENDA ITEMS

Agenda Item

6.4 REVIEW OF THE CONSTITUTION

Appendix 1 – The Executive

Amendments –

(1) DEPUTY LEADER

To delete:

The Council's customer care and complaints policies.

(2) CABINET MEMBER FOR FINANCE

To include:

The Council's customer care and complaints policies.

(4) CABINET MEMBER FOR ECONOMIC DEVELOPMENT AND REGENERATION

To Include:

4. Function shared with the Cabinet Member for Environment, Transport and Residents Services:

4.1 Compulsory purchase of land for planning purposes.

(5) CABINET MEMBER FOR HOUSING

To Include:

4. Function shared with the Cabinet Member for Environment, Transport and Residents Services:

4.1 Responsibility to ensure that the neighbourhood wardens tackle anti-social behaviour.

(6) CABINET MEMBER FOR ENVIRONMENT, TRANSPORT AND RESIDENTS SERVICES

To Include:

In conjunction with the Deputy Leader:

Bi Borough Executive Director for Environment, Leisure and Residents Services

(7) CABINET MEMBER FOR SOCIAL INCLUSION

To Include:

In conjunction with the Cabinet Member for Children and Education:

The Tri-Borough Executive Director of Children's Services

7.4 SPECIAL MOTION 4 – COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS AND OUTSIDE BODIES

Amendments – Page 89:

Western Riverside Waste Authority – include Councillor Michael Cartwright and Councillor Wesley Harcourt as the two representatives.


SACRE – replace Councillor Rory Vaughan with Councillor Caroline Needham.

7.5 SPECIAL MOTION 5 – COUNCIL CALENDAR

Amendments - Page 93:

Tuesday 4 November – should read “4 CSE&RSPAC” instead of “3 Cabinet”

Monday 19 January – should read “19 H&WB” instead of “12 H&WB”

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">COUNCIL</p> <p align="center">16 JUNE 2014</p>
<p>PARTY APPOINTMENTS FOR THE 2014/15 MUNICIPAL YEAR</p>	
<p>Report of the Chief Executive</p>	
<p>Open Report</p>	
<p>Classification - For Information</p> <p>Key Decision: No</p>	
<p>Wards Affected: None</p>	
<p>Accountable Director: Tasnim Shawkat – Monitoring Officer</p>	
<p>Report Author: Kayode Adewumi, Head of Governance and Scrutiny</p>	<p>Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 The Council is asked to note the following Party appointments that have been made for the Municipal Year 2014/15:

ADMINISTRATION

Leader – Councillor Stephen Cowan
 Deputy Leader – Councillor Michael Cartwright
 Chief Whip – Councillor Colin Aherne
 Deputy Whips – Councillors PJ Murphy and Larry Culhane


OPPOSITION

Leader – Councillor Greg Smith
 Deputy Opposition Leader – Councillor Lucy Ivimy
 Opposition Whip – Councillor Mark Loveday
 Deputy Opposition Whip – Councillor Viya Nsumbu

2. RECOMMENDATION

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

Agenda Item 6.2

 hammersmith & fulham	London Borough of Hammersmith & Fulham COUNCIL 16 JUNE 2014
RESULTS OF THE LOCAL GOVERNMENT ELECTIONS ON 22 MAY 2014	
Report of the Returning Officer	
Open Report	
Classification - For Information	
Key Decision: No	
Wards Affected: None	
Accountable Director: Jane West, Executive Director of Finance and Corporate Governance	
Report Author: Jane West, Executive Director of Finance and Corporate Governance	Contact Details: Tel: 020 8753 1900 E-mail: jane.west@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 As Returning Officer for the Authority, I have to report that the Councillors listed in **Appendix 1** of this report were elected to the London Borough of Hammersmith and Fulham at the Local Government Elections held on 22 May 2014.

2. RECOMMENDATION

- 2.1 That the information in Appendix 1 to this report be noted.

Jane West
Returning Officer

RETURNING OFFICER'S REPORT TO ANNUAL COUNCIL – 16 JUNE 2014


The Returning Officer submits the names, addresses, and political parties of the persons elected as Councillors for the Borough at the Local Elections held on 22 May 2014. *(edited in Dec 2019 to remove the full addresses of Councillors)*

<u>WARD/NAME</u>	<u>ADDRESS</u>	<u>POLITICAL PARTY</u>
<u>Addison</u>		
CONNELL Adam	A property in W6	Labour
DONOVAN Belinda	A property in SW6	Conservative
FENNIMORE Sue	A property in W12	Labour
<u>Askew</u>		
HOMAN Lisa	A property in SW6	Labour
NEEDHAM Caroline	A property in W12	Labour
VAUGHAN Rory	A property in W12	Labour
<u>Avonmore & Brook Green</u>		
BARLOW Hannah	A property in W14	Labour
CARLEBACH Joe	A property in W14	Conservative
FFISKE Caroline	A property in W6	Conservative
<u>College Park & Old Oak</u>		
CHUMNERY Elaine	A property in W12	Labour
HARCOURT Wesley	A property in W12	Labour
<u>Fulham Broadway</u>		
COLEMAN Ben	A property in W12	Labour
DE'ATH Alan	A property in SW6	Labour
HOLDER Sharon	A property in W14	Labour

<u>Fulham Reach</u>		
CASSIDY Iain	A property in SW6	Labour
LUKEY Vivienne	A property in W6	Labour
VINCENT Guy	A property in W6	Labour
<u>Hammersmith Broadway</u>		
CARTWRIGHT Michael	A property in W14	Labour
COWAN Stephen	A property in SW6	Labour
MURPHY PJ	A property in W6	Labour
<u>Munster</u>		
ADAM Michael	A property in SW6	Conservative
ALFORD Adronie	A property in W6	Conservative
KARMEL Alex	A property in SW6	Conservative
<u>North End</u>		
BROWN Daryl	A property in W14	Labour
CULHANE Larry	A property in W12	Labour
HASHEM Ali	A property in W14	Labour
<u>Palace Riverside</u>		
GINN Marcus	A property in W8	Conservative
JOHNSON Donald	A property in SW6	Conservative
<u>Parsons Green & Walham</u>		
BOTTERILL Nick	A property in SW6	Conservative
LOVEDAY Mark	A property in W6	Conservative
STANTON Frances	A property in SW6	Conservative
<u>Ravenscourt Park</u>		
DEWHIRST Charlie	A property in SW6	Conservative
IVIMY Lucy	A property in W6	Conservative
PHIBBS Harry	A property in W6	Conservative

<u>Sands End</u>		
HAMILTON Steve	A property in SW6	Conservative
LARGAN Robert	A property in SW6	Conservative
LAW Jane	A property in SW6	Conservative
<u>Shepherds Bush Green</u>		
JONES Andrew	A property in SW6	Labour
PEREZ SHEPHERD Natalia	A property in W6	Labour
UMEH Mercy	A property in W12	Labour
<u>Town</u>		
BROWN Andrew	A property in W6	Conservative
NSUMBU Viya	A property in SW6	Conservative
SMITH Greg	A property in SW6	Conservative
<u>Wormholt and White City</u>		
AHERNE Colin	A property in W12	Labour
MACMILLAN Sue	A property in W6	Labour
SCHMID Max	A property in SW6	Labour

Agenda Item 6.3

 hammersmith & fulham	London Borough of Hammersmith & Fulham COUNCIL 16 JUNE 2014
ALLOCATION OF SEATS AND PROPORTIONALITY ON COMMITTEES	
Report of the Monitoring Officer	
Open Report	
Classification - For Decision	
Key Decision: No	
Wards Affected: None	
Accountable Executive Director: Jane West, Executive Director of Finance and Corporate Governance	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. Following the Local Elections on 22 May 2014, the Chief Executive has received notification from the political groups of the names of the Members of the Administration (Majority) Party and the Opposition (Minority) Party to serve on the Council's Standing Committees, Standing Sub-Committees and subsidiary bodies.
- 1.2. The Council is required to confirm the proportional division of seats on the Standing Committees and to note the Members appointed to them except in relation to the Licensing Committee where the membership is determined by the Council rather than the political groups.

2. RECOMMENDATIONS

- 2.1. That the allocation of seats, as set out in Appendix 1, be noted.

3. REASONS FOR DECISION

- 3.1. The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review periodically the representation of the political groups on their Committees and Sub-Committees to ensure a political balance.

4. INTRODUCTION AND BACKGROUND

Allocation of Seats

- 4.1. Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a group.
- 4.2. Section 15 (1) of the Local Government and Housing Act 1989 imposes a duty on the local authority to review the allocation of seats on the committees of the Council between the political groups at its annual meeting or as soon as possible thereafter. The Council may carry out such a review at any other time and may do so if requested by a political group.
- 4.3. The following principles apply to the allocation of seats:
 - (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
 - (b) That the majority of seats on each committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - (d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
- 4.4. Sub-committees, with the exception of the Licensing Sub-Committee, are also governed by the political balance rules, but it is not necessary to add up all the sub-committee seats and then allocate them in proportion. As far as this is practicable, the allocation of seats on each sub-committee should reflect the proportional representation of the political groups on the Council.
- 4.5. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.
- 4.6. The Cabinet, Health and Well Being Board and the Licensing Committee are not required to be proportional and so are outside of the political balance calculation.
- 4.7. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The

remainder of this report therefore assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political proportionality

- 4.8. The political balance of the Council can be calculated by using the simple formula below (to two decimal places):

No. of Group Members x 100/ 46

- 4.9. Following the elections held on 22 May 2014, the political balance of the Council is set out in Table 1 below:

	No of seats on the Council	Proportionality
Labour	26	56.52
Conservative	20	43.47
Total	46	100

5. PROPOSAL AND ISSUES

- 5.1. Following the Local Council Elections on 22 May 2014, the Labour and Conservative Groups hold, respectively, 26 and 20 of the total of 46 Council seats. The proportion by which seats on Committees should be allocated is 56.52% Majority Group and 43.47% Minority Group. This equates, on the basis of 56 committee seats, to 32 Majority Party and 24 Minority Party seats.
- 5.2. Membership of the Council's Standing Committees (except the Licensing Committee and the Health and Well Being Board) and Sub-Committees is governed by the Local Government (Committees and Political Groups) Regulations 1990, as amended, which provides for Members of Standing Committees and Sub-Committees to be those whose names have been notified to the Chief Executive, who is the duly appointed proper officer for these purposes. The Chief Executive has the power to appoint to all Standing Committees (except the Licensing Committees) and Sub-Committees in accordance with any notification received under the Regulations.
- 5.3. Both political groups on the Council have to notify the Chief Executive of the names of the Members to serve on the Standing Committees, Sub-Committees and subsidiary bodies. A separate report on the Standing Committee memberships is set out later on the agenda.

6. CONSULTATION

- 6.1. Consultation has been undertaken in respect of this report with the Leaders of each of the political groups represented on the Council. Their agreement has been obtained to the calculations relating to the allocation

of seats on committees and their respective nominations will be put before Council for approval.

7. EQUALITY IMPLICATIONS

- 7.1. The Council is under a statutory duty to ensure that equality and diversity is a key part of the decision making process of the Council. This is fundamental to the Council being able to meet its statutory responsibilities.
- 7.2. Implications verified/completed by: Kayode Adewumi, Head of Governance and Scrutiny, tel: 020 8753 2499.

8. LEGAL IMPLICATIONS

- 8.1. These are set out in the body of the report.
- 8.2. Implications verified/completed by: Tasnim Shawkat, Bi – Borough Director of Law, tel: 020 8753 2701.

9. FINANCIAL AND RESOURCES IMPLICATIONS

- 9.1. The cost of servicing these committees will be met through the existing budgets.
- 9.2. Implications verified/completed by: Jane West, Executive Director of Finance and Corporate Governance, tel: 020 8753 1900.

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		

Appendix 1

		2014/15	
		Labour	Conservatives
Councillors	46	26	20


Committees						
1	Planning and Development Control Committee	10	5.65	4.35	6.00	4.00
2	Appointments Panel	9	5.09	3.91	5.00	4.00
3	Audit, Pensions and Standards Committee	9	5.09	3.91	5.00	4.00
4	Delivery, Finance & Organisational Change Policy and Accountability Committee	5	2.83	2.17	3.00	2.00
5	Transport, Environment and Residents Services Policy and Accountability Committee	5	2.83	2.17	3.00	2.00
6	Children and Education Policy and Accountability Committee	5	2.83	2.17	3.00	2.00
7	Economy, Housing, Regeneration and Arts Policy and Accountability Committee	5	2.83	2.17	3.00	2.00
	Health, Equalities and Social Inclusion Policy and Accountability Committee	5	2.83	2.17	3.00	2.00
8	Wormwood Scrubs Charitable Trust	3	1.70	1.30	2.00	1.00

1	Licensing Committee	16	9.04	6.96	9	7
---	---------------------	----	------	------	---	---

Sub Committees

1	Licensing Sub Committee	3	1.70	1.30	2	1
2	Audit, Pensions and Standards (Appeals) Sub Committee	3	1.70	1.30	2	1
3	Audit, Pensions and Standards (Review) Sub Committee	3	1.70	1.30	2	1
4	Audit, Pensions and Standards Appointments Panel	3	1.70	1.30	2	1
5	Audit, Pensions and Standards (Dispensation) Sub Committee	3	1.70	1.30	2	1

Agenda Item 6.4

	London Borough of Hammersmith & Fulham COUNCIL 16 JUNE 2014
REVIEW OF THE CONSTITUTION	
Report of the Leader of the Council	
Open Report	
Classification - For Decision	
Key Decision: No	
Wards Affected: All	
Accountable Director: Tasnim Shawkat, Monitoring Officer	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution. A report on this subject is therefore included on the Annual Council Meeting agenda each year.
- 1.2. The Council's Constitution is based on a model published by the Government following the introduction of the Local Government Act 2000. The Council adopted a new style Constitution in May 2002, with a Leader, Cabinet and Overview and Scrutiny Committees.
- 1.3. In-year amendments were approved by the Council in October 2013 to agree changes required to the Terms of Reference of the Audit, Pensions and Standards Committee to reflect recommendations relating to alleged breaches of the Members' Code of Conduct. Council in January 2014 also agreed changes to the terms of reference of the Wormwood Scrubs Charitable Trust Committee to provide additional decision-making powers to its Chairman and noted minor amendments to one of the officer Schemes of Delegation.
- 1.4. The Constitution was last reviewed at the Annual Council on 29 May 2013. This report recommends major changes to Cabinet portfolios and to the arrangements for Overview and Scrutiny as well as other more minor amendments.

2. RECOMMENDATIONS

- 2.1 That the amendments to the Council's Constitution as set out in para. 5.1 to 5.3 and **Appendices 1 and 2** of the report be agreed.
- 2.2 That amendments to Articles 4 and 6 of the Constitution; amendments to the Officer Schemes of Delegation to reflect updates in legislation and changes to the titles of posts; and changes to the Council Procedure Rules in the interest of consistency, as set out in **Appendix 3**, be agreed.
- 2.3 That the Monitoring Officer be authorised to make changes to the Constitution consequent upon the agreement of Recommendations 2.1 and 2.2, in consultation with the Chief Whips.
- 2.4 That subject to the agreement of Recommendations 2.1 to 2.3, the Council's Constitution be approved and adopted for the 2014/15 Municipal Year.

3. REASONS FOR DECISION

- 3.1 The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution. This year, the new Council Administration is proposing major changes to the Constitution.

4. INTRODUCTION AND BACKGROUND

- 4.1 Each Local Authority is required to publish the arrangements it has made to discharge its functions in a "constitution" prepared in accordance with Section 37 of the Local Government Act 2000.
- 4.2 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law; the remainder is for the Council itself to determine.
- 4.3 Annually the Constitution is reviewed to ensure it continues to promote timely, effective, transparent and lawful decision making reflecting the arrangements Members have put in place for the running of the Council.
- 4.4 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.

5. PROPOSALS AND ISSUES

5.1 The new Labour Administration of the Council has proposed the following changes to the Executive and Overview and Scrutiny arrangements:

a) A Cabinet (Executive) of nine Members (portfolio details in Appendix A):

- The Leader
- The Deputy Leader
- Cabinet Member for Finance
- Cabinet Member for Economic Development and Regeneration
- Cabinet Member for Housing
- Cabinet Member for Environment, Transport and Resident Services
- Cabinet Member for Health and Adult Social Care
- Cabinet Member for Children and Education
- Cabinet Member for Social Inclusion

b) The creation of two new Member posts outside the Cabinet (description of responsibilities at Appendix A):

- Lead Member for Contracts
- Lead Member for Hospitals and Health Care

c) The posts of Chief Whip and Deputy Chief Whip (description of responsibilities at Appendix A) to be outside the Cabinet

5.2 The new administration also proposes to abolish the existing Overview and Scrutiny Committees, and replace them with five Policy and Accountability Committees (PACs), the Terms of Reference of which are set out in Appendix B:

- The Finance and Delivery Policy and Accountability Committee
- The Community Safety, Environment and Residents Services Policy and Accountability Committee
- The Children and Education Policy and Accountability Committee
- The Health, Adult Social Care and Social Inclusion Policy and Accountability Committee
- The Economic Regeneration, Housing and the Arts Policy and Accountability Committee

5.3 It is also recommended to change the name of the Planning Applications Committee to Planning and Development Control Committee to avoid confusion with the Policy and Accountability Committees.

5.4 The size of the Council's Cabinet will therefore increase by one Member. The new Policy and Accountability Committee structure will develop key policies for the Council on behalf and with the residents and community groups and hold the Executive to account.

5.5 As in previous years, the detailed Schemes of Delegation (which set out how responsibilities are assigned from the Council to its Executive Directors and other

officers) have been reviewed and updated where necessary. Except for the Scheme of General Delegation to Chief Officers, the Chief Executive's Scheme of Delegation and the Schemes of Delegation to the Executive Director of Finance and Corporate Governance, the Monitoring Officer and the Director of Law, these Schemes will not form part of the main Constitution document but will be maintained as Annexes to it, in order to reduce the size and complexity of the document. The main changes are set out in Appendix C, and the Council is recommended to approve these, noting that there are minor changes to statutory functions and the titles of officer posts which have already been approved by the Monitoring Officer under delegated arrangements. Certain other minor updates and changes are also proposed in Appendix C in the interests of clarity and internal consistency.

5.6 If the changes proposed in this report are agreed, there will be consequential changes to terminology and nomenclature throughout the Constitution.

6. EQUALITY IMPLICATIONS

6.1 There are none.

7. LEGAL IMPLICATIONS

7.1 It is important to note that the Local Government Act 2000 requires the Council to have and maintain a Constitution. The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.

7.2 Implications verified by: Tasnim Shawkat, Director of Law 020 8753 2700

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1 There are no direct financial implications.

8.2 Implications verified/completed by: Kayode Adewumi, Head of Governance and Scrutiny 020 8753 2499.

9. RISK MANAGEMENT

9.1 There are no significant risk management implications for this report.

10. PROCUREMENT AND IT STRATEGY IMPLICATIONS

10.1 There are no procurement of IT strategy implications.

10.2 Implications completed by Alan Parry, Procurement Consultant, Telephone: 020 8753 2581

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.	Council Constitution 2013/14	Kayode Adewumi x.2499	Governance & Scrutiny

APPENDIX 1 – THE EXECUTIVE

EXECUTIVE MEMBERS: GENERIC RESPONSIBILITIES AND FUNCTIONS

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

These roles include:

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

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

Functions

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

1. To be responsible for ensuring that the objectives set by the Council and by the Executive in respect of his/her portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on key decisions relating to his/her portfolio ('key decisions' being defined by Article 12 of this Constitution).
3. To make recommendations to the Cabinet on proposals in relation to

the Council's Budget and Policy Framework, on matters relating to his/her portfolio. (Such proposals may be initial or final, before or after consideration by relevant Policy and Accountability Committees in accordance with the Budget and Policy Framework rules set out in this Constitution).

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

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

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

LEADER OF THE COUNCIL

- 1.1 The Leader of Hammersmith and Fulham Council is elected by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by his/her portfolio. He/she is responsible for all executive functions of the Council and shall determine by means of schemes of delegation or otherwise how these functions are to be discharged.
- 1.2 The Leader has authority to discharge any executive function him/herself, or to decide to delegate any executive function to the Executive, or to any other Executive member in accordance with the Responsibilities and Portfolios of the Executive maintained in Part 3 of the Constitution, or to Officers, or to any other authority or any joint arrangements.

Scope of Portfolio

The portfolio covers the following areas:

- 1.3 Appointing to and removing from office up to nine Cabinet Members, one of whom shall be appointed his/her Deputy, Lead Members and Cabinet Assistants.
- 1.4 Ensuring collective deliberation with Cabinet Members.
- 1.5 Representing and acting as ambassador for the Authority and providing community leadership.
- 1.6 Strategic policy initiatives.
- 1.7 The provision of services in respect of electoral and other registration Services.
- 1.8 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.
- 1.9 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate outside bodies.
- 1.10 The development, monitoring and implementation of the Authority's Communication Strategy and the provision of information regarding the Authority's services.
- 1.11 The content and production of the Authority's Community Strategy.
- 1.12 Responsibility for ensuring that that the Council is responsive to the needs of local neighbourhoods and serves them well.

- 1.13 The Leader may (under the “strong Leader model”) take any decision likely to incur savings or expenditure of more than £100,000 if he/she considers in all the circumstances that it is impracticable to defer the decision until the next scheduled meeting of the Executive (Cabinet). Any such decision shall be taken in compliance with the Access to Information Procedure Rules.
- 1.14 Ensuring the delivery of greater value services that seek to improve outcomes and customer services
- 1.15 Promotion of democracy and public engagement

Note: the Leader is responsible for :

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

DEPUTY LEADER

1. Scope of Portfolio

- 1.1 In the absence of the Leader, those areas assigned to the Leader, except with regard to those areas/powers specifically reserved for decision to the Council itself.
- 1.2 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.3 The development, implementation and monitoring of the Authority's Performance Review Strategy, including the monitoring of risk management registers, and the Authority's response to the Audit Commission's Annual Performance Indicator Reports.
- 1.4 The content and publication of the Annual Local Performance/Corporate Plan, and the establishment and setting of corporate targets for achievement, together with the establishment and setting of targets for individual services provided by the Authority.
- 1.5 The development and monitoring of the Authority's policies and procedures with regard to services, reviewing Corporate practice/procedures in this area (including contractual matters and tender evaluation), and ensuring the Council's compliance with all relevant UK and EU legislation.
- 1.6 The Council's contract processes, including approval of changes to the Council's Contracts Standing Orders and Approved List of Contractors, ensuring services are in compliance with EU Procurement Directives and Legislation in relation to service provision.
- 1.7 The Council's customer care and complaints policies.
- 1.8 The effectiveness of the Authority's procedures to secure public access to Information and open government, including procedures relating to petitions, deputations and other representations.
- 1.9 In consultation with the relevant portfolio holder, the planning, implementation and review of public consultation and community engagement initiatives relating to strategic, borough-wide issues.
- 1.10 In consultation with the relevant portfolio holder, the impact of the Council's representation on external organisations.
- 1.11 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

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

1.13 Neighbourhood governance and empowerment.

2. Community Safety functions:

2.1 The development, monitoring and implementation of the Council's policies in relation to reducing crime and anti social behaviour.

2.2 The development, monitoring and implementation of the Authority's element of the borough Crime and Disorder Reduction Strategy in conjunction with Police and other Agencies.

2.3 Responsibility for ensuring the parks constabulary, Neighbourhood Wardens and other enforcement officers concerned with tackling anti social behaviour perform well and work alongside the Metropolitan Police.

2.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the borough, working in partnership with the Metropolitan Police.

2.5 Policy and strategy for the Safer Neighbourhoods Division.

2.6 Working with all agencies to ensure enforcement services are effective in reducing crime and anti social behaviour including:

- All forms of criminal behaviour;
- Litter;
- "Clean Sweep" - Tackling "Grot Spots";
- Dog fouling;
- Graffiti;
- Street drinking; and
- Street scene enforcement.

2.7 Taking action to reduce fear of crime.

3. Member Development

3.1 Advising on Councillors' training and development needs in relation to their representative roles, and liaison with the Executive Director of Finance and Corporate Governance in respect of appropriate provision.

3.2 Informing Councillors of appropriate conferences and seminars, and making arrangements for them to attend such events.

4. Function shared with the Cabinet Member for Health and Adult Social Care

- 4.1 The development, monitoring and implementation of drug and alcohol policies.

4. Function shared with the Cabinet Member for Housing

- 4.1 Responsibility for anti-social behaviour on Housing land.

Note: The Deputy Leader is responsible for:

In conjunction with the Cabinet Member for Environment, Transport and Residents Services:

Bi Borough Executive Director for Environment, Leisure and Residents Services

In conjunction with all Cabinet Members:

Chief Executive
All Executive Directors

CABINET MEMBER FOR FINANCE

1. Scope of portfolio

- 1.1 The Authority's capital and revenue budgets, including the medium term financial strategy, annual proposals on the Council Tax base, Council Tax levels and budget allocations between departments.
- 1.2 Responsibility for the monitoring of revenue and capital budgets.
- 1.3 Responsibility for Pension Fund management.
- 1.4 Responsibility for Treasury Management.
- 1.5 Probity and financial monitoring.
- 1.6 Preparation of annual accounts.
- 1.7 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 1.8 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.
- 1.9 Responsibility for Tri Borough procurement.
- 1.10 Responsibility for the Strategic Partner for Information Technology.
- 1.11 The strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.12 Responsibility for Organisational Development.
- 1.13 Employee relations.
- 1.14 Council communications
- 1.15 Responsibility for the monitoring and effective delivery of Tri Borough Programme and other joint working initiatives.
- 1.16 Representing the Council's views on strategic policies related to Tri-borough Corporate Services and any other matters which fall within the Tri-borough Corporate Services remit.
- 1.17 H&F Direct and Customer Access strategy.
- 1.18 Review and approve all requests for management consultants.

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Finance is responsible for all non-housing budgets and (in conjunction with the Cabinet Member for Housing) for all housing budgets:

In conjunction with the Leader

The Executive Director of Finance and Corporate Governance

In conjunction with all Cabinet Members :

Chief Executive

CABINET MEMBER FOR ECONOMIC DEVELOPMENT AND REGENERATION

1. Scope of portfolio

- 1.1 Responsibility for the renewal and regeneration of the most deprived parts of Hammersmith & Fulham.
- 1.2 Developing policies and programmes to eradicate physical, economic and social deprivation.
- 1.3 To champion the development of local small businesses and to promote business start-ups
- 1.4 To work with Local Enterprise Partnerships (LEPs) to support local businesses
- 1.5 To remove barriers that small firms may face when attempting to secure Council contracts
- 1.6 Monitoring the local employment situation and developing and implementing appropriate action in relation to the encouragement, promotion and development of employment training opportunities and services
- 1.7 Establishing and maintaining effective working partnerships with small businesses in pursuance of the Council's regeneration strategy
- 1.8 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes
- 1.9 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union
- 1.10 Determining the Authority's response to matters affecting residents which are the responsibility of third parties
- 1.11 Compulsory purchase of land for planning purposes
- 1.12 Development of strategies in relation to the future of the West Kensington and Gibbs Green estates and the surrounding regeneration area.
- 1.13 Development of housing policy to support the building of new homes which will act as a catalyst for regeneration
- 1.14 To formulate and implement policies likely to promote the development, preservation and enhancement of culture, heritage and

tourism within the borough for the benefit of residents and visitors alike.

1.15 The Authority's arts strategy.

1.16 To promote and assist the provision of good quality theatre, museum and other cultural facilities within the borough.

2. Function shared with the Cabinet Member for Social Inclusion:

2.1 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.

2.2 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.

2.3 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.

2.4. Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development (excluding children and education) within the borough.

3. Function shared with the Cabinet Member for Housing:

3.1 Compulsory purchase of land for housing purposes.

Note: the Cabinet Member for Economic Development and Regeneration is responsible for:

In conjunction with the Cabinet Member for Housing:

The Executive Director of Housing and Regeneration

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

CABINET MEMBER FOR HOUSING

1. Scope of portfolio

- 1.1 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 1.2 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
- 1.3 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 1.4 The Authority's powers and duties in relation to private sector housing (including energy conservation).
- 1.5 All aspects of housing services, housing policy and the housing programme and any other new or unallocated housing and associated functions.
- 1.6 The HRA housing strategy, policy and forward programme through its business plan, Housing Investment Programme Strategy and other policy documents.
- 1.7 The level of rents and charges for property and services within the Housing
- 1.8 Revenue Account and for any other property and services within the General Fund.
- 1.9 The disposal of individual void properties within the agreed criteria.
- 1.10 Determining annual allocations in respect of the Housing Investment Programme including:
 - Conversion and modernisation of Council housing;
 - Registered Social Landlords ;
 - Assistance for new build and rehabilitation schemes;
 - Home loans and improvement grants;
 - Housing stock, including acquisition and improvement;
 - Clearance areas and compulsory purchase of property;
 - Housing development programme; and
 - Renewal areas and area improvement.
- 1.11 The Council's powers and duties in relation to energy conservation, in public sector housing.

- 1.12 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of housing.
- 1.13 Strategic overview and development of policies to improve the Private Rented Housing Sector
- 2. Function shared with the Cabinet Member for Economic Development and Regeneration:**
 - 2.1 Compulsory purchase of land for housing purposes.
- 3. Function shared with the Deputy Leader**
 - 3.1 Responsibility for anti-social behaviour on Housing land.
- 4. Function shared with the Cabinet Member for Social Inclusion**
 - 4.1 To develop policies and programme to tackle homelessness and support vulnerable people to secure and maintain living in safe and suitable accommodation

Note: for the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Housing is responsible in conjunction with the Cabinet Member for Finance for all housing budgets, and:

In conjunction with the Leader and the Cabinet Member for Economic Development and Regeneration

The Executive Director of Housing and Regeneration

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

CABINET MEMBER FOR ENVIRONMENT, TRANSPORT AND RESIDENT SERVICES

1. Environment functions:

- 1.1 The implementation of the authority's planning policies.
- 1.2 Policy and service implementation in respect of building control, street lighting, waste disposal and recycling, sewerage, buildings maintenance, controlled parking (except administration of permits) and parking enforcement.
- 1.3 The preparation and consideration of environmental improvement schemes .
- 1.4 The authority's local Transport Plan and Borough Spending Plan.
- 1.5 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.
- 1.6 The Authority's powers and duties under all relevant legislation pertaining to building control.
- 1.7 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
- 1.8 The exercise of the Authority's functions under Part II of the London Buildings Act (Amendment) Act 1939 in relation to the naming and numbering of streets and buildings.
- 1.9 The maintenance and management of the Borough's roads, river walls, drawdocks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.
- 1.10 Policy and service implementation in relation to parking control.
- 1.11 Strategic land use, economic and transport planning, including oversight of Local Plan and related documents and processes
- 1.12 The consideration of briefs for development proposals, including proposals by Cabinet Members and for land subject to disposal for private development.

2. Resident Services functions:

- 2.1 Policy and operational matters in relation to the Council's Residents Services programme to provide high quality telephone, internet and face to face access to a range of services from time to time assigned to the Environment, Leisure and Residents Services Department.
- 2.2 Policy and service implementation in respect of public conveniences.
- 2.3 To establish and review appropriate mechanisms for the organisation and management of appropriate entertainments and events in parks and open spaces, including fireworks displays.
- 2.4 Policy and operational matters in relation to libraries, hiring of civic halls and facilities.

3. Street Scene functions

- 3.1 Policy, service implementation and enforcement in respect of street cleansing, refuse collection, recycling, consumer protection, trading standards, street trading, environmental health and public safety, corporate health and safety, pest control, food safety and contaminated land.
- 3.2 The issuing of notices and enforcement requirements as set out in the Environmental Protection Act.
- 3.3 Implementation of the Council's Licensing and Gambling Policies.
- 3.4 Policy and service implementation in respect of mortuary, burial, cremation and Coroner services.
- 3.5 The exercise of duties of the Council with respect to Emergency Planning services.

4. Parks and heritage functions:

- 4.1 Exercising the Council's functions in relation to parks and open spaces, including the provision of entertainment, sports, leisure, grounds maintenance and the development of parks and open spaces generally.
- 4.2 Policy, planning and strategy for parks and open spaces.
- 4.3 To formulate and implement policies likely to promote the development, preservation and enhancement of parks within the borough for the benefit of residents and visitors alike.
- 4.4 Monitoring of the policy, management and development of Fulham Palace.

5. Function shared with the Cabinet Member for Housing:

- 5.1 Responsibility to ensure that the neighbourhood wardens tackle anti-social behaviour

6. Function shared with the Cabinet Member for Economic Development and Regeneration:

- 6.1 Compulsory purchase of land for planning purposes.

7. Functions shared with the Cabinet Member for Social Inclusion

- 7.1 The Authority's sports strategy.

Note: the Cabinet Member for Environment, Transport and Residents Services is responsible for:

In conjunction with the Leader:

The Bi-borough Executive Director of Transport and Technical Services
The Bi-Borough Executive Director of Environment, Leisure and Residents Services

In conjunction with all Cabinet Members:

Chief Executive
All Executive Directors

CABINET MEMBER FOR HEALTH AND ADULT SOCIAL CARE

1. Community Health functions:

- 1.1 The Authority's policies and strategic plans relating to Adult Social Services, Supporting People Programme for specialist Housing Support.
- 1.2 Chairing the Health & Wellbeing Board.
- 1.3 Meeting the Authority's statutory functions under the National Assistance Act 1948, NHS and Community Care Act 1990, Immigration and Asylum Act 1999, Health Act 2006 and other appropriate legislation.
- 1.4 Ensuring that the needs of vulnerable adults are met.
- 1.5 Determining applications for financial assistance for community and voluntary organisations within the borough that fall within this portfolio.
- 1.6 Developing and monitoring service provision in respect of residential facilities, provided for, older people, the chronically sick, disabled people, people with learning disabilities, people affected by HIV/Aids and people with mental health needs.
- 1.7 The administration of the AIDS Support Grant, Social Care Reform Grant and Stokes Grant.
- 1.8 The development of joint and partnership working, including joint commissioning of services with the Health Authorities and Trusts for the provision of social and health care.
- 1.9 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.10 The development, monitoring and implementation of the Authority's strategy in respect of better government for older people and people with disabilities.
- 1.12 The development of policies and strategies to retain and enhance high quality GP, other primary, community and acute health care services, including at Charing Cross Hospital and Milson Road Health Centre.

2. Public health functions:

- 2.1 The promotion of health education and public awareness of health issues within the borough, and implementation and monitoring of projects and services in relation to public health provision.
- 2.2 Consultation with the agencies and voluntary organisations concerned with public health matters in the borough, and encouraging and supporting the development of such organisations.
- 2.3 The establishment of partnerships and other forms of collaborative working with the Health Authorities to develop and monitor joint programmes and other projects and services relating to public health provision and education within the borough.

3. Function shared with the Deputy Leader

- 3.1 The development, monitoring and implementation of drug and alcohol policies.

Note: The Cabinet Member for Health and Adult Social Care is responsible for:

In conjunction with the Leader:

The Tri-Borough Executive Director of Adult Social Care and Public Health

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

CABINET MEMBER FOR CHILDREN AND EDUCATION

1. Children's Services functions:

- 1.1 The role of 'Lead Member for Children's Services' as designated under Section 19(1) of the Children Act 2004 and described as follows in statutory guidance:
 - "a education services - the authority's functions in its capacity as education authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to education, higher education and adult education);
 - b social services - the authority's social services functions within the meaning of the Local Authorities Social Services Act 1970 insofar as they relate to children, and the authority's functions in relation to children and young people leaving care;
 - c health services - any health-related functions exercised on behalf of a National Health Service body under Section 75 of the Health Act 2006 insofar as they relate to children; and
 - d inter-agency co-operation - the arrangements for the Children's Trust and safeguarding duties set out in the Children Act 2004, in particular leading and building arrangements for inter-agency co-operation."
- 1.2 The above functions incorporate:
- 1.3 The Council's role as 'corporate parent', including assistance to young people up to 24 years who have been looked after 13 weeks beyond their 16th birthday, where circumstances justify;
- 1.4 Fostering and adoption services;
- 1.5 The Bi-borough Virtual School for Looked after children
- 1.6 Locality family Support Services
- 1.7 Children's Centres;
- 1.8 Setting the overall direction in relation to the Council's funding of, and support to, schools
- 1.9 Children's Services asset management
- 1.10 The Council's interest in nursery and 'early years' education, learning out of school hours and subsidised and unsubsidised childcare;
- 1.11 Commissioning and providing services to young people with disabilities in transition to adulthood;

- 1.12 Community Budgeting including the Troubled Families Programme (the Tri-borough Family Recovery Programme)
- 1.13 Care Proceeding review
- 1.14 The development, implementation and monitoring of the Authority's early years strategy.
- 1.15 Ensuring that the needs of vulnerable children (including young carers) are met.
- 1.16 Partnership working with the National Health Service to promote the interests of children and their families, including decision-making on such matters at the Health and Well-Being Board;

2. Social Services functions:

- 2.1 Meeting the Authority's statutory functions in relation to children under the Children Act 1989, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation:- social services to children and young people in need under Section 17 of the Children Act 1989;
- 2.2 The Council's responsibilities towards unaccompanied asylum seeking children;
- 2.3 The Council's regulatory duties in relation to children's social services;
- 2.4 Ensuring that families with social care needs experience a 'joined-up' service;
- 2.5 Developing and monitoring service provision in respect of residential facilities, provided for the care of children.

3. Education functions:

- 3.1 Local schools, including improving education attainment across all state funded schools and the provision of schools of choice;
- 3.2 Plans for new educational provision in the Borough (including academies and free schools);
- 3.3 Schools asset management
- 3.4 The Council's consultation arrangements with schools, governors, parents and others;

- 3.5 Special education needs (SEN) and education for the talented and gifted;
- 3.6 The Council's interest in school admission and exclusion appeals, including the making of arrangements to determine appeals;
- 3.7 Adult and community education;
- 3.8 Links to industry and business, through education business partnerships and the Young People's Learning Agency;
- 3.9 Appointments to school governing bodies;
- 3.10 The Council's interests in wider educational provision, including provision by the independent sector;
- 3.11 The implementation of the Schools Capital investment programme;
- 3.12 The Employee Led Mutual (3BM).
- 3.13 The Council's responsibility for policy and operation of the Council's Education transport operation.

4. Functions shared with Cabinet Member for Social Inclusion

- 4.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.
- 4.2 Youth services and its encouragement of other services to young people;
- 4.3 Sports activities for children and young people in schools.
- 4.4 The Council's relationship with services for young people offering support and career guidance (or any successor service)
- 4.5 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

Note: The Cabinet Member for Children and Education is responsible for:

In conjunction with the Cabinet Member for Social Inclusion:

The Tri-Borough Executive Director of Children's Services

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

CABINET MEMBER FOR SOCIAL INCLUSION

This is a cross-cutting portfolio with shared responsibility across the Cabinet to develop, implement and monitor strategic policies and programme in respect of social inclusion.

1. Scope of portfolio

- 1.1 The development, monitoring and implementation of the Authority's Voluntary Sector strategy, including any Council-wide conditions applied to grant aid or funding by the Authority.
- 1.2 The development and implementation of community development projects, including the promotion of social enterprises that promote community development.
- 1.3 Developing and leading approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political and economic life of the borough.
- 1.4 Ensuring that community and cultural events promote social cohesion.
- 1.5 Leading the development and promotion of shared values and mutual respect across the diverse communities of the borough
- 1.6 Developing strategic approaches to reduce inequalities including around health, education and employment outcomes; access to services; and participation in civic life.
- 1.7 Driving improvements in equality across communities and groups in the borough, and ensuring compliance with all legal equalities duties.
- 1.8 The community transport services.
- 1.9 To establish and review appropriate mechanisms for the organisation and management of town centre festivals, community festivals and other commemorative, celebratory and cultural events (excluding fireworks displays).
- 1.10 As 'Young People's Champion' furthering the Council's commitment to the involvement of young people in decision-making processes where appropriate.
- 1.11 Developing strategic policies and actions to limit poverty and social injustice.

2. Functions shared with the Cabinet Member for Children and Education

- 2.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.
- 2.2 Youth services and its encouragement of other services to young people;
- 2.3 Sports activities for children and young people;
- 2.4 The Council's relationship with services for young people offering support and career guidance (or any successor service)
- 2.5 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within the portfolio.

3. Functions shared with the Cabinet Member for Economic Development and Regeneration :

- 3.1 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.
- 3.2 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.
- 3.3 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.
- 3.4 Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development (excluding children and education) within the borough.

4. Function shared with the Cabinet Member for Environment, Transport and Residents Services

- 4.1 The Authority's sports strategy.

5. Function shared with the Cabinet Member for Housing

- 5.1 To develop policies and programme to tackle homelessness and support vulnerable people to secure and maintain living in safe and suitable accommodation

Note: The Cabinet Member for Social Inclusion is responsible for:

In conjunction with all Cabinet Members:

Chief Executive

All Executive Directors

LEAD MEMBER FOR CONTRACTS

This post-holder will be working directly with the Leader to:

- 1.1 Review all existing Council contracts to ascertain whether further savings or improved performance can be achieved.
- 1.2 Review and recommend, in consultation with the Cabinet Member for Economic Development and Regeneration, planning agreement proposals.
- 1.3 Monitor the performance of the Legal Services Division.

LEAD MEMBER FOR HOSPITALS AND HEALTH CARE

This post-holder will be working directly with the Cabinet Member for Health and Adult Social Care to:

- 1.1 Co-ordinate the Council's use of planning and legal powers to defend hospital services and existing levels of service provision.
- 1.2 Lead a public review of residents' access to GP services.
- 1.3 Facilitate greater partnership working between doctors, social care professionals and other relevant groups.
- 1.4 Work with resident groups to defend and negotiate the continued provision of high quality health care services to residents of the borough, particularly at Charing Cross Hospital.

CHIEF WHIP

The Chief Whip's specific responsibilities:-

- Liaison with the Leader of the Opposition on the following:
 - Organising meetings
 - Briefing on procedural matters
 - Full Council meetings
 - Filling of vacancies

- Liaison with the Chief Executive and H&F Business Board on the following:
 - Decisions of the Administration Group
 - Programming of meetings
 - The decision-making process

- Chief Whip of the majority political group on the Council.

- In consultation with the Leader nominating Councillors to all internal bodies, including Policy and Advisory Committees, quasi-judicial bodies, Task Groups etc. in consultation with the relevant Cabinet Member and Leader of the Opposition as appropriate.

- Liaison with Executive members and the Leader of the Opposition in respect of filling vacancies on outside bodies as appropriate.

- Keeping under review the level of support services to Councillors in undertaking their representative role, and liaising with the Executive Director of Finance and Corporate Governance over variations in service.

The Deputy Chief Whip deputises for the Chief Whip in his/her absence,

APPENDIX 2

POLICY & ACCOUNTABILITY COMMITTEES

Terms of Reference

1. Introduction

- 1.1 Policy & Accountability Committees (PACs) will develop key policies for the Council on behalf of and with residents and community groups and hold the Executive to account.
- 1.2 All PACs will discharge the relevant statutory functions within the scope of the Committee.
- 1.3 All PACs will have the following key responsibilities:
 - To hold the Cabinet to account
 - To be a critical friend to the Cabinet and to challenge the assumptions behind the policies and actions of the Council and other local service providers
 - To amplify the voice and concerns of local residents and to give residents a mechanism to comment on, participate in and determine Council policy
 - To improve the Council's services by listening to residents and user groups
 - To scrutinise decisions made by partner organisations in the interest of the residents of the Borough
 - To be independent of party politics and ensure an informed evidence-based approach to policy development
- 1.4 PACs may also co-opt non-voting additional members to ensure residents and users' groups are fully represented. Only statutory co-optees will have voting rights. All co-opted members will be able to participate fully in all meetings and have the same access to information as elected members.
- 1.5 Each PAC will maintain a work programme of policies and issues identified by the PAC members to be investigated, analysed and understood prior to making recommendations to decision-makers. PACs may receive evidence from experts and user groups either in writing in advance or verbally at meetings.
- 1.6 All PACs may compel Council officers and Executive members to attend meetings as required and can expect to receive written evidence as requested.
- 1.7 Where appropriate, PAC members may conduct research outside of formal meetings and make site visits as required.
- 1.8 When considering major cross-cutting issues that impact upon the work of more than one PAC, PACs may meet concurrently to receive evidence in a

joint session. Following such meetings, reports may be published as joint reports or as separate responses. Alternatively, for major cross-cutting issues that impact the work of more than one PAC or require detailed attention, PACs may appoint sub-committees or task groups to examine the particular issue.

- 1.9 Overview and Scrutiny Committees will be known in Hammersmith & Fulham as the PACs.

FINANCE & DELIVERY POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007, and in particular:</p> <ul style="list-style-type: none"> • The coordination, and development of the Council’s Policy and Scrutiny function and the monitoring of its performance • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Member(s) <p>Scope:</p> <ul style="list-style-type: none"> • setting and monitoring of the corporate budget • the development of long-term savings plans within the Medium Term Financial Strategy • oversight of finance and use of resources • performance management (including external assessment of the Authority and its services) • central support services and organisational development and human resources • Tri – Borough Programme and other joint working with outside bodies • electoral and other registration services • the Council’s communication strategy • the Council’s Community Strategy • customer care and complaints policies, including H&F Direct • member and MP enquiries and FOI responses • procurement and management of IT services • the development, implementation and operation of the governance, structure and processes in respect of joint working with other authorities, save for matters within specific service areas which fall within the remit of other PACs • other major cross-cutting functions of the Council 	

COMMUNITY SAFETY, ENVIRONMENT & RESIDENT SERVICES POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.</p> <ul style="list-style-type: none"> • To discharge of the functions and responsibilities of a Crime and Disorder Committee in accordance with section 19 of the Police and Justice Act 2006 and regulations made under section 20 of the Act. • To discharge of functions contained in s.9FH of Schedule 2 to the Localism Act 2011 to review and scrutinise the exercise by flood risk management authorities of flood risk management functions which may affect the local authority's area • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Member(s) <p>Scope:</p> <ul style="list-style-type: none"> • transport, including roads maintenance, other transport infrastructure • parking policy, traffic management and the relationship with TfL. • planning policy and performance and the impact of developments on transport infrastructure and the environment. • the local environment • Street Scene • parks and open spaces • recycling and environmental sustainability • waste disposal, street cleansing, refuse collection, • cemeteries • biodiversity • quality of life • community safety • tackling anti-social behaviour • licensing and gambling. • neighbourhood governance • any other matter referred by the Finance & Delivery PAC 	

Note: Planning decisions cannot be scrutinised

CHILDREN & EDUCATION POLICY & ACCOUNTABILITY COMMITTEE

Members:

Five voting councillors

Quorum:

Three Members of the Committee

Political proportionality:

3 Administration members

2 Opposition members.

Co-opted Members:

Statutory with voting rights on Education matters:

2 Parent Governor representatives (one vacancy)
2 diocese representatives

Non-statutory without voting rights:

1 head teacher representative

Principal Functions

All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.

- To develop policy within the scope of the Committee and make recommendations to the Cabinet
- Monitor the administration and spending in services within its scope
- To review the impact of decisions and policies implemented by the Council
- Lead responsibility for scrutinising the relevant Cabinet Members(s).

Scope:

- the education of children and young people in the borough
- the authority's functions in its capacity as education authority
- Special Educational Needs
- the authority's social services functions as they relate to children
- Safeguarding
- Child protection
- Children in care
- Children and young people leaving care

- the education and children’s services budgets including social care
- the Employee-Led Mutual (3BM)
- any other matter allocated by the Finance & Delivery PAC

HEALTH, ADULT SOCIAL CARE & SOCIAL INCLUSION POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members Opposition members.	Co-opted Members: Non-statutory without voting rights: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.</p> <ul style="list-style-type: none"> • To discharge functions under the Health and Social Care Act 2001 • To discharge any functions under the Health and Social Care Act 2012 and any subsequent regulations • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Members(s). <p>Scope:</p> <ul style="list-style-type: none"> • health of both children and adults (including public health) • the provision, maintenance and improvement of primary and acute NHS services in the borough • the provision of mental health services in the borough • adult social care services in the borough, including the exercise of statutory responsibilities in relation to the scrutiny of health as set out in Article 6 and also the voluntary and community sector • the Council’s equalities and diversity programmes and support for vulnerable groups. 	

- Council and other out-of-school services for youth in the Borough
- the Council's Voluntary Sector strategy
- increasing access to opportunity in all aspects of social and economic life in the borough
- other policies and initiatives supporting social inclusion in the borough
- any other matter allocated by the Finance & Delivery PAC

ECONOMIC REGENERATION, HOUSING & THE ARTS POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.</p> <ul style="list-style-type: none"> • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Members(s). <p>Scope:</p> <p>To monitor the policy, administration and spending of all aspects of:</p> <ul style="list-style-type: none"> • The local economy • Housing (including privately owned, council, housing association, sheltered and supported housing) • Support for local businesses and high streets, including the ability of local businesses and the voluntary and community sector to procure from the Council and the Council's suppliers • Local employment opportunities • Regeneration and renewal of deprived areas • Provision of homes for local residents • Adult education 	

- Arts and cultural services
- Libraries
- any other matter allocated by the Finance & Delivery PAC

REVIEW OF THE COUNCIL'S CONSTITUTION JUNE 2014 PROPOSED AMENDMENTS

APPENDIX 3

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
<u>Part 2 – Articles of the Constitution</u>		
Article 4 – The Full Council	4.01 – Definitions: Policy Framework 4.02 – Functions of the Council	<u>Delete:</u> The current list of plans and strategies which are currently required by law to be approved by full Council and substitute: <ul data-bbox="1115 730 2033 960" style="list-style-type: none">• Plans or strategies for the control of the authority’s borrowing, investments or capital expenditure or for determining the authority’s minimum revenue provision• Development Plan Documents• Licensing Authority Policy Statement• Community Strategy <u>Rationale:</u> Updating the list to include only those plans and strategies which still require full Council approval. <u>Add</u> to sub-para. (e) “agreeing and/or amending the terms of reference for Committees or Panels; deciding on their composition; and making appointments to them” the words “for each municipal year until the next following Annual Meeting of the Council or until such time as the Council determines otherwise.”

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
		<p><u>Rationale:</u> To make clear that the membership of all Council Committees and Panels will normally continue from one Annual Council meeting until the next, reducing the potential for misinterpretation.</p>
<p>Article 6 – Overview and Scrutiny Committees</p>	<p>6.02 to 6.05</p>	<p>The changes recommended to abolish Overview and Scrutiny Committees and replace them with Policy and Accountability Committees will require changes to be made to these sections of Article 6. The report seeks approval to the Monitoring Officer making these and other consequential changes in consultation with the Chief Whips.</p>
<p><u>Part 3 – Responsibilities for Functions</u></p>		
<p>General Scheme of Delegation to Chief Officers</p>	<p>Whole document</p>	<p>The existing General Scheme has been updated and expanded by deleting key top-level delegations (including those to Statutory Officers) from the Schemes of Delegation of individual departments and incorporating them into the General Scheme, copies of which will be available at the Council meeting.</p> <p><u>Rationale:</u> To make the Constitution shorter, more manageable and more user-friendly by including in it only the key top-level delegations. Departmental Schemes of Delegation will be published as stand-alone annexes to it.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
Scheme of Delegation – Chief Executive	Local Government Act 1972, sections 83, 88, 89 etc.	<p><u>Delete.</u></p> <p><u>Rationale:</u> Key top-level delegations. <u>Transfer</u> to new General Scheme of Delegation to Chief Officers.</p>
Director of Law - Scheme of Delegation	Local Government Act 1972, parts of Schedules 12 and 14 and section 238.	<p><u>Delete.</u></p> <p><u>Rationale:</u> Key top-level delegations. <u>Transfer</u> to new General Scheme of Delegation to Chief Officers</p>


CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
<p>Schemes of Delegation – Executive Director of Finance and Corporate Governance</p>	<p>Financial functions: Local Government Act 1972, sections 115 and 146;</p> <p>Corporate Governance functions: Representation of the People Act 1983</p> <p>Financial functions : Sections 7(e), 11 and 14</p> <p>Financial functions: Section 8 and Corporate Governance functions : passim.</p> <p>Sections 15, 22, 24</p>	<p><u>Delete.</u></p> <p><u>Rationale:</u> Key top-level delegations. <u>Transfer</u> to new General Scheme of Delegation to Chief Officers.</p> <p><u>Amend:</u> “Recovery Manager” to read “Head of Recovery” and add Taxation manager to the list of postholders able to exercise the relevant powers</p> <p><u>Add</u> Bi-borough Director of Human Resources</p> <p><u>Amend</u> post titles to Tri-borough format in relation to Audit and Fraud.</p> <p><u>Rationale:</u> To reflect changes to departmental structure and post titles.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
Scheme of Delegation – Bi-borough Executive Director of Environment, Leisure and Residents Services	Cemeteries Order 1977/ Local Authorities Cemeteries Order 1974 Applications to use Fulham Palace grounds Passim:	<p><u>Amend</u> legislation references.</p> <p><u>Delete</u></p> <p><u>Update</u> post titles.</p> <p><u>Rationale</u>: To reflect changes to legislation, the Council’s powers and to post titles.</p>
Scheme of Delegation - Bi-borough Executive Director of Transport and Technical Services	Passim	<p><u>Add</u> delegation in relation to new legislation (particularly the Localism Act 2011, the Enterprise and Regulatory Reform Act 2013, the Scrap Metal Dealers Act 2013) and a new section on internal Financial controls.</p> <p><u>Update</u> references to legislation</p> <p><u>Amend</u> officer post titles</p> <p><u>Rationale</u>: To reflect latest legislative changes and amendments to post titles; clarity.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
Scheme of Delegation – Executive Director of Housing and Regeneration	Passim	<p><u>Amend</u> officer post titles.</p> <p><u>Rationale:</u> To reflect changes to officer post titles.</p>
Scheme of Delegation - Tri-Borough Executive Director of Adult Social Care	Sections 2 to 8	<p><u>Adding</u> to the officers to whom statutory functions are delegated the Tri-borough Director of Provided Services, Mental Health Partnerships and Safeguarding.</p> <p><u>Rationale:</u> To reflect the allocation of responsibilities within the department.</p>
<u>Part 4 – Rules of Procedure</u>		
Council Procedure Rules	Rule 3 – Other Council Meetings	<p><u>Amend</u> the final sentence of subsection (c) so that it reads: “An Extraordinary meeting may consider any of the matters specified in Rule 2.1 above (Business at ordinary Council meetings) except questions submitted by the public.”</p> <p><u>Rationale:</u> Adding the proposed exception regarding questions submitted by the public will bring the agenda for an extraordinary Council meeting into line with Rule 12 (a) which provides that no public questions may be asked at the Annual Council meeting “or any Extraordinary meeting”.</p>

CONSTITUTION SECTION	RELEVANT SUB-SECTION	PROPOSED CHANGES
	Rule 16 – Voting at Council and Committee Meetings	<p><u>Add</u>: a new subsection (f) reading as follows: “Immediately after any vote is taken at a Budget meeting of the Council to decide the budget there shall be recorded in the minutes of the proceedings of the meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.”</p> <p><u>Rationale</u>: To comply with the requirements of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, coming into force on 25 February 2014.</p>
Contract Standing Orders	Publication of Contracts Notices/Advert	<p><u>Delete</u> - The requirement from the CSOs for contract advert/notice on the H&F website and London Tenders Portal.</p> <p><u>Add</u> - To advert all Contract notices on the capital-E-sourcing portal as the only place where they are to be published.</p> <p><u>Rationale</u> - To remove duplication of work.</p>
Part 5 – Codes and Protocols	Guidance for Members and Officers dealing with Planning and Licensing	<p><u>Add</u> - Public Speaking At Planning And Development Control Committee (Protocol) - To add the protocol to allow applicants, objectors or supporters of the application to speak at meetings and update the existing practice.</p> <p>Rationale – To allow public participation at Planning meetings.</p>

Agenda Item 6.5

 hammersmith & fulham	London Borough of Hammersmith & Fulham COUNCIL 16 JUNE 2014
MEMBERS' ALLOWANCES SCHEME - REVISIONS	
Report of the Leader of the Council	
Open Report	
Classification - For Decision	
Key Decision: No	
Wards Affected: All	
Accountable Executive Director: Jane West – Executive Director Finance and Corporate Governance	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report provides an update to the Members' Allowances Scheme approved by Council at its meeting on 26 February 2014.

2. RECOMMENDATIONS

- 2.1 That all Members who are entitled to an Special Responsibility Allowance (SRA) shall take a 10% reduction in this allowance.
- 2.2 That under this scheme only one SRA will be paid to a Councillor in respect of duties undertaken.
- 2.3 That the revisions to the Members' Allowances Scheme 2014/15 as set out in the report and attached as Appendix 1, be approved.

3. REASONS FOR DECISION

- 3.1. The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake an annual review of its Members' Allowances scheme and approve any amendments to the scheme.

4. MEMBERS' ALLOWANCES SCHEME UPDATE

4.1 Council approved the 2014/15 Members' Allowances scheme at its meeting in February. Subsequently, the Administration has nominated an Executive consisting of nine Cabinet Members increasing the current number by one. The Cabinet Member portfolios have been changed to reflect the new responsibilities.

4.2 The new Cabinet consists of the following Members:-

LEADER	Councillor Stephen Cowan
DEPUTY LEADER	Councillor Michael Cartwright
CABINET MEMBER FOR CHILDREN AND EDUCATION	Councillor Sue Macmillan
CABINET MEMBER FOR ECONOMIC DEVELOPMENT AND REGENERATION	Councillor Andrew Jones
CABINET MEMBER FOR FINANCE	Councillor Max Schmid
CABINET MEMBER FOR HEALTH AND ADULT SOCIAL CARE	Councillor Vivienne Lukey
CABINET MEMBER FOR HOUSING	Councillor Lisa Homan
CABINET MEMBER FOR SOCIAL INCLUSION	Councillor Sue Fennimore
CABINET MEMBER FOR ENVIRONMENT, TRANSPORT & RESIDENTS SERVICES	Councillor Wesley Harcourt

4.3 It is proposed that two Lead Members' posts be created to work with the Leader to oversee Contracts - Councillor Guy Vincent, and Hospitals and Health Care - Councillor Sharon Holder. Both Members will be entitled to a special responsibility allowance.

4.3 In line with the Independent Remuneration Panel's recommendation, it is proposed that only one SRA should be paid to a councillor in respect of duties with the same authority. Where a Councillor is entitled to two SRAs, he or she will be paid the highest allowance.

4.4 During the review of the Allowances Scheme in February 2014, the Council formally took into account the recommendations of the local Independent Panel on Remuneration for Councillors. It was decided that the Council would continue to set its own SRA in line with local conditions. Under Regulation 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council has the powers to agree the amount it pays its members. The Administration and Opposition have agreed to reduce the SRA paid to their Members by 10%.

5. LEGAL IMPLICATIONS

5.1 The legal implications for this report are contained in the body of the report.

Implications verified by: Tasnim Shawkat, Director of Law 020 8753 2700

6. FINANCIAL AND RESOURCES IMPLICATIONS

6.1 The new allowances can be accommodated within the existing budget.

Implications verified by: Jane West, Executive Director of Finance and Corporate Governance 020 8753 1900

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		
CONTACT OFFICER		NAME: Kayode Adewumi EXT. 2499	

Members' Allowances Scheme 2014-15 (Revision) [Effective from 17th May 2014]

This scheme is made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for 2014–2015 and subsequent years. The allowances scheme has been prepared having regard to the report of the Independent Panel on the Remuneration of Councillors in London established by London Councils on behalf of all London Councils, co-authored by Rodney Brooke, Drew Stevenson and Anne Watts, and published in May 2010.

1. Basic Allowance

1.1 The Independent Remunerator's report suggests a flat-rate basic allowance be paid to each member of the authority of £9964 per annum to be paid in 12 monthly instalments on the 15th of each month.

1.2 The Council has taken into account the independent remunerator's recommendation but has decided to retain its own basic rate allowance frozen at the 2008 – 09 level.

The basic rate allowance for all LBHF Councillors will therefore be:

- £8,940 - to be paid in 12 monthly instalments on the 15th of each month.

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year.

2. Special Responsibility Allowances

2.1 Regard has been had to the recommendations in the independent remunerator's report for differential banding in relation to the payment of special responsibility allowances (SRAs), but in the interest of maintaining a low council tax and the current economic conditions, it has been decided to freeze the council's own scheme of SRAs at the same level approved for 2008/09 and not to follow the independent remunerator's recommendations which would have proved considerably more costly to local council taxpayers.

2.2 The following Special Responsibility Allowances shall therefore be paid to Councillors holding the specified offices indicated:

The Leader	£32,186.70
Deputy Leader	£26,816.40
Other Cabinet members (7)	£21,454.20
Chief Whip (where not a member of Cabinet)	£21,454.20
Deputy Chief Whip (2)	£5,564.70
Chairmen of Policy & Accountability Committees (5)	£5,564.70
Leader of the Opposition	£16,086.60

Deputy Leader of the Opposition	£5,564.70
Opposition Whip	£5,564.70
Chairmen of Planning and Development Control Committees, Audit, Pensions and Standards Committee, Licensing Committee, and Councillor Member on Adoption and Fostering Panel	£5,564.70
The Mayor	£10,729.80
Deputy Mayor	£5,564.70
Lead Members (2) – Contracts, and Hospitals and Health Care	£2,700.00

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year. A Special Responsibility Allowance would cease where the SRA entitled post ceases to exist during year. Only one SRA will be paid to a Councillor in respect of duties undertaken with the authority.

3) Other Allowances

a) *Dependent Carer Allowance*

Dependant carer allowance is payable in respect of expenses incurred for the care of a Councillor's children or dependants in attending meetings of the authority, its Executive, Committees and Sub-Committees and in discharging the duties set out in paragraph 7 of the Regulations.

(1) £4.18 per half hour before 10 p.m.; £5.31 per half hour after 10 p.m. (not payable in respect of a member of the councillor's household).

b) *Travel (Outside of the Borough) & Subsistence*

Travel allowances are payable (at the same rates as employees) for duties undertaken away from the Town Halls when discharging duties under paragraph 8 of the Regulations. There will be no payment for intra Borough travel under this scheme.

(1) Public Transport

Actual travel costs (second class only) will be reimbursed.

(2) Car mileage

45 pence per mile.

(3) Subsistence

Allowance payable at same rates and conditions as employees. Payment is only made for expenses incurred outside the Borough, and is subject to a maximum of £5.00 per claim.

c) *Sickness, Maternity and Paternity Allowance*

Where a Member is entitled to a Special Responsibility Allowance, it will continue to be paid in the case of sickness, maternity and paternity leave in the same way as employees.

4) Annual Increase

The allowances in this scheme apply to the financial year 2014/15. All allowances have been frozen at the 2008/09 level.

5) Election to forego allowances

In accordance with the provisions of regulation 13, a Councillor may, by notice in writing to the Chief Executive, elect to forego any part, or all, of his or her entitlement to an allowance under this scheme.

6) Time limit for claims

The majority of allowances are payable monthly, but where allowances are the subject of claims, these claims should be made in the agreed form with the appropriate declaration within six months of the duty to which they relate.

7) Withholding of allowances

In the event of a Councillor being suspended or partially suspended, the Audit, Pensions and Standards Committee shall have the power to withhold the allowances payable to that Councillor either in whole or in part for the duration of that suspension.

8) Membership of more than One Authority

A member may not receive allowances from more than one authority (within the meaning of the regulations) in respect of the same duties.

9) Non Entitlement to more than One SRA

A member shall not receive more than one SRA in respect of duties undertaken with the authority. Where a Councillor is entitled to two SRAs, he or she will be paid the highest allowance.

ALLOWANCES FOR CO-OPTED MEMBERS AND INDEPENDENT MEMBERS OF THE AUDIT, PENSIONS AND STANDARDS COMMITTEE

Co-optees

The independent remunerator's report recommends a rate of allowance for co-opted members of £117 per meeting, to be calculated on an annualised basis by the number of meetings. This recommended figure has not been adopted. The Council's own figure of £504.00 p.a. is payable by equal monthly instalments of £42.00 on the 15th of each month.

Co-opted members shall be entitled to the same travel allowances as Councillors, but shall not be entitled to subsistence payments.

Audit, Pensions and Standards Committee Independent Members

The London Borough of Hammersmith and Fulham shall pay an allowance to one of the two appointed Independent Members at a flat rate allowance of £504 per annum payable by equal monthly instalments of £42.00 on the 15th of each month. The Royal Borough Kensington and Chelsea shall pay a similar allowance to the other appointed Independent Member.

In all cases, the allowances given in this scheme shall not be uprated by the same percentage rate of increase as the previous years' national Local Government Pay Settlement but frozen at the 2008/09 levels.

INDEPENDENT REMUNERATION PANEL RECOMMENDATIONS


1. We believe that the scheme of allowances that the panel recommended in 2001, updated in line with local government pay awards, is still appropriate. We set out the five bands of responsibility with updated figures for the basic allowance and for the five bands.
2. We continue to believe that the roles identified in the 2006 report as attaching to the bands are still, in general terms, appropriate. Consultation has suggested other roles, but most are covered by the 2006 recommendations. We have added to the role descriptions in band one 'community leaders' and 'leaders of a specific major project'. We appreciate that such responsibilities can provide development opportunities for the leaders of the future and are analogous to other responsibilities within band one.

We also recommend the inclusion of 'acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods' and 'acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods'.

3. With changes in local government structure and organisation, we accept that some cabinet roles may be more demanding than others. Although it may be sensible for many councils to remunerate cabinet members at the same level, we believe that there is sufficient width in band three to permit councils to recognise different levels of responsibility within the cabinet where this is appropriate.
4. In return for the levels of remuneration which we propose, it is important that councillors account publicly for their activities. We believe that:
 - a. role descriptions should be developed for councillors for all their areas of work;
 - b. the role descriptions should be placed on council websites;
 - c. members should report publicly on their activity through a variety of channels as illustrated in the main report; and
 - d. councils should consider the introduction of an appraisal system for members.
5. Councillors who, without reasonable cause, fail to discharge their duties should not claim the basic allowance. We believe that the legislation requiring only an attendance at a council meeting every six months should be tightened.
6. We endorse the recommendations of the 2006 report in relation to the chair and members of the Standards Committee¹.
7. We reiterate our view that only one SRA should be paid to a councillor in respect of duties with the same authority.

¹ Since the Independent Remuneration Committee report wrote its report in May 2010, the Standards regime has been abolished. All references in the report to the Standards Committee now apply to the Audit, Pensions and Standards Committee which has taken over the role.

8. Although councillors are not employees, we believe that it is reasonable that their special responsibility allowances should not cease in case of sickness, maternity and paternity leave in the same way that employees enjoy such entitlements. We continue to recommend that councils should be able to make arrangements in their schemes in appropriate circumstances to enable this to happen.
9. We continue to recommend that the allowances we recommend should be updated annually in accordance with the headline figure in the annual local government pay settlement. We appreciate that Regulation 10(1) of the Local Authorities (Members' Allowances) (England) Regulations 2003 appears to require re-adoption of the scheme at the start of each municipal year. However Regulation 10(4) provides that the scheme will not be deemed amended by virtue only of adjustment of the scheme through indexation. If there is no other change a re-adoption can be achieved by a simple resolution.
10. While we continue to believe that intra-borough travel should be part of the basic allowance, we recognise that there are circumstances where it may be appropriate for a scheme to provide payment for the cost of transport e.g. journeys home after late meetings and for people with disabilities. In the case of dispute, we believe that the Standards Committee could adjudicate.
11. We strongly believe that there is need for rationalisation in the tax treatment of expenses borne by councillors and recommend that the Local Government Association be asked to pursue that at the national level, or failing that, London Councils attempt to achieve rationalisation on behalf of London.
12. We have consistently recommended that eligible councillors should be eligible for admission to the local government pension scheme and we continue to urge that councils should give their members this opportunity.

	<p>London Borough of Hammersmith & Fulham</p> <p>COUNCIL</p> <p>16 JUNE 2014</p>
<p>PETITIONS: ANNUAL REPORT 2013/14</p>	
<p>Report of the Chief Executive</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: None</p>	
<p>Accountable Executive Director: Jane West Executive Director of Finance and Corporate Governance</p>	
<p>Report Author: Kayode Adewumi, Head of Governance and Scrutiny</p>	<p>Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This report outlines the operation of the Council's Petitions Scheme over the past 12 months.

2. RECOMMENDATION

- 2.1. That Council agree to continue to operate the Petitions Scheme as outlined in paragraph 4.2.
- 2.2. That the operation of the Council's Petitions Scheme be noted.

3. REASONS FOR DECISION

- 3.1. The Council has made a commitment to continue to operate a Petitions Scheme providing another avenue for residents to engage with the democratic process.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Council on 30 June 2010 adopted a Petitions Scheme in accordance with the requirements of the Local Democracy, Economic Development and Construction Act 2009. The Council's Scheme drew upon the model Petitions Scheme published by DCLG. The Scheme included a commitment to submit an annual report to the Council containing the following information:
- the subject matter of all petitions received during the year;
 - the number of signatures to each petition;
 - a summary of the Council's response to each petition;
 - any recommendations for changes to the Scheme in the light of experience with its operation.
- 4.2. On 24 September 2010 DCLG wrote to all Local Authority Chief Executives to advise that with immediate effect the Government had withdrawn 'Listening to communities: Statutory guidance on the duty to respond to petitions'. Despite repealing the statutory guidance, local authorities were still legally bound to "provide a facility for making petitions in electronic form". The Council introduced an E-petitions facility late in 2010 in compliance with this requirement. From 1 April 2012, the provisions of the Local Democracy, Economic Development and Construction Act 2009 related to petitions were repealed. The consequence is that the Council does not have to operate a petition scheme unless it wants to do so on a voluntary basis. It is recommended that the Council continue to operate the Petitions Scheme providing another avenue for residents to engage with the democratic process.

5. Annual Report 2012/13

- 5.1. The information referred to in paragraph 1.1 above is set out in the Appendix to this report.
- 5.2. The Scheme has worked well over the past three years. In 2013/14, 6 petitions were received, of which 5 were valid. All the valid petitions were considered and responded to. Three were considered each by Cabinet Members and officers. There was also a petition submitted online but no signatures were received. The Council also received another invalid petition related to Garages Rental increase.
- 5.3. The Scheme also allows people living, working or studying in the borough to petition an Overview and Scrutiny Committee but this did not happen during the period under review.
- 5.4. Council at its meeting on 30 June 2010, agreed the number of signatures required for each category of petition at levels outlined below. The limits were set at a level

to encourage residents and other interested parties to access the democratic process. The threshold limits only relate to the decision making routes referred to below, all petitions received by the Council which falls below these thresholds will continue to be considered by officers in consultation with the appropriate Cabinet Member. Once an issue has been considered by a decision maker under the scheme, a subsequent petition on the same issue will not be reconsidered by another decision maker because it has exceeded the next signature threshold.

Summary of Petition Types, Requirements and Decision Maker.

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

6. FINANCIAL AND RESOURCES IMPLICATIONS

6.1. There are no financial implications to this report.

7. LEGAL IMPLICATIONS

7.1. The comments of the Director are within this report.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

APPENDIX

PETITIONS RECEIVED BY THE COUNCIL IN 2013/14

No.	PETITION SUBJECT	DATE RECEIVED	SUBMITTED TO:	No. OF SIGNATURES	RESPONSE
1	Garage Rental Increase	26 August 2013	Cabinet Member for Housing	25	Letter from Cabinet Member to petition organiser.
2.	Rosewood Square – heating System	16 October 2013	Cabinet Member for Housing	19	Officers addressed the issues raised.
3	Garage Rental Increase	28 October 2013	Cabinet Member for Housing	28	Officers addressed the issues raised.
4	Swanbank Court – heating System	11 February 2014	Cabinet Member for Housing	25	Officers addressed the issues raised.
5	Moylan Road – Review of Parking restrictions	13 May 2014	Cabinet Member for Transport and Technical services	47	Outstanding.

Invalid

	Petition Subject	Date Received and Signatures	Reason
	Garages Rental increase	7 October 2013 - None	Duplicate petition. A copy of the Cabinet Member for Housing's response on the same issue was sent out.

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

Standing in the names of:

- (i) Councillor Michael Cartwright
- (ii) Councillor Colin Aherne

"This Council agrees the appointment of Councillor Stephen Cowan as the Leader of the Council".

Agenda Item 7.2

SPECIAL MOTION NO. 2 – APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET MEMBERS

Standing in the names of:

- (i) Councillor Stephen Cowan
- (ii) Councillor Colin Aherne

"This Council notes the appointments by the Leader to the Cabinet as set out below".

LEADER	Councillor Stephen Cowan
DEPUTY LEADER	Councillor Michael Cartwright
CABINET MEMBER FOR CHILDREN AND EDUCATION	Councillor Sue Macmillan
CABINET MEMBER FOR ECONOMIC DEVELOPMENT AND REGENERATION	Councillor Andrew Jones
CABINET MEMBER FOR FINANCE	Councillor Max Schmid
CABINET MEMBER FOR HEALTH AND ADULT SOCIAL CARE	Councillor Vivienne Lukey
CABINET MEMBER FOR HOUSING	Councillor Lisa Homan
CABINET MEMBER FOR SOCIAL INCLUSION	Councillor Sue Fennimore
CABINET MEMBER FOR ENVIRONMENT, TRANSPORT & RESIDENTS SERVICES *	Councillor Wesley Harcourt

* Includes Planning, Licensing and Public Protection and Safety.

Lead Member - Contracts	Councillor Guy Vincent
Lead Member - Hospitals and Health Care	Councillor Sharon Holder

JUNE 2014

SPECIAL MOTION NO. 3 – APPOINTMENTS OF CHAIRS AND MEMBERSHIPS OF REGULATORY, POLICY AND ACCOUNTABILITY AND OTHER COMMITTEES

Standing in the names of:

- (i) Councillor Stephen Cowan
- (ii) Councillor Michael Cartwright

"This Council agrees the appointments of Chairs and Memberships of Regulatory, Policy and Accountability and other Committees under its Constitution for the Municipal Year 2014/15, as set out in appendix 1.

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

REGULATORY & OTHER COMMITTEES MEMBERSHIPS 2014 / 2015

[* s.101 Committee LGA 1972, ** s.53 Committee LGA 2000, ^ s.6 Licensing Act 2003, # s.9 Licensing Act 2003]

1. PLANNING AND DEVELOPMENT CONTROL COMMITTEE *

10 members, ratio 6:4

Councillor Adam Connell (Chair)
Councillor Iain Cassidy (Vice-chair)
Councillor Colin Aherne
Councillor Elaine Chumney
Councillor Michael Cartwright
Councillor Natalia Perez Shepherd
Councillor Lucy Ivimy
Councillor Alex Karmel
Councillor Rob Lorgan
Councillor Viya Nsumbu

2. LICENSING COMMITTEE*^ 16 members, ratio 9:7

Councillor Alan De'Ath (Chair)
Councillor Daryl Brown (Vice-chair)
Councillor Hannah Barlow
Councillor Larry Culhane
Councillor Iain Cassidy
Councillor Guy Vincent
Councillor Vivienne Lukey
Councillor Michael Cartright
Councillor Colin Aherne
Councillor Mike Adam
Councillor Adronie Alford
Councillor Belinda Donovan
Councillor Steve Hamilton
Councillor Alex Karmel
Councillor Jane Law
Councillor Frances Stainton

3. LICENSING SUB-COMMITTEE* 3 members, ratio 2:1

Councillor Alan De'Ath (Chair)
Councillor Daryl Brown (Vice-chair)
To be advised

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

4. AUDIT, PENSIONS AND STANDARDS COMMITTEE* 9 members, ratio 5:4

Councillor Iain Cassidy (Chair)
Councillor PJ Murphy
Councillor Guy Vincent
Councillor Adam Connell
Councillor Ben Coleman
Councillor Mike Adam
Councillor Nick Botterill
Councillor Mark Loveday
Councillor Donald Johnson

5. APPOINTMENTS PANEL* 9 members, ratio 5:4

Leader – (Chair)
Deputy Leader - (Vice-Chair)
3 Cabinet Members*, one of whom should be relevant to the area of appointment
(NB: * Where an appointment relates to the portfolios of two Cabinet Members, both will be members of the panel)

Leader of the Opposition (or a named substitute)
3 relevant Opposition members

Exceptions: Appointment of Chief Executive
All members of Executive
Leader of the Opposition
4 Other Opposition members

6. AUDIT, PENSIONS AND STANDARDS COMMITTEE (APPOINTMENTS) PANEL*

Leader (Chair)
Deputy Leader (Vice-Chair)
Leader of the Opposition

[+ Chair of Audit, Pensions and Standards Committee *ex officio*]

7. AUDIT, PENSIONS AND STANDARDS (REVIEW) SUB COMMITTEE*

[Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee]

8. AUDIT, PENSIONS AND STANDARDS (APPEALS) SUB COMMITTEE

[Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee]

9. AUDIT, PENSIONS AND STANDARDS (DISPENSATIONS) SUB COMMITTEE

[Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee]

10. HEALTH AND WELL BEING BOARD*

Cabinet Member for Health and Adult Social Care, Councillor Vivienne Lukey
(Chair)

Deputy - Councillor Rory Vaughan

Cabinet Member for Children and Education, Councillor Sue Macmillan

11. WORMWOOD SCRUBS CHARITABLE TRUST:

Councillor Wesley Harcourt

Councillor Elaine Chumnerly

Councillor Joe Carlebach

NON-STATUTORY CONSULTATIVE BODIES

[Note: The bodies below are advisory bodies only, and have no legal decision-making powers]

12. ADOPTION AND FOSTERING PANEL

Councillor Caroline Needham

13. CORPORATE PARENTING BOARD

Councillor Sue Macmillan

POLICY AND ACCOUNTABILITY COMMITTEES MEMBERSHIP 2014/15

5 members, ratio 3:2

1. FINANCE AND DELIVERY POLICY AND ACCOUNTABILITY COMMITTEE

Councillor PJ Murphy (Chair)

Councillor Guy Vincent

Councillor Ali Hashem

Councillor Greg Smith

Councillor Charlie Dewhurst

2. CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE

Councillor Caroline Needham (Chair)

Councillor Alan De'Ath

Councillor Natalia Perez Shepherd

Councillor Caroline Ffiske

Councillor Donald Johnson

3. ECONOMIC REGENERATION, HOUSING AND THE ARTS POLICY AND ACCOUNTABILITY COMMITTEE

Councillor Ben Coleman (Chair)
Councillor Adam Connell
Councillor Daryl Brown
Councillor Lucy Ivimy
Councillor Marcus Ginn

4. HEALTH, ADULT SOCIAL CARE AND SOCIAL INCLUSION POLICY AND ACCOUNTABILITY COMMITTEE

Councillor Rory Vaughan (Chair)
Councillor Hannah Barlow
Councillor Elaine Chumnerly
Councillor Andrew Brown
Councillor Joe Carlebach

5. COMMUNITY SAFETY, ENVIRONMENT AND RESIDENTS SERVICES POLICY AND ACCOUNTABILITY COMMITTEE

Councillor Larry Culhane (Chair)
Councillor Sharon Holder
Councillor Iain Cassidy
Councillor Harry Phibbs
Councillor Steve Hamilton

Agenda Item 7.4

SPECIAL MOTION NO. 4 – COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS AND OUTSIDE BODIES

Standing in the names of:

- (i) Councillor PJ Murphy
- (ii) Councillor Larry Culhane

"This Council agrees the Council's appointments to Local Government Organisations for 2014/15, as set out in Appendix 1, and to Outside Bodies, as set out in Appendix 2".

Appendix 1

LOCAL GOVERNMENT ORGANISATIONS 2014/15

<u>NAME OF OUTSIDE ORGANISATION</u>	<u>NUMBER OF REPS/RATIO</u>	<u>NOMINATION 2014/15</u>	<u>TERM/ EXPIRES</u>
<u>London Councils Leader's Committee</u>	1 Rep. + 2 Deps. (1 vote per authority)	Rep: Councillor Stephen Cowan (Dep.1 Councillor Michael Cartwright) (Dep.2 Councillor Sue Macmillan)	1 year to 31.05.14
<u>London Councils Transport and Environment Committee</u> (Assoc. Joint Cttee)	1 Rep + up to 4 Deps.	Rep. Councillor Wesley Harcourt	1 year to 31.05.14
<u>London Councils Grants Committee</u> (Assoc.Joint Cttee)	1 Rep. + up to 4 Deps.	Rep: Councillor Sue Fennimore (Dep1. Councillor Vivienne Lukey) (Cabinet Member only)	1 year to 31.05.14
<u>Greater London Employment Forum (GLEF)</u>	1 Rep + 1 Dep [Nomination]	Councillor Andrew Jones	1 year to 31.05.14
<u>Greater London Provincial Council (GLPC)</u> (Appointment will be made from Leader's Cttee + GLEF nominated members)	[Nomination]	Councillor Andrew Jones	1 year to 31.05.14
<u>Local Government Association (LGA) General Assembly</u>	Up to 4 Reps & 4 Votes	1. Councillor Stephen Cowan* 2. Councillor Michael Cartwright 3. Councillor Guy Vincent 4. Councillor Sue Macmillan [* Cllr. currently holds the 4 votes]	1 year to 22.07.14
<u>LGA Urban Commission</u>	Up to 2 Reps	Councillor Larry Culhane	1 year to 22.07.14

Outside Body	Current Appointments	Date Of Expiry	Term of Appointment	Portfolio
Lyric Theatre Hammersmith Ltd (Board Of Directors)	Councillor Hannah Barlow (L)	16/06/15	1 Year	Residents Services
	Councillor Adam Connell (L)	16/06/15	1 Year	Residents Services
	Councillor Sue Fennimore (L)	16/06/15	1 Year	Residents Services
	Councillor Belinda Donovan (C)	16/06/15	1 Year	Residents Services
Lyric Theatre Hammersmith Ltd (Members of the Company)	See Above (Can appoint up to 10, but Directors must be members of company)	Indefinite (until end of term as Councillor)	Indefinite (until end of term as Councillor)	Residents Services
Riverside Trust Limited	Joe Gribble (L)	16/06/15	1 year	Residents Services
	Councillor PJ Murphy (L)	16/06/15	1 year	Residents Services
	Jasmine Pilgrim (L)	16/06/15	1 year	Residents Services
Alternative Theatre Limited (Bush Theatre)	Khafi Kareem (L)	16/06/17	3 years	Residents Services
Mortlake Crematorium Board	Councillor Michael Cartwright (L) Councillor Adronie Alford (C)	16/06/18	3 years	Residents Services

Fulham Palace Trust	Councillor Vivienne Lukey (L) Councillor Michael Cartwright (L) Councillor Ben Coleman (L) Councillor Alan De'Ath (L)	16/06/18	4 years	Residents Services
Groundwork London	Councillor Larry Culhane (L)	16/06/17	3 Years	Residents Services
Western Riverside Environment Fund	Councillor Larry Culhane (L)	Indefinite		Residents Services
Western Riverside Waste Authority	To be advised	16/06/18	4 Years	Residents Services
	To be advised	16/06/18		Residents Services
London Archaeological Forum	Alexandra Sanderson (L)			Residents Services
SACRE (Standing Advisory Committee On Religious Education)	Councillor Rory Vaughan (L)	16/06/18	4 Years	Children's Services
Schools Admission Forum	Councillor Caroline Ffiske (C)	16/06/17	3 Years	Children's Services
	Councillor Alan De'Ath (L)	16/06/17		Children's Services
	Councillor Caroline Needham (L)	16/06/17		Children's Services
St Paul's Court Limited	Vacancy		1 year	Children's Services

Dr Edwards and Bishop Kings Fulham Charity	Councillor Adronie Alford (C); 1 Vacancy (L)	16/06/18	4 Years	Community Care
Pocklington Apprenticeship Trust	Tamara Jackson (C)	16/06/18	4 Years	Community Care
Court Of Imperial College	Rowan Ree (L)	16/06/18	4 Years	Community Care
Hammersmith and Fulham Community Law Centre	Councillor Guy Vincent (L)	16/06/18	4 Years	Community Care
The Reserve Forces and Cadets Association in Greater London	Councillor Alan De'Ath (L)	16/06/17	3 Years	Community Care
Volunteer Centre	Zarav Qayyum (L)	16/06/15	1Year	Community Care
Hammersmith United Charities	Julian Hillman (L) Councillor Iain Cassidy (L) Councillor Vivienne Lukey (L) Eugenie White (C)	16/06/18 16/06/18 16/06/18	4 Years	Community Care Community Community Community

London Heliport Consultative Committee	Councillor Larry Culhane (L)	16/06/15	1 Year	TTS
Lygon Almshouses	Councillor Marcus Ginn (C)	16/06/18	4 Years	Housing
	David Morris [L]	16/06/18	4 Years	Housing
	Sinclair Budd [L]	16/06/18	4 Years	Housing
	Vie Lawrence - Gray [L]	16/06/18	4 Years	Housing
	Catherine McNair [C]	16/06/18	4 Years	Housing
			16/06/18	4 Years
Sir William Powell Almshouses	Esmond Jackson (C)	16/06/18	4 Years	Housing
	Susan Dixon (C)	16/06/18		Housing
		16/06/18		Housing
	-	16/06/18		Housing
Earls Court and Olympia Charitable Trust	Councillor Larry Culhan (L)	16/06/16	2 Years	Leader
	Councillor Daryl Brown (L)	16/06/16		Leader
Greater London Enterprise	Councillor Ben Coleman (L)	16/06/15	1 Year	Leader
Fulham Community Trust	Councillor Sharon Holder (L)	16/06/17	3 Years	Leader
Urban Partnership Group	Kamini Sanghani (L)	16/06/16	2 Years	Strategy

Agenda Item 7.5

SPECIAL MOTION NO. 5 – COUNCIL CALENDAR 2014/15

Standing in the names of:

- (i) Councillor Larry Culhane
- (ii) Councillor PJ Murphy

"This Council agrees that, for the Municipal Year 2014/2015, meetings of the Council, its Committees and Panels, be held on the dates specified, as set out in the Council Calendar, attached as Appendix 1".

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Monday		2			1 Cabinet	3 Cabinet	3 Cabinet	1 Cabinet		2 Cabinet	2 Cabinet		
Tuesday		3 Con Group (AGM)	1 ERH&APAC		2 CSE&RSPAC	3 Cabinet	3 Cabinet	2 Audit, Pensions & Standards Committee		3 CSE&RSPAC	3		
Wednesday		4	2 F&DPAC		3 CEPAC	5 CEPAC	5 CEPAC	3		4 HASC&SIPA	4 WSCCTC	1	
Thursday	1	5	3		4	2	6	4	1 Bank Holiday	5	5	2	
Friday	2	6	4		5	3	7	5	2	6	6	3 Good Friday	
Monday	5 Bank Holiday	9	7 CSE&RSPAC	4	8 H&WB	8 Cabinet	10 H&WB	8 Con Group Budget Briefing	5 Cabinet	9 ERH&APAC	9	6 Easter Monday	4 Bank Holiday
Tuesday	6	10	8 CEPAC	5	9 ERH&APAC	7 HASC&SIPAC	11 ERH&APAC	9 WSCCTC	6 HASC&SIPAC	10 CEPAC	10	7	5
Wednesday	7	11 LG	9 Annual Licensing Committee	6	10 PADC	8 PADC	12 PADC	10 PADC	7 PADC	11 Audit, Pensions & Standards Committee	11	8	6
Thursday	8	12	10	7	11	9	13	11	8	12	12	9	7 General Election
Friday	9	13	11	8	12	10	14	12	9	13	13	10	8
Monday	12	16 Annual Council	14 Cabinet	11	15 F&DPAC	10	17 HASC&SIPAC	15	12 CEPAC	16 F&DPAC	16	13 HASC&SIPAC	11 Cabinet
Tuesday	13	17	15 PADC	12	16 Audit, Pensions & Standards Committee	14	18	16	13 CSE&RSPAC	17	17	14 ERH&APAC	12 PADC
Wednesday	14	18	16 Con Group	13	17 WSCCTC	15 Con Group	19	17	14 ERH&APAC	18 PADC	18 PADC	15 PADC	13 Con Group AGM
Thursday	15	19	17	14	18	16	20	18	15	19	19	16	14
Friday	16	20	18	15	19	17	21	19	16	20	20	17	15
Monday	19	23 Cabinet	21 LG	18	22 Party Conference	20 LG	24 F&DPAC	22	12 H&WB	23 LG	23 H&WB	20 CEPAC	18 LG
Tuesday	20	24	22 HASC&SIPAC	19	23	21	25	23	20 F&DPAC	24	24	21 CSE&RSPAC	19
Wednesday	21	25	23 Council	20	24	22 Council	26	24	21 Con Group	25 Budget Council	25	22 LG AGM	20 Annual Council
Thursday	22 Borough & European Elections	26	24	21	25	23	27	25 Christmas Day	22	26	26	23	21
Friday	23	27	25	22	26	24	28	26 Boating Day	23	27	27	24	22
Monday	26 Spring Bank Holiday	30 Audit, Pensions & Standards Committee	28	25 Bank Holiday	29	27	29	29	28 LG	30 Cabinet	30 Cabinet	27 Cabinet	25 Bank Holiday
Tuesday	27	31	29	26	30	28	30	30	27	31	31	28 F&DPAC	26
Wednesday	28		30	27		29		31	27			29	27
Thursday	29		31	28		30			28			30	28
Friday	30			29		31			29			31	29
Key	Council Full Council	HASC&SIPAC Health, Adult Social Care and Social Inclusion Policy and Accountability Committee	Community Safety, Environment and Residents Services Policy and Accountability Committee	CSE&RSPAC Community Safety, Environment and Residents Services Policy and Accountability Committee	CEPAC Children and Education Policy and Accountability Committee	F&DPAC Finance & Delivery Policy and Accountability Committee	ERH&APAC Economic Regeneration, Housing, and the Arts Policy and Accountability Committee	PADC Planning & Development Control Committee	APSSC Audit, Pensions & Standards Committee	H&WB Health & Wellbeing Board	WSCCTC Womwood Scrubs Charitable Trust Committee	LG Labour Group	MAY CG Conservative Group

All meetings start at 7pm and are open to the public except where otherwise indicated on the Statutory Notice. All meetings are held at Hammersmith Town Hall.

Agenda Item 8.2

TO RECEIVE AND NOTE THE LABOUR ADMINISTRATION'S MANIFESTO FOR THE COUNCIL FOR 2014-2018

It is the custom and practice of the Council to present the manifesto of the majority party to the Annual Meeting following the borough elections.

The manifesto is presented for information only and the Council is not required to take any decision on it and, for the avoidance of doubt, nor does it thereby form part of the Council's budget and policy framework.

The change we need

Hammersmith & Fulham Labour's manifesto
2014 council elections



The change we need

Introduction

For the last year Hammersmith and Fulham's Labour candidates have been campaigning on five early pledges. We consulted residents about our manifesto irrespective of their usual party political preferences and have taken on board what people have told us.

If elected, there is much we will continue with. We support the tri-borough initiative but think it can be made leaner and more effective. We will cut council taxes and we will stick within the Borough's total spending forecasts that have already been set out.

But there's much that needs changing, too...

The Independent reported that "Hammersmith and Fulham council is the only council out of 11 in London affected by the hospital closures to have supported them"*. In fact, Conservative councillors voted to back plans to demolish Charing Cross hospital and replace it with what will mainly be a GP-led clinic only 13% its size. They then spent tens of thousands of pounds of tax-payers' money putting out council propaganda that falsely claimed they had "saved" the very hospital they had agreed to demolish.

Here are our 5 early pledges

Save our hospitals The Conservative Council plans to demolish Charing Cross Hospital to build flats for overseas investors. **Labour will block this and defend our hospitals.**

Cut council tax The Conservative Council is wasting millions on propaganda, overpaid officials and new Town Hall offices. **Labour will cut Council Tax by ending waste.**

Homes for residents, not overseas investors The Conservative Council approves more new homes for overseas investors than local people. **Labour will reverse this and ensure homes are built that residents can afford - and we will support social and private tenants.**

Defend neighbourhood policing Since the last election, the Conservative Council has cut police by 32 and slashed the safer neighbourhood teams. **Labour will put police back on the beat.**

Put residents first, not property speculators The Conservative Council has put property speculators first and ignores residents. **Labour will give residents a real say with new powers.**



Printed by Kube Print Ltd of Unit 4, Rich Industrial Estate, Crimscott Street, London SE1 5TE and promoted by Dai Peters on behalf of Hammersmith & Fulham Labour, both at 28 Greyhound Road, London, W6 8NX



The Local Government Ombudsman has twice found the Conservative administration guilty of maladministration. Most recently for charging elderly residents living in sheltered housing twice as much for their water supply as H&F Council were buying it for from Thames Water. Last time for refusing to provide the homeless help a young pregnant woman was legally entitled to after she had been badly beaten up by her so-called partner. She was later found terrified - sleeping in a local park a few weeks before she was due to give birth.

Any resident who has engaged with the council about any large planning scheme in their neighbourhood will tell you it was a done deal.

Conservative councillors accept hospitality and allow private un-recorded meetings with the Borough's most controversial developers outside the formal planning processes. And they approve vastly more investment homes for overseas property speculators than homes for local people to live in. People deserve better than this.

We have set out the change we need. Vote for it and we will work with local people to make Hammersmith and Fulham the better borough we all want it to be.

*18th February 2013

The change we need

Contents

1. Saving our hospitals and defending our local NHS
2. Cutting council tax and waste, increasing efficiency
3. Supporting homes for residents, not overseas investors
4. Backing business and a strong local economy
5. Greening the borough, being fairer to drivers and better for cycling
6. Putting children and families first
7. Social inclusion and improving adult social care
8. Creating more opportunities for young people
9. Tackling crime and anti-social behaviour, boosting police on the beat
10. Renewing local democracy and giving residents new powers
11. Reforming planning and giving residents new powers

The change we need

1. Saving our hospitals and defending our local NHS

Conservative councillors voted to back plans to demolish Charing Cross Hospital so developers could build flats for property speculators. Labour will block this and defend our hospitals and A&Es.

Unless we can stop the Conservative-backed plans, at least 60% of the Charing Cross Hospital site will become luxury flats, most of which will go to overseas investors. The new building will only be 13% of the size of the current hospital. The UK's leading stroke unit and 450 acute beds will go. The A&E will be downgraded to a minor injuries unit, not taking "blue light" ambulance cases.

Labour will fight to save the hospital

We will use the council's planning and legal powers to defend Charing Cross Hospital and our local A&E. We will negotiate to preserve acute services, work with independent medical advisers and throw the council's weight behind the resident-led Save Our Hospitals campaign.

We will help residents stay healthy

We will carry out a public review of residents' access to a GP and act to improve this.

We do not support the loss of community health services at the Milson Road Health Centre and will act to protect this as an NHS site for residents.

Although the council has been given important new powers to shape public health services, the Conservatives have done little to shape these services so they reflect the needs of local residents. We will:

- Sharpen the council's focus on public health
- Offer better support to residents with long-term health problems
- Work with voluntary groups to provide better sports facilities and more activities and restore important health and fitness facilities such as the running track at Hurlingham Park.

Currently, too much NHS, public health and adult social care activity is undertaken separately in silos. We will drive a joined-up approach between doctors and social care professionals, including those working in the area of mental health.

The change we need

2. Cutting council tax and waste, increasing efficiency

H&F raises a staggering £64.5m from stealth taxes such as parking charges. The council also wastes millions on propaganda, overpaid officials and new Town Hall offices. We guarantee to cut taxes and root out waste. We will do this while sticking to the council's current overall spending forecasts - we will not increase spending in one area without matching it with efficiencies elsewhere.

Cutting council taxes

In these tough times, we do not think that residents can afford to pay more. So we will cut council taxes. Residents pay more under the Conservatives, who have introduced 600 stealth taxes totalling £64.5 million per year.

By entrapping motorists, the council makes the fourth-highest profit in the country from traffic fines. They have increased charges on child care, meals on wheels and home care for the elderly, sick and disabled. They now charge for using a personal trainer in parks and it costs over £60 to play football in Hammersmith Park where it used to be free. They are hurting small shops and offices by charging more for waste collection. Astonishingly, the Conservatives were this year blocked from charging grieving parents up to £1,692 for burying a lost child, which had always been free in the borough. Hammersmith and Fulham is currently a high tax borough.

Rooting out waste

We have undertaken a thorough review of the council's finances and structure and have identified over £20 million in structural, ongoing waste that we will strip out through root-and-branch organisational change.

Town hall waste

The Conservative authority employs five of the eight highest-paid local government officials in England and agreed to spend over £7,000 of residents' money on a retirement party for their chief executive. We will:

- Cut the senior management team by reshaping the council into fewer departments to encourage joint working and pooled budgets
- End the current exorbitant pay rises which totalled 16% in one year
- Freeze the use of management consultants, with any consultancy above £5,000 requiring the council leader's approval
- Block the council and its contractors' waste of millions of pounds by the use of former local government employees who have retired on generous settlements returning as full-time "consultants" so they can get around local government pension and employment rules and receive double payments.

The change we need

Developers' waste

Conservative councillors are too close to developers. They gifted what is now estimated to be over £200 million worth of council land to a developer to get £35 million of new and unnecessary Town Hall offices.

- We will stop this and re-invest funds in better services and lower charges.
- Across the borough, we will end the cosy relationship with developers and ensure they are required to contribute properly to the area through the Community Infrastructure Levy, Section 106 agreements and planning fees.

Propaganda waste

The Conservatives spend £5 million on propaganda, including expensive vanity banners hanging from the borough's lamp posts.

- We will end all non-statutory advertising by the council and the use of council funds to promote party politics.

Doing things differently

Residents should be more involved in decisions that affect them. The Council is also far too centralised, leading to wasteful decisions. We will:

- Establish Ward Panels to commission some local services within the community, with a lead councillor working with each panel to ensure quality and local oversight and generate cost savings
- Undertake a zero-based review of all council activities, stripping out those that don't benefit residents and submitting the results to an expert Critical Friends Board
- Review all contracts over £50,000 a year, seeking opportunities to renegotiate long-term service contracts to improve performance and reduce cost
- Undertake joint activity with other public sector bodies outside of local government to maximise efficiency through shared procurement and contract management
- Carry out a review of the use expensive agency workers and unnecessary zero hour contracts, cutting the use of agency workers to all but emergency situations
- Merge all finance, procurement, legal, property and HR staff into a single cross-council back-office support function
- Ensure staff are trained to listen and understand residents and are focussed on delivering customer satisfaction to all residents no matter what their circumstances or disability.

Working better with other boroughs

The tri-borough concept has benefits, but it has been implemented too narrowly and has no independent oversight. We will:

- Establish an independent Critical Friends Board that will review the current structure to establish where it is working and where it is not, seeking further efficiencies
- Extend to other interested councils areas of joint working that have saved cost without harming services
- Work with other councils and public authorities in areas not covered by the tri-borough.

3. Supporting homes for residents, not overseas investors

There is a housing crisis. The charity Shelter says average Londoners in their 20s have just a 15% chance of getting onto the London property ladder before they retire. Those who need affordable homes to rent struggle to get anything suitable in the private or social housing sectors. Locally, our Conservative council has refused to build any new homes to rent, failed to deliver on home ownership and approves “buy-to-leave” homes for overseas investors rather than truly affordable homes for residents. It has also offered up a third of all council housing for demolition. Labour will change this. We will protect social housing, improve private renting conditions and provide more new affordable homes for residents to buy or rent.

Using planning powers to deliver new homes for residents to buy or rent

The Conservatives have consistently used the ‘three dragons’ and other financial modelling to sidestep the GLA’s and borough’s planning guidelines and thus avoid building homes for residents to buy or rent. Labour will reverse this and will:

- Strengthen the planning criteria for developers to build social rented homes and low-cost homes to buy that residents can afford
- Use planning and legal powers to ensure new homes built in the borough go to residents and are not marketed as investment units for investors
- Join Camden and Islington councils in examining means of applying charges to “buy-to-leave” speculators who buy homes and leave them empty
- Work with reputable housing associations and developers to provide more homes that residents can afford to buy
- Review the borough’s land holdings and make maximum use of them for new affordable house building
- Lobby the government to provide more opportunities for sustainable home ownership
- Adapt planning policies to encourage the building of larger homes to help with overcrowding.

Supporting the squeezed 20- and 30-somethings

- We will ensure homes are built that first-time home seekers resident in the borough can buy or rent.
- We recognise that ‘generation rent’ needs action to improve housing conditions in the private rented sector and will take action to do that.
- We will provide new means for home ownership

Ensuring decent homes in the private rented sector

- We will work with tenants and private sector landlords to establish an ‘H&F Landlords Charter’ that will license landlords and agree commitments to best practice on rents, housing standards, charges, tenants’ deposit protection and security of tenure.
- We will prosecute rogue landlords.

The change we need

- We will explore a borough-wide compulsory licensing scheme for private landlords to help improve standards and tackle hazardous living conditions.
- Just as New York City successfully uses rent controls, we will seek agreement on a London Living Rent and will lobby the government to introduce legislation that is fair to both tenants and landlords and which limits exorbitant rent rises.

Protecting council house residents' homes from demolition and improving services

The Conservatives have proved to be unsuitable custodians of Hammersmith and Fulham's council housing. They have offered a third of it to property developers for demolition and have described all residents in social housing as 'locked in a culture of expectancy and dependency'.

- Labour will take immediate measures to protect council homes now and in the future.
- We will work with council housing residents to give them ownership of the land their homes are on.
- Each year the Conservatives have hiked rents and service charges up by significantly more than inflation. Labour will take action to keep rents and service charges low.

Labour will also:

- Provide new opportunities for secure rented tenures
- Provide new opportunities for council residents to own their homes
- Give residents power to terminate housing management contracts, buy in housing services and determine the level of their neighbourhood services (e.g. concierges and anti-crime measures)
- Take action to stop council homes being bought by buy-to-let investors.

Fairness for leaseholders

We will:

- Defend resident leaseholders against exorbitant charges
- Set up a Leaseholders Commission for resident leaseholders that will agree an 'H&F Leaseholders' Charter' which gives new rights and controls to resident leaseholders.

Council house residents advice and representation

The Conservatives have cut all independent housing advice and curtailed representation of council tenants and leaseholders. But the council still charges residents for these services.

- Labour will work with residents to change this and establish new and effective residents' advice and representation.

Tackling the bedroom tax, housing benefits and Local Housing Allowance cuts

Labour will:

- Mitigate the Conservative/Lib Dem government's bedroom tax and support those unfairly targeted (Ed Miliband has pledged to scrap the bedroom tax)
- Negotiate with private sector leaseholders to limit residents being forced out of the borough
- Support those unfairly targeted by housing benefit and Local Housing Allowance cuts.

The change we need

Encouraging new types of home ownership

We will:

- Lobby the government to provide more opportunities for sustainable home ownership, including a new entitlement to a share of rented council and housing association property which tenants can cash in and sell back to the landlord
- Work with other councils to encourage lenders to maximise the flow of sustainable mortgages to first-time local buyers
- Investigate schemes to guarantee buyers' deposits to help buyers get their first home

Improving sheltered housing

The Conservatives have cut a third of all sheltered housing wardens, were found guilty of maladministration for charging some residents twice as much for their water as the council was buying it for from Thames Water and have increased sheltered housing rents to twice those of general council housing. Labour will:

- Give new powers to residents and work with them to improve the quality of housing and reduce costs
- Work with the NHS and others to deliver new types of private and social sheltered housing which include on-site home and medical care.

Backing supported housing

- Labour will work with providers, the NHS and other agencies to ensure that the most vulnerable in our community can live in a supportive housing environment.

Working with housing associations and assured tenants

We will:

- Work with housing associations that have tenants on their boards, a genuine tenant-involvement scheme, a commitment to low and affordable rents and a high standard of housing management, including addressing anti-social behaviour
- Develop close partnerships with housing associations and insist that they pro-actively seek land for the building of low-cost affordable housing to rent and buy
- Fight to preserve the security of tenure and other rights of assured tenants

Tackling housing supply

Labour will:

- Work with other local authorities and agencies to encourage institutional investment in new developments
- Work with the government, other local authorities and agencies on innovative new financing of new developments.

Reducing empty homes

- Labour will take a variety of measures to bring empty and derelict homes back into use.

The change we need

Attacking homelessness

Conservative councillors have been found guilty of maladministration by the Ombudsman for mistreatment of the homeless. They closed down volunteer and professional homeless support, banned winter night shelters, sold off homeless hostels and described homeless people as “a law and order issue”. They have also consistently breached government rules on leaving children in unsuitable B&B hostels.

Homelessness comes in many different forms. Labour will take measures to tackle its causes, support those suffering the many different types of crises that have led to their homelessness, and reduce homelessness in our borough. We will:

- Work with homeless charities, faith communities and homelessness prevention professionals to provide safe, warm accommodation for homeless individuals and homeless families
- Act to help people in danger of homelessness
- Take measures to support homeless people out of homelessness
- Take action to ensure homeless children are provided with suitable homes and support
- Make sure that young homeless people have safe accommodation and access to police-checked mentors who will support their wellbeing and help them back into education or employment.

4. Backing business and a strong local economy

We are on the side of small local firms and local retailers and will champion business in our borough. Councils are a significant part of local economies and a major employer. They have an important role as custodians of high streets and other local amenities. Unfortunately, Conservative councillors' complacency means that small business and high street retailers in our borough are suffering. We will end the council's ideological, hands-off approach and will actively support local businesses, young people entering the workforce and our high streets.

Supporting small firms

Labour will run a council that is sensitive to the needs of enterprise and is pro-business, not pro-regulation. We will insist that council officials treat local firms not as targets for fees and charges but as engines of economic growth, which need to be supported.

- *Procurement:* The Conservative council spends many millions of pounds on buying in goods and services without ensuring that this supports our local economy. Under Labour, while still keeping costs down, council procurement will take a "community benefit" approach that supports local jobs and businesses and develops young people's skills through apprenticeships. At a first step, we will identify and remove barriers that small firms face in trying to win council contracts.
- *Approach:* We will require council officials to adopt a business-aware, bottom-up approach towards compliance and to identify and remove unnecessary and damaging regulations, working directly with local firms, charities and social enterprises.
- *Finance:* To stimulate business start-ups, we will develop new local enterprise partnerships and encourage local credit union finance.
- *Small business voice:* Local firms' voice has been too weak under this council. We will strengthen it by insisting that a Small Business Impact Survey is first undertaken to assess all policy proposals for their impact on the local economy and small businesses.

Boosting the third sector

Charities, small firms and social enterprises can provide the most innovative solutions to local challenges. However, they are often squeezed out from bidding for council contracts due to bidding costs. We will redesign the procurement process to ensure that they have a fair chance.

Backing local jobs

The council is a major local employer and should encourage local employment by its contractors and sub-contractors and in major developments. Labour will:

- Set local employment and apprenticeship targets in Section 106 agreements and in council contracts

The change we need

- Bring together the borough's major employers, including the three football clubs and the media organisations, to focus on developing youth services and apprenticeships that get our young residents into good jobs with good career prospects.

Improving our high streets

Our high streets are significant employers, particularly of young people. They should be vibrant places to shop and eat. Sadly, the council is overseeing the decline of some of our most important high streets and parades. In a 500-metre stretch of North End Road alone, there are 20 empty shops and 17 betting and loan shops. Labour will:

- Set up Ward Panels, which will work with local firms and landlords to develop a long-term vision to attract new businesses and shoppers to our high streets, including greater retail diversity
- Stop the clustering of gambling and loan shops, which damage existing business and deter new investment by making our high streets less attractive to visit
- Ensure that parking policies encourage rather than deter shopping at local high streets
- Promote inventive uses of empty shops for the benefit of the local community until new businesses are found.

Stimulating arts and culture

The borough is fortunate to enjoy excellent local arts and cultural facilities. These enrich, educate and improve lives and add greatly to making this borough such a wonderful place to live. Labour is committed to protecting the arts and widening their appeal to all groups of local residents.

- The borough has been kindly bequeathed some excellent art collections such as the Cecil French Bequest. We will work with others to explore how they can be publicly displayed so that residents can appreciate them.
- The Lyric Theatre is the borough's predominant cultural centre. We will continue to support it, the improvements being made to its buildings and its work with young people.
- We are fortunate to have LAMDA, excellent theatres, comedy clubs, cinemas and cultural centres in Hammersmith and Fulham. We will encourage greater working together to achieve wider appeal and greater access to the arts for all residents.
- Labour has already campaigned to protect Riverside Studios from the Mount Anvil development. We will take measures to ensure that it continues to be preserved as a centre of arts and cultural excellence in the future.
- We will take measures to modernise and widen the appeal of the borough's libraries.

5. Greening the borough, being fairer to drivers and better for cycling

Hammersmith and Fulham is a green and beautiful borough. However, the Conservatives are threatening this with park sales, which started in 2013 with Hammersmith Park in the north of the borough. The Council is also using our open space and our roads as a means to raise income through charges, fees and fines. Instead of working to protect cyclists and pedestrians, officers are incentivised to entrap motorists using one of the largest arrays of CCTV cameras in the UK. Labour will protect our green spaces, improve our environment and tackle causes of climate change. We will work with resident, motorist and cycling groups to make our roads safer and less congested through good planning rather than entrapment.

Protecting our parks

The council should be a trusted custodian of our parks. Instead they have signed over Hammersmith Park to private developers, who now charge £60 for football where it used to be free. They have even tried to license Ravenscourt Park for raves, late night drinking and wrestling. Labour will:

- Put our parks in a residents' trust to prevent them being sold off
- Maintain fair access that keeps our parks open to all and restricts their use for private events and by out-of-borough schools.

Safer residential streets

Labour introduced 20 mph Home Zones in many residential neighbourhoods across the borough – such as the Grove Home Zone. We will:

- Extend the Home Zone programme so that all residential streets, not trunk roads, become 20 mph
- Take measures to slow traffic and cut rat-running in residential streets
- Take measures to improve safety for pedestrians and make our neighbourhoods better places to live.

Enhancing the borough's environment and cutting energy bills

- We will help residents and local businesses cut their energy bills and reduce their carbon footprint, helping people switch to cheaper energy providers by promoting the "Big London Energy Switch".
- We will also practice what we preach by incentivising council staff to reduce the council's electricity bill by at least ten per cent.
- Greener cars are good for us all. So parking permits for hybrid or electric vehicles will be free
- We aim to increase the ports for charging electric cars and will encourage innovative car sharing and car clubs and the use of electric cars.
- We will continue to oppose the building of a third runway at Heathrow.

The change we need

Cleaner air

Air pollution in parts of the borough already exceeds European limits adding to the health risk for residents and damaging our planet. Labour will:

- Properly monitor and measure air pollution
- Require the council's planning department to consider the impact of new developments on air quality and ensure developers takes measures to cut air pollution
- Ensure that council departments work together to ensure they act as one to cut air pollution
- Work with other boroughs, the London Mayor, government and the European Union to cut air pollution.

Ensuring cleaner streets and better recycling

- Labour will reduce fly-tipping and tackle littering and dog fouling and use the fines to provide better street cleaning.
- We will make it easier for everyone to recycle as much waste as possible. We will explore community composting of food waste and food growing projects on our estates
- In order to reduce the amount of commercial waste sent to landfill, we will expect a more constructive attitude from council employees towards business.

Making driving and parking fairer

- Our Conservative council has a record for entrapping innocent motorists - fines for moving traffic offences have increased 18-fold in six years. We will work with resident, motorist and cycling groups to reintroduce fairness on our roads.
- We will also ensure that new developments don't take parking spaces away from existing residents.
- We will make it easier for family and friends to visit local residents by exploring the replacement of the council's complicated Smart Visitor scheme with simple parking vouchers that residents can buy for others.
- QPR, Chelsea FC and Fulham FC match days continue to cause parking problems for local residents in some areas, particularly just outside existing zones with special restrictions, and we will work with Ward Panels to address this where required.

Encouraging more and safer cycling

- We support the introduction of Barclay Bikes across the borough and are pleased these bikes have enjoyed cross-party support since Labour first introduced the pilot scheme for them.
- We support the London Cycling Campaign's call for more safe space for cycling in the borough to ensure greater safety for children, pedestrians and cyclists.
- We will take action to make sure our pavements are safe for pedestrians

Backing Hammersmith flyunder

- Conservative councillors initially voted down Labour's proposal to give Hammersmith a new "flyunder" and remove the flyover, which is unsightly and blocks access between neighbourhoods and the river. Labour will deliver the flyunder to reduce traffic congestion and reconnect large parts of Hammersmith to the riverside.

The change we need

Improving public transport

- We will support older residents by maintaining the Freedom Pass and work with other London boroughs to block Conservative proposals to end it.
- We will lobby Transport for London to improve north-south bus routes.

Preventing flooding and the Super Sewer

- More needs to be done to protect our homes from flooding. We will campaign to make Thames Water stop sewage flooding streets and basements.
- We will also stop the growing concreting over of open space in order to prevent the increased run-off of surface water, and will insist that new parking areas and hard standings are rainwater permeable
- Local Conservatives have done a bad job of negotiating over the Super Sewer and were outplayed by the London Mayor and MPs south of the river. They are now spending residents' money to prepare for the Super Sewer's construction. Labour opposes Super Sewer works being in our borough and will seek to stop this.

6. Putting children and families first

Too many families in Hammersmith and Fulham do not get their child into their preferred school. Instead of supporting good schools to address this issue, however, the Conservatives have voted to close Sullivan Primary School, one of the best primary schools in London. Labour will work with schools of all types, including free schools and academies, to promote excellent teaching and the best outcomes for the borough's children. We will make sure that the area's most vulnerable children are well looked after and safe.

Every school matters

Labour supports excellent teaching and learning in every school, be it a community school, free school, academy or church school. We will:

- Work to attract and retain good teachers, which may include offering support with accommodation
- Encourage all schools to develop strong links and share resources with the local community
- Ensure that faith schools serve their local communities
- Start planning now for how the borough can best meet the growing need for more primary school and high quality local secondary school places.

Child care

- Excellent child care is expensive and difficult to find. We will carry out a public enquiry via the new policy and accountability committee to review how we can bring cost down and increase the availability of high quality child care that suits the demands of hard working people in the modern economy.
- We will work with the government, employers, schools and the third sector to deliver better, more affordable childcare.

Saving Sullivan School

The Conservative council is forcing the award-winning Sullivan Primary School in Fulham to close and merge on the site of another school against the wishes of Sullivan's parents and children. We are appalled at the contempt this shows for local people. We have instructed officials to have provided options for a new Labour administration to save the Sullivan School site for Sullivan School. We view this as an urgent priority and expect officials to have done as we have asked.

Backing parental choice

We will:

- Be active in helping parents choose the best school for their child - this will include online information and advice and events for families to find out more about schools, as well as play and youth work opportunities
- Create strong links with parents' groups, including those for children with learning disabilities and complex needs.

The change we need

Helping children be healthy

We will:

- Help more children participate in sport and have free access to active play, through local sports partnerships and working with sports clubs in the borough
- Support schools, children's centres and youth clubs to provide healthy food and stop any child going hungry
- Work with fast food outlets near schools to improve the nutritional content of their food
- Support communities in local streets to facilitate temporary closures to become play streets.

Improving children's chances in life

- In our first year, working closely with children's centres, health visitors, families and others, we will develop a strategy to promote early intervention and reduce child poverty.
- We will automatically enrol all the borough's children in a library to encourage them to read for pleasure and thus expand their chances in life.
- We will identify young carers and ensure their support needs are being met.
- We will urgently review the Conservatives' cuts to Sure Start with the aim of re-establishing an effective Sure Start service.

Supporting disabled children and their families

Disabled children and their families often require extra support to lead ordinary lives. We will:

- Ensure that services are designed to meet the additional needs of disabled children and their families
- Offer strong support to the borough's outstanding special schools
- Support mainstream schools to become better at supporting children who have disabilities or other physical and mental health needs
- Target public health resources on early speech and language intervention.

Joining up transition planning

- Young people and their families tell us that the transition from children's to adult services can feel like falling off a cliff. Once a child turns 14, a Labour council will require adult and children's services to work together on transition planning.

7. Social inclusion and improving adult social care

The Conservatives have treated old people and vulnerable adults on a low income shamefully by charging them more for essential services. They have reintroduced home care charges and raised them to £12 per hour, and have increased meals on wheels charges by above inflation to among the highest in London.

Reducing charges

With the cost savings we will make by reducing top management, chopping council propaganda and attacking waste, we will abolish home care charges and will review meals on wheels charges.

Ensuring high home care standards

We will:

- Ensure that users of the council's home care services receive high standards of care by giving service users, their carers and families a formal voice in ensuring that home care providers deliver those standards
- Improve the council's monitoring of home care contracts - we will not renew contracts if standards are not being met
- Introduce a whistle blowers' charter to protect staff with concerns about standards of care.

Eligibility for services

- We will maintain the current "upper moderate" eligibility criteria for access to adult social care.
- Within the financial constraints in which the council has to operate, we will also work with user and residents' groups to review how best to manage the future quality and availability of services.

Improving housing, supporting mental health

- People with learning and other disabilities, and the family members who care for them, need decent homes. We will consult with users and other stakeholders to ensure that we are able to put in place the most modern, appropriate supported housing for disabled people.
- We will promote better mental health through joint working between adult social care, the NHS and the voluntary sector.

Social inclusion

We will:

- Set up a cross-cutting social inclusion unit that will tackle exclusion
- Work with the third sector and users' groups to make sure that the council improves all aspects of how it works to tackle exclusion
- Develop partnerships with government agencies, the third sector, business and others to use resources better and take a more focused and joined-up approach towards tackling social exclusion.

The change we need

Food banks

We will:

- Support local food banks and take measures to sort out the causes of food poverty
- Make the council sort out its ineffective processes that contribute to food poverty.

Community transport

The reduction of community transport services has been particularly criticised. It has increased isolation and been detrimental to people's wellbeing.

- We will review this with the aim of providing a mix of cost-effective modern community transport services that meet a variety of needs.

8. Creating more opportunities for young people

Our borough's young people are often marginalised. A Labour council will engage with young people, not stigmatise them. Labour will change the council's tone of voice and provide services that encourage opportunity, good citizenship, learning and development.

Engaging with young people

We will:

- Create a Youth Mayor and give young people a formal role in scrutinising and improving the services they receive from the council
- Stop the sell-off of our community centres and work with young people and partners such as the borough's thriving media, theatre and arts community to create genuinely attractive youth activities and clubs
- Maintain and improve our children's centres, in particular the Sure Start centres
- Work with local sports clubs and leading athletes to offer an exciting array of sporting activities for young people
- Facilitate more activity for young people after school and during the holidays, focusing particularly on the areas of highest child poverty.

Preparing for the world of work

We will:

- Start to raise children's aspiration from an early age, with careers weeks for children and parents in primary schools
- Improve careers advice for older children, including by encouraging school visits by young people who have completed apprenticeships and vocational qualifications
- Encourage local employers to offer Saturday jobs to young people.

Tomorrow's entrepreneurs

We will take practical measures to support young people aspiring to start their own successful businesses:

- We will work with schools and businesses to develop an enterprise unit that will help young people understand more about business
- We will facilitate accredited business mentoring for young people
- We will take measures so that the council supports rather than hinders young entrepreneurs.

Supporting voluntary groups that support young people

We applaud the many local voluntary groups from the Scouts to the volunteer centre and will support them.

9. Tackling crime and anti-social behaviour, boosting police on the beat

Since the last election, the Conservatives have cut police by 32 and only last year slashed the safer neighbourhood teams by more than half, removing this reassuring presence in many neighbourhoods. Under Labour, community policing reduced crime. Abandoning it has led to localised increases in burglary and other crimes. Labour will put police back on the beat.

Tackling neighbourhood policing

We will:

- Reverse local police cuts
- Take measures to re-establish high profile neighbourhood policing
- Draw on existing and future section 106 agreements with developers to deliver additional police
- Enable the new Ward Panels to use ward budgets to invest in extra policing if that is a local priority, and to work with Neighbourhood Watch schemes to maximise their effectiveness
- Create a new knife crime task force and support the work of the Hammersmith and Fulham Drug Squad

Prioritising CCTV

- We will consult with tenants and residents about the use of CCTV in their areas and prioritise the extension of CCTV in areas of high crime and anti-social behaviour

Cutting environmental crime

We will:

- Move the policing of environmental crime such as noise to a Community Safety Unit to make it more effective
- Increase the number of noise patrol officers providing cover between 9pm and 6am.

Reducing public nuisance

We will:

- Together with local and park police, develop a policy for responsible dog ownership to tackle dangerous dogs, dog fouling and letting dogs off leads where this puts children's safety at risk
- Continue to support the controlled drinking zone
- Maintain the sensible use of the legislation relating to dispersal zones.

The change we need

Other crime measures

We will:

- Recognise strong local concern over Stop and Search by working with police to monitor the local impact of the practice alongside an ongoing government review
- Appoint a councillor to be a Victims' Champion, working with police and council officers to improve the ease with which victims can report crime or anti-social behaviour and their experience when they do so
- Give our new Ward Panels access to police and council officers to monitor patterns in crime and anti-social behaviour.
- Promote the use of mobile CCTV cameras by police and the council to address areas with short-term or emerging crime and anti-social behaviour problems
- Review the effectiveness of the Youth Offending Team within the new tri-borough arrangement to ensure the quality of the service has not been impaired.

10. Renewing local democracy and giving residents new powers

The Conservative council puts property speculators first and ignores residents. Policy is developed in private and local input is requested as a tick-box exercise only after decisions have already been made. Labour will give residents a real say with new powers.

Giving residents new powers

- Labour will set up new Ward Panels made up of residents, local associations, small business groups, social enterprises, youth organisations and local councillors. These will develop neighbourhood improvement plans for each ward.
- We will devolve powers, budgets and resources to the panels so that action can be delivered cheaper, quicker and more efficiently.

Renewing our democracy

- We will end the Conservatives' culture of secrecy and will open up council decision-making and policy-making by setting up new Policy and Accountability Committees, cutting all but the statutory scrutiny committees.
- Each new Policy and Accountability Committee will have sufficient support to hold the administration to account and take a full part in developing policy.
- We will give residents and users' groups co-opted roles on the relevant Policy and Accountability Committees.

Devolving power to neighbourhoods

- We will give greater powers to residents of the council's housing estates across a broad range of areas.

Promoting volunteering and the third sector

- There are many skilled people in Hammersmith and Fulham looking to share their talents with the local communities. Through our new Ward Panels, we will match volunteers with those most in need of their skills and experience.
- The third sector has suffered in recent years, as the Conservatives have evicted charities from their offices and denied funding to critical services like the Hammersmith and Fulham Law Centre. Labour will reinvigorate the council's relationship with local charities, integrating them into the new Ward Panels and the scrutiny process where relevant and encouraging them to bid for council contracts.

11. Reforming planning and giving residents new powers

The planning process is broken. Conservative councillors have a cosy relationship with developers, enjoying free hospitality and taking planning decisions that reward overseas speculators rather than local residents. They and their officials have many meetings with developers that are not minuted or recorded prior to the start of the official public consultation. Labour will change that, banning hospitality, reforming the planning process and giving residents a meaningful say over developments in their area through Ward Panels.

Banning hospitality from developers

Conservative councillors have enjoyed a wide range of hospitality from developers behind the borough's most controversial schemes, including free trips to the proms, free football matches and free polo matches, many free dinners and lunches and much more. Residents expect councillors to be on their side, working for them and not enjoying hospitality as developers' guests.

- Labour will ban all of its councillors from taking any hospitality from developers or other businesses seeking to profit from the council.

Immediately reviewing contentious developments

- The Conservative council has rushed through many highly contentious planning decisions in recent months. Labour will establish a Contracts Unit that will immediately review these developments.
- We oppose the schemes for West Kensington and Gibbs Green Estates, Shepherds Bush Market, the new Town Hall offices, Sullivan School, Hammersmith Park and Riverside Studios/Mount Anvil. We aim to re-negotiate these and halt the use of council powers such as Compulsory Purchase Orders on any of them.

Bringing back fair and decent planning

Labour will:

- Consult and work with residents to adapt the Local Development Framework
- Work with an independent design panel on all major developments
- Reintroduce a minimum planning requirement for affordable homes for rent and to buy

Giving Ward Panels a role in planning, sweeping away secrecy

- Our new Ward Panels will have a right to be notified when a developer begins talks with the council on any new large scheme.
- We will introduce new rules that make it public when developers begin discussions about large sites and encourage members of Ward Panels to engage in early conversations about schemes.
- Currently administration councillors and officials have discussions with developers in secret. No agenda or minutes are kept and in answer to a Freedom of Information request, the council will say only who attended. Labour will not only publish when the meetings take place but we will also list all who attended and publish the agenda and minutes.


The change we need

Other improvements to the planning process

Residents affected by major developments often do not hear until it is too late. We will revamp the consultation process so that local residents get a proper say in how their area changes.

- We will give Ward Panels and other community groups speaking rights at the Planning Applications Committee on all major planning applications.
- Planning decisions are currently voted on in the Town Hall without any visits by voting councillors to the areas that will be affected. We will ensure that the Planning Committee visits contentious development sites before making decisions.
- Labour will set up a genuinely independent design forum to assess each scheme.

Agenda Item 8.3

	London Borough of Hammersmith & Fulham	
	COUNCIL 16 JUNE 2014	
OVERVIEW AND SCRUTINY ANNUAL REPORT 2013/14		
Report of the Scrutiny Chairmen		
Open Report		
Classification - For Information		
Key Decision: No		
Wards Affected: None		
Accountable Director: Tasnim Shawkat – Monitoring Officer		
Report Author: Craig Bowdery, Scrutiny Manager	Contact Details: Tel: 020 8753 2278 E-mail: craig.bowdery@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1 The Chairman of the Overview & Scrutiny Board in 2013/14, Councillor Alex Karmel, will present the annual report on the activities and performance of the scrutiny function in Hammersmith & Fulham.
- 1.2 The attached report outlines the work undertaken by the Overview & Scrutiny Board, the Select Committees and Scrutiny Task Groups during the 2013/14 municipal year.

2. RECOMMENDATION

- 2.1 That the Overview & Scrutiny Annual Report 2013/14, be received and noted.

The Scrutiny Annual Report 2013/14

Chairman's introduction

Welcome to the Scrutiny Annual Report for the 2013/14 year, which gives a flavour of the scrutiny work that has been undertaken in Hammersmith & Fulham over the past twelve months.

It has continued to be a challenging time for local authorities and for scrutiny, with budgetary pressures becoming increasingly apparent. I am proud therefore of the work of the Borough's four scrutiny committees, which have helped to ensure that costs have been driven down while preserving, and in some cases enhancing, the high levels of service our residents expect. Scrutiny has played an important role in engaging both our partners and local residents. We have hosted well-attended meetings that have given the public the opportunity to be heard on issues as diverse as the reconfiguration of health services, proposals for a flyunder in Hammersmith and the role of pubs in our communities. Our partners, such as local NHS services and the Police, have attended scrutiny meetings to present their work, but also to hear from the communities they serve and be guided by local wishes. Scrutiny has also provided the platform for some of our less high-profile residents and partners to make themselves heard – for example the Education & Children's Services Select Committee particularly appreciated the attendance of a long-term foster carer who has cared for over fifty children over the years and two parents who were soon to adopt a child. It is these front-line, real-life stories that are so vital for effective scrutiny as these are our customers and the people we serve, so their experiences must shape our services.

Scrutiny in Hammersmith & Fulham is not however restricted to formal committees. For example colleagues have visited a number of schools and participated in an informal event with young people, and we have appreciated the work undertaken by our task group. The Business Rates Scrutiny Task Group met over a number of months and investigated in detail the issue of business rates and how the Council could help deliver successful high streets and town centres. The Task Group spoke with a number of witnesses, including Government representatives, the Valuation Office, local community groups and local businesses represented by the Business Improvement District. The Final Report and recommendations of the Task Group were approved by the Overview & Scrutiny Board at the end of the municipal year, and we look forward to responses from the Council, Government and the Valuation Office early in the new year.

2013/14 also saw the Borough's first call-in by a scrutiny committee for over ten years. Call-in provisions allow for scrutiny to stop an executive decision being implemented without further consideration and debate. In this instance the decision regarding the discontinuation of Sullivan Primary School and the enlargement of New King's Primary School. It was clear that the proposals were contentious and of significant interest to the public, and scrutiny provided those concerned to have their say and make their views known.

This past year has been another engaging, productive and challenging year. I believe that scrutiny has helped to make a real difference to the Borough, and this would not have been possible without the contributions of officers and residents. I would therefore like to thank all residents, Council officers, representatives from partner organisations and my colleagues on scrutiny for getting involved and working so hard.

Cllr Alex Karmel
Chairman of the Overview & Scrutiny Board

The role of scrutiny

Scrutiny in local authorities was formally created by the Local Government Act 2000 to act as a balance to the establishment of structures which placed executive power (ie decision-making) in the hands of either an elected Mayor or Leader and a small Cabinet authorised to make decisions both individually and collectively.

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

Five core roles can be readily identified, however these are far from exhaustive:



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

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

- Effective Scrutiny should be a ‘critical friend’ to executives, external authorities and agencies. It should challenge policy development and decision making in a robust, constructive and purposeful way while developing a partnership with external agencies and authorities.
- Effective Scrutiny should reflect the voice and concerns of the public and its communities. It should ensure an ongoing dialogue with the public and diverse communities where the public voice is heard and responded to. It should have open and transparent processes with public access to information.
- Effective Scrutiny should take the lead and own the Scrutiny process on behalf of the public. It should be independent from the executive, legitimated by the Council and should have adequate public representation and political balance that is representative of the current political groups involved.
- Effective Scrutiny should make an impact on the delivery of public services. It should promote community well-being and improve the quality of life, providing co-ordinated and strategic reviews of policy and performance in line with strategic objectives.

Scrutiny in Hammersmith & Fulham

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

- The Overview & Scrutiny Board
- The Education & Children’s Services Select Committee
- The Housing, Health & Adult Social Care Select Committee and
- The Transport, Environment & Residents Services Select Committee

The committees have cross-cutting remits designed to reflect the Council’s key priorities and objectives and comprise of nine non-executive councillors. The committees may also co-opt members, who can bring a particular expertise or direct knowledge of the service-user perspective to assist with their work. Most of the co-opted members are not entitled to vote (although formal votes are rare in scrutiny) but can participate fully in the committee’s discussions. Legislation requires that the Education & Children’s Services Select Committee has at least two parent governor and two diocesan representatives co-opted onto the committee with full voting rights on any education matters. The Overview & Scrutiny Board, which is responsible for coordinating the scrutiny function, includes the Chairman of each select committee.

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

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

The committees are normally open to the press and public (although occasionally it may be necessary to meet in private session when dealing with certain confidential information). Members of the public may be invited to speak at meetings, at the discretion of the Chairman. Deputations signed by at least ten registered electors of the Borough may be presented directly to the committees.

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

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

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

The Overview & Scrutiny Board

2013/14 has been another successful and productive year for the Board. Just like local authorities across the country, Hammersmith & Fulham has been operating in a climate of economic austerity and significant financial concerns. The Board has helped the Council to manage these pressures while continuing to deliver high quality services to our customers. A key example of this is our ongoing monitoring of two important projects: the tri-borough ICT programme and the tri-borough Managed Services project. Both topics have been discussed multiple times throughout the year, and are likely to be discussed during 2014/15 as well.

All large organisations are dependent upon IT and computer systems to carry out their work, and the Council is no different. Since Hammersmith & Fulham started working closely with our tri-borough partners at Kensington & Chelsea and Westminster, some officers have experienced difficulty as each authority worked with different systems and networks. The Board is therefore pleased to monitor the ongoing process to simplify IT provision to ensure tri-borough working is as effective and efficient as possible. My colleagues and I on scrutiny look forward to revisiting this project next year and working with the officers and Cabinet Members responsible to ensure the project is completed on time, on budget and with an end product that meets users' needs.

The Managed Services programme is another significant piece of work being undertaken by the Council, and the Overview & Scrutiny Board have given it the detailed scrutiny it warrants. Whilst not immediately visible to members of the public, the Council's back office functions are extremely important and Managed Services sought to align multiple functions to achieve vital savings of around £1.2m each year. During the course of the year however it became apparent that the original 'go live' date for the new systems would not be possible and the project was scrutinised again by the Board. Members sought to understand the reasons for the delay and how further delays could be avoided. The Board was reassured to hear that officers had recognised areas for improvements and action was being taken, such as more robust project plans with precise milestones and stronger project management.

The Overview & Scrutiny Board's remit includes a lot of corporate functions that deal with how the Council as an organisation operates. However the Board is also concerned with the experiences of our customers: residents of the Borough and users of Council services. In September we reviewed the Annual Complaints Performance Report and were pleased to learn that overall, there had been a 10% decrease in the number of complaints received by the Council. The Board challenged the Leader and officers over some of the results, such as the trend for an increasing number of complaints regarding responsive repairs for leaks and floods caused by faulty plumbing. In response to the results, a new protocol was developed to improve the Council's response time to reported leaks.

The views of our residents were also discussed in March when the Board considered the results of the Annual Residents Survey. Overall we welcomed the news that there was increasing levels of resident satisfaction for most Council services. However it was apparent that sport and leisure facilities had experienced a drop in satisfaction since the previous year. Upon closer investigation, the Board learned

that the previous Residents Survey was held in 2012, when the post-Olympic enthusiasm had created an artificial spike for all things sport-related and that in fact 2013's results were still showing signs of positive progress since 2011.

At our November meeting, the Board discussed the innovative community budgeting pilot at White City. The project was initially funded by a Government grant, and the Board was keen to ascertain how sustainable it would be once this funding had ceased. Members heard how the Council was working to build capacity within the community and to identify advertising and income sources to ensure Team White City was able to continue with minimal Council support. The work carried out so far has been largely preparatory, and scrutiny will be monitoring progress to ensure the wide range of proposed initiatives are delivered. Issues of particular interest will be the editorial impartiality of the White City fanzine, and efforts to improve literacy and numeracy in the area.

In January, the Board considered the draft Council Budget for 2014/15. However scrutiny's role in the financial management of the Council is not restricted to one meeting a year. Every quarter, the Overview & Scrutiny Board has been receiving reports on performance management within the Council and the latest situations with the capital and revenue budgets. These reports allow scrutiny members to keep track of trends and follow issues of concern. For example this year we have heard that the Council, like many others, has been informed by HMRC that it is at risk of breaching its VAT partial exemption limit. By receiving regular updates, the Board has been satisfied that Council officers are managing the issue and that there won't be a negative impact on the Council's budget or on the delivery of services to residents.

2013/14 has been another interesting year for the Overview & Scrutiny Board, and I'm sure my colleagues would agree that whilst we recognise the achievements made so far, we must not be complacent. I therefore look forward to 2014/15 and the continuing importance of scrutiny.

Cllr Alex Karmel
Chairman of the Overview & Scrutiny Board

Education & Children's Services Select Committee

This has been another busy and interesting year, with a varied agenda to scrutinise. We continued to focus on the key areas of safeguarding and child protection, education and children's health, plus many other important areas some of which are detailed below. We welcomed many external contributors to the meetings, including school representatives, youth workers, the Chair of the Local Safeguarding Children Board, who helped us to understand their roles and experiences.

Over the past few years the Committee has considered a report on the views of children in care and care leavers and it continued with this monitoring by receiving a report at the June meeting, which also included the views of the parents. Prior to the meeting, the Committee Members met with a number of young people in care to discuss their views in order to hear about their experiences first hand. The key issues raised were then fed back to the main meeting.

Social care was also the theme of the April meeting, where we reviewed reports on achieving permanency for young children and the annual report on foster care. A foster carer and two adopters kindly attended the meeting to talk their experience and gave the Committee an opportunity to ask them about the invaluable role they play in fostering and adopting.

Children's health was the focus of the September meeting. The Deputy Director of Public Health presented a report on the public health responsibilities which had transferred to the Council, and also summarised the function, activities, resources and structure of the current Tri-borough Public Health department, in particular those that were specific to the commissioning and delivery of children's health services. The other health item was a report providing information on access to children and young people's mental health services (CAMHS) and paediatric speech and language therapy (SALT) services in H&F. Given the interest in this report, it was agreed that we would invite the officer back to a future meeting to keep the Committee updated on this area.

An update on the Strategic Plan for Children was also considered at this meeting, which reported on the progress made in respect of the priorities set out in the previous report, which included child poverty, safeguarding, health and education. It also included an indication of future planning in relation to the Children's Trust Board, Health and Wellbeing Board and other partnership arrangements.

The 19 November meeting was dedicated to the review of the Ofsted reports of 13 schools that had been inspected in the period from December 2012 to July 2013. The strengths in each school and the areas for improvement were highlighted as part of the presentation of the report. Out of the 13 schools, four had been judged as outstanding and six as good in overall effectiveness; of these, one improved from satisfactory (requiring improvement) to outstanding and another from satisfactory (requiring improvement) to good. Two schools were requiring improvement, and one was inadequate. The headteachers and Chairs of Governors of the schools were invited to the meeting to take part in the discussion on their reports. Prior to the meeting, visits to the schools were arranged for Members of the Committee to see the schools in action.

A report outlining the outcomes of this year's school tests and examinations and school Ofsted inspection outcomes was also considered by the Committee at the November meeting. It was noted that the proportion of schools judged to be good or outstanding was high against national averages; at the start of this academic year 91% of schools were good or outstanding. Performance in Hammersmith and Fulham continued to be above national averages in primary and secondary schools. The Committee agreed that once the results had been finalised, a letter would be sent to all schools to congratulate all staff and pupils for the excellent results.

An additional meeting was arranged in February following the call-in by over 50% of the voting members of the Committee, relating to the Cabinet decision on the proposed amalgamation of Sullivan Primary School and New King's Primary School. Members of the public attended the meeting, and depositions were heard both for and against the Cabinet Decision. The Committee agreed, following a vote by the majority of its members, to recommend that Cabinet reconsider its decision using all available materials. Cabinet met on 20 January 2014 to re-look at all available materials, and it agreed to affirm its original decision taken.

Careers education and guidance services in Hammersmith and Fulham schools was considered by the Committee, which noted the key change that the duty to provide careers guidance had moved from the local authority to schools. Three colleagues from Phoenix High School attended the meeting to present on the school's model it had used over the past few years to gain the Investors in Careers kite mark. The presentation highlighted the benefits from the award and what the accreditation involved.

Links with young people through the Borough Youth Forum continued and a special event was held in June which was well attended by young people from the Borough Youth Forum and Children in Care Council, Councillors, Co-opted Members and officers. There were workshop style sessions arranged to give a chance for the young people and members to engage in an informal setting to discuss various issues; the sessions focused on cyber bullying and skills young people expected to require to be successful in the future.

Last year we reviewed young people's participation in Hammersmith and Fulham and had welcomed the opportunity to visit youth clubs to see them in action. Following on from this request, a schedule of visits to youth clubs and different organisations was arranged and a number of Committee Members were able to view the activities on offer and to see how they could help highlight the services available.

In response to a request, we received a report on the third sector and business involvement in young people's services, which described the range of voluntary sector activity, volunteering and business involvement which supported the Council's services for young people in the borough. We were pleased to welcome Matt Bell from the Berkeley Group and Si Ledwith from Cricket for Change to the meeting, who gave an interesting insight into the Street Elite programme. Street Elite was a 'training for work' initiative that used sport, mentoring and youth engagement to inspire and motivate young people who were currently not in education, employment or training (NEET). Following from the discussion, it was agreed that ways in which

the relevant young people could be referred to the programme by the Council would be looked at by officers.

The Pupil Premium Task Group's final report and recommendations was presented to the Committee during the year, which included case studies and the proposed action plan for implementation and monitoring of the recommendations. The Members of the Task Group thanked all those who were involved in the review.

There were also many other items that were considered throughout the year, which included the revenue budget, the school organisation and investment strategy, an update on the progress of delivering the Troubled Families Programme in Hammersmith and Fulham, school performance 2013, the Local Safeguarding Children Board's annual report 2012/13, a child poverty JSNA update report, a progress report on the family support localities services, the Youth Offending Service and the Special Educational Needs (SEN) and Disabilities Strategy.

We have continued to be updated on relevant issues that were not included in the agendas through the Director's Oral Report agenda item, such as updates on recent Ofsted inspections, children's centres inspections, the new Ofsted inspections for children in care, the Adoption Reform Grant, the Tri-Borough Children and Young People's Survey, the Youth Justice Custody Pilot, the Adoption scorecard results, and the implications of the Children and Families Bill, for example.

Looking forward to the year ahead, we will continue our key aim of scrutinising and monitoring the protection and welfare of children in the borough. We look forward to meeting young people, parents, our partners, service users and officers to continue our dialogue on how we can improve services where possible.

Cllr Donald Johnson
Chairman of the Education & Children's Services Select Committee

Health, Housing & Adult Social Care Select Committee

During 2013/2014 the Committee focused on a number of important items, in addition to ongoing key issues from the previous year.

HOUSING

We continued to monitor the welfare reform legislative changes and the Council's response. We were reassured that the total number of households subject to the capping process was considerably fewer than the original estimate and that the HB Assist team was building a statistical picture of the movement in and out of the borough.

We were advised of the work in respect of under-occupying cases claiming housing benefits affected by the changes, including the award of Discretionary Housing Payments to assist the most vulnerable tenants affected or those who had committed to downsizing and the visits by officers to tenants to ensure that they were fully aware of the available options.

At the committee's request, the progress report in respect of the ten year Repairs and Maintenance Contract awarded to MITIE Property Services Ltd. with effect from 1 November 2013, which had been planned for after the initial six month period was brought forward to the April meeting. We were pleased to welcome MITIE's representatives to this meeting.

Officers informed us of initial problems with which MITIE were confronted such as the threefold increase in call volumes, some 1,500 jobs which had been held back from the former incumbent contractors, and a legacy of uncompleted works.

Representatives of MITIE explained how necessary additional resources had been committed to resolve these issues. We noted that properties in good repair would be more cost effective to maintain in the long run, and therefore MITIE could expect to recover this early investment over the duration of the contract. We concluded that MITIE had made a promising start and were impressed with its management team.

The Housing and Regeneration Department Key Performance Indicators remain a regular agenda item.

HEALTH

'Shaping a Healthier Future', the North West London NHS service reconfiguration continued to feature on the Select Committee agenda and Councillors Ivimy and Vaughan again represented the committee on the Joint Health Overview & Scrutiny Committee (JHOSC).

Whilst both the Council and the JHOSC initially expressed serious concern at the proposals, a majority of committee members were re-assured by the additional proposals for a significant enhancement following the original proposals for Charing Cross Hospital, which will upgrade Charing Cross from a local hospital to a specialist health and social care hospital.

The proposals had been accepted by the Joint Committee of Primary Care Trusts in February 2013 and in November senior Clinicians and Managers from both Imperial College Healthcare NHS Trust (ICHT) and the Hammersmith & Fulham Clinical Commissioning Group (CCG) updated us on implementation of the proposals. The Outline Business Case will be scrutinised at the June 2014 meeting.

In January 2014, an additional meeting, primarily to consider ICHT's NHS foundation trust application, was held at St. Mary's Hospital. We formally responded to the consultation supporting the application, whilst recommending that ICHT reconsidered the proposed governance structure.

We continued to monitor ICHT's performance and specifically cancer services. At the January meeting, the trust reported that it had delivered seven out of eight of the nationally defined cancer standards and that performance to December would show that all eight standards had been delivered. The committee will review this at its June 2014 meeting.

ADULT SOCIAL CARE

We received a presentation on the Care Bill, which will become law in 2015, and the potential financial impact on the Council. Members were told that significant additional funding would be required. We noted the concern in respect of the timescales and specifically in respect of the IT system.

We requested a progress report in respect of self-directed support. We were informed of the plans to improve the payment system through the introduction of pre-loaded cards, which would make it possible to monitor all accounts regularly and the plans for in-house direct payments support. The committee recommended that attention be given to communication with users and potential users.

We received the Adults Safeguarding Annual Report and also a report setting out the arrangements in place for the Council to meet its new statutory responsibilities when the Care Bill becomes law.

There were many other items scrutinised throughout the year including: the Adult Social Care Customer Feedback report; the recommendations of the Francis Report regarding local authority scrutiny; the Housing & Regeneration Joint Venture Vehicle and the procurement of a private sector partner; the Health & Wellbeing Strategy; HRA Financial Strategy and Rent Increase Report 2014/2015; Revenue Budget 2014/2015; Transition Planning for Children with Disabilities. In addition, the Care Quality Commission provided a presentation on its role and revised direction.

Cllr Lucy Ivimy
Chairman of the Housing, Health & Adult Social Care Select Committee

Transport, Environment & Residents Services Select Committee

I am pleased to present our annual update on the Committee's work. During the year, we continued to monitor the work of the Environment, Leisure and Residents Services and Transport and Technical Services Departments, and investigated a wide range of issues affecting the borough's residents. This included a review of both departmental budgets at our January meeting.

The Committee covered a number of transport issues during the year, looking at the way the Council and other agencies is working to get the borough moving. We looked at both how the Council is seeking to create new infrastructure to improve transport in the borough, on and off road, and the steps it takes to ensure that traffic flows as smoothly as possible.

At its February meeting, the Committee considered a draft report from the Flyunder Study Group, at a meeting that was attended by over a hundred members of the public. The Committee heard about the work undertaken by the Study Group in consulting with residents and in identifying potential technical solutions. We heard that three potential tunnels had been identified, and the merits and demerits of those schemes; we heard that the ability to the potential viability of a number of routes for a tunnel. The Committee commended the work undertaken by the Flyunder Study Group, and recommended that the Cabinet agree to submit the report to Transport for London for further detailed study. The Committee also identified a need to fully emphasise and promote the environmental benefits the scheme would create; this would ensure that decision makers took these into account when deciding how the scheme would proceed.

At its September meeting it received reports on highways maintenance and on works in the public highway, looking into the ways in which the Council decides its roads maintenance programme and how it liaises with utilities to keep the quantity of roadworks and associated disruption to a minimum. At our March meeting, we received a report outlining the proposals for the Old Oak Crossrail/HS2 interchange . The Committee agreed on the issues on which the Council proposes to petition, noting that traffic disruption if the proposals were unaltered could be severed.

The Committee also received reports on enforcement activity carried out by the Council. At our September meeting, we received an update on Civil Enforcement Officer Safety. We had previously heard that the number of assaults was high. Pleasingly, we heard that, following the introduction of cameras as supported by the Committee, the number of assaults on Civil Enforcement Officers had been greatly reduced.

The Committee also received, at its November meeting, a report on Blue Badge Enforcement, from Council officers and the Council's contractor, BBFA. The contractor worked with the Police to identify fraudulent use of blue badges, and had been successful in reducing their use, ensuring that parking was available for those genuinely in need. Finally, following media interest in the issue, we received a comprehensive report at our January meeting on congestion, with specific emphasis on moving traffic violations and CCTV enforcement. The report covered the context for the borough's policies and use of CCTV. We reviewed the various ways in which

the Council used CCTV to monitor and police good driver behaviour, and the impact this was having on reducing congestion.

The Committee also received reports on the ongoing Bi-Borough integration process, and associated service reviews. At our June meeting, we received the Environmental Health service review, and at our November meeting, we received the Waste and Street Scene and Markets service reviews. In relation to the latter, we agreed with the identified need for a North End Road Market strategy and asked to be kept updated, asking to review the policy prior to its adoption.

We received the Waste and Street Scene service review as part of a wider focus on waste issues. We received a report on the ongoing review of governance arrangements at the Western Riverside Waste Authority, which is responsible for the disposal of the borough's waste. At the same meeting, we reviewed the Cabinet report agreeing an extension of the SERCO waste collection contract prior to its approval.

The Committee received two reports on offender management, following up a longstanding interest in the area, at our first and last meetings of the year, with input from the Probation Service and officers from the Community Safety team. The Committee welcomed the establishment of the Tri-Borough Reducing Reoffending pilot and the creation of the community rehabilitation companies. It was pleased to see that work was taking place in this area, but believed that there remained an issue with housing for released prisoners. We agreed to review the progress of the pilot and community rehabilitation companies in 12 to 18 months' time.

We also examined the issues surrounding traditional pubs in the borough, with input from CAMRA, the British Beer and Pub Association and local publicans, as well as Council officers. The Committee heard about the economic position of pubs locally and nationally, the licensing regime as it affected traditional pubs, and the planning rules that applied to pubs. The Committee noted the constraints imposed by national planning legislation on change of use class, but believed that the Council should lobby to allow greater powers to prevent change of use and adopt a specific pub protection planning policy in line with that in the Royal Borough of Kensington and Chelsea.

It has been a successful year with a number of important outcomes. Looking forward to next year, we plan to consider a wide range of issues, including the borough's flood preparedness, high streets and the outcome of Bi-Borough service reviews.

Cllr Stephen Hamilton
Chairman of the Transport, Environment & Residents Services Select Committee

The Business Rates Scrutiny Task Group

The Business Rates Task Group was established following the reform of the business rates system that took effect in April 2013. The changes to the system were intended to give local authorities a direct stake in local economic development by allowing Councils to retain a portion of the rates they collected. The Task Group therefore also reviewed the work being undertaken by the Council to support the borough's high streets and town centres.

The Task Group found that the business rate system was no longer fit for purpose as it is based upon a valuation methodology that is capricious and disincentivises high street investment. In the view of the Task Group, the current system creates too many anomalies and distorts a level playing field for retailers. This is because the tax is too heavily linked to individual premises and the rents that particular tenants can negotiate. The Task Group would advocate a locally-consistent banding system that could promote rather than hinder town centre vibrancy. Such a system would also potentially remove the need for the large number of appeals that are still outstanding in Hammersmith & Fulham. The Task Group found that the Council has significant difficulty making financial forecasts when so much of the business rate income it is collecting is still subject to appeal. More needs to be done by the Valuation Office Agency and Government to address this backlog and restore certainty for the Council and local businesses.

Whilst the Task Group believes that reforming the current business rates system is of paramount importance, members also identified a number of actions that Government and the Council can take to help high streets. A significant issue is the increasing clustering of betting and pay day loan shops. As well as having worrying public health implications, betting shops detract investment and harm the perception of an area. Members of the Task Group reached the conclusion therefore that Government should revise the planning legislation to put betting and pay day loan shops into a separate Use Class, and the Council should consider removing the new permitted development rights and developing planning policy to limit shops becoming betting or pay day loan shops. The Task Group also explored the work the Council is currently undertaking to support local businesses. It recommends a bolder approach to empty shops that includes applying a vinyl-wrapping to shops that are vacant for extended periods, even if the owner cannot be identified.

The final report and recommendations of the Task Group were presented to the final Cabinet meeting of the municipal year. A response from Cabinet, the Government and the Valuation Office Agency is anticipated early in 2014/15.

Scrutiny committee membership 2013/14

The Overview & Scrutiny Board

Councillors Rachel Ford, Steve Hamilton, Lucy Ivimy, Donald Johnson, Andrew Jones (Vice Chairman), Alex Karmel (Chairman), PJ Murphy, Harry Phibbs and Max Schmid

Education & Children's Services Select Committee

Councillors Elaine Chumnerly, Tom Crofts, Charlie Dewhirst, Belinda Donovan, Donald Johnson (Chairman), Caroline Needham (Vice Chairman), Harry Phibbs, Matt Thorley and Mercy Umeh

Co-opted members (voting):

Eleanor Allen – London Diocesan Board of Schools representative

Philippa O'Driscoll – Westminster Diocese Education Service representative

Sue Fennimore – parent governor representative

Nadia Taylor – parent governor representative

Co-opted member (non-voting)

Michele Barrett – head teacher representative

Health, Housing & Adult Social Care Select Committee

Councillors Andrew Brown, Daryl Brown, Joe Carlebach, Stephen Cowan, Oliver Craig, Peter Graham, Lucy Ivimy (Chairman), Peter Tobias and Rory Vaughan (Vice Chairman)

Co-opted member (non-voting):

Patrick McVeigh – Hammersmith and Fulham Action on Disability (HAFAD)

Bryan Naylor – Age UK

Transport, Environment & Residents Services Select Committee

Councillors Michael Adam, Iain Coleman, Ali de Lisle, Gavin Donovan, Steve Hamilton (Chairman), Wesley Harcourt (Vice Chairman), Lisa Homan, Robert Iggulden and Jane Law

Business Rates Scrutiny Task Group

Councillors Robert Iggulden, Lucy Ivimy (Chairman) and Max Schmid

Contact details

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

Please contact Craig Bowdery, Scrutiny Manager, Tel: 020 8753 2278, email craig.bowdery@lbhf.gov.uk

Our postal address is:
Governance and Scrutiny Team
Room 133a
Hammersmith Town Hall
King Street
Hammersmith
W6 9JU

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

Overview & Scrutiny Board; Craig Bowdery, Tel: 020 8753 2278, email craig.bowdery@lbhf.gov.uk

Education and Children's Services Select Committee; Laura Campbell, Tel: 020 8753 2062, email laura.campbell@lbhf.gov.uk

Housing, Health & Adult Social Care Select Committee; Sue Perrin, Tel: 020 8753 2094, email sue.perrin@lbhf.gov.uk

Transport, Environment & Residents Services Select Committee; Craig Bowdery, Tel: 020 8753 2278, email craig.bowdery@lbhf.gov.uk