

# Cabinet

## Minutes

Monday 14 July 2014

### **PRESENT**

Councillor Stephen Cowan, Leader of the Council  
Councillor Michael Cartwright, Deputy Leader  
Councillor Sue Macmillan, Cabinet Member for Children and Education  
Councillor Andrew Jones, Cabinet Member for Economic Development and Regeneration  
Councillor Max Schmid, Cabinet Member for Finance  
Councillor Vivienne Lukey, Cabinet Member for Health and Adult Social Care  
Councillor Lisa Homan, Cabinet Member for Housing  
Councillor Sue Fennimore, Cabinet Member for Social Inclusion  
Councillor Wesley Harcourt, Cabinet Member for Environment, Transport & Residents Services

### **7. MINUTES OF THE CABINET MEETING HELD ON 23 JUNE 2014**

That the minutes of the meeting of the Cabinet held on 23 June 2014 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

### **8. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **9. DECLARATION OF INTERESTS**

The following members declared an interest in item 7 - 3<sup>rd</sup> Sector Investment Fund Allocation report:-

Councillor Lisa Homan as a Council representative/Trustee of the Hammersmith Citizens Advice Bureau.

Councillor Wesley Harcourt as a Trustee, in a private capacity, of the Hammersmith Citizens Advice Bureau.

Councillor Vivienne Lukey as the Chair of Hammersmith and Fulham Mind; not a Council representative.

The Members did not take part in the discussions nor did they vote on the item.

**10. MAINTAINING COMPLIANCE WITH PUBLIC SERVICES NETWORK CODE OF CONNECTION**

Cabinet was informed that the Council needs to maintain compliance with the PSN code of connection (CoCo) to secure continued access to the PSN. Without this access, the Council could not carry out some vital business functions. In response, Cabinet requested representations to be made to both the Cabinet Office and Treasury regarding the unnecessary cost associated with doing business with Central Government. The expenditure to maintain compliance with the PSN code of connection was wasteful and unnecessary red tape which could be avoided.

**RESOLVED:**

- 1.1. That officers seek to agree a risk-tolerant approach with PSNA.
- 1.2. That in the event that it is not possible to agree this risk-tolerant approach, approval be given to implement the fully PSN compliant solution for H&F remote access at a project cost of £147,991 and additional revenue costs per year of £49,457, making a total cost of £395,276 over five years.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

**11. POSTAL SERVICES CONTRACT WITH ROYAL MAIL**

Cabinet was informed that the contract will generate additional savings for the Council. Councillor Schmid noted that most Councils were entering into similar contracts which were significantly cheaper than the existing ones. Additional savings will also be generated by implementing the Administration's manifesto commitment to reduce printing and postage.

**RESOLVED:**

That the Council enters into a two year contract with Royal Mail to provide collection and delivery of letters and parcels to the addressee pursuant to Lot 1 of the Government Procurement Services (GPS) RM 782 Postal Services Framework Agreement, be agreed.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

**12. INFORMATION, ADVICE AND GUIDANCE SERVICES FOR YOUNG PEOPLE - COMMISSIONING STRATEGY**

Officers informed Cabinet that the services will support the delivery of Statutory Responsibilities to:-

- Monitor and track all young people 16 – 19, as detailed in Section 68 of the Education and Skills Act 2008.
- Assess children and young people, who are eligible for an Education, Health and Care plan (by providing the specialist knowledge of post 16 options) The Children and Families Act 2014.

In welcoming the saving generated by the new contract, Cabinet asked officers how will the quality of the service delivered be raised. It was noted the contractor's staff will be integrated into the single assessment process working in partnership with the Special Educational Needs and Health and Social Care teams.

**RESOLVED:**

1.1. That approval be given for the commissioning of a single contract for each of the following lots across the London Borough of Hammersmith & Fulham and the City of Westminster:

- Lot 1:- Tracking & Surveys - Intended Destinations and activity Surveys (Year 11-Year 13)
- Lot 2:- Careers Information Advice & Guidance Delivery;

both contracts to be 3 years in length, with an option to break after the second year, at a total estimated cost of: Lot 1 proposed budget £480,492 with a contribution to the budget from the London Borough of Hammersmith & Fulham of £240,246; and Lot 2 proposed budget of £640,556 with a contribution to the budget from the London Borough of Hammersmith & Fulham of £384,393.

1.2 That delegated authority be given to the Cabinet Member for Children and Education to approve the award of contracts.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

**13. 3RD SECTOR INVESTMENT FUND ALLOCATION REPORT**

Cabinet was informed that a month's extension to the existing grants was requested to give officers more time to consider the range of services to be recommended for funding and seek alternative funding options.

**RESOLVED:**

That an extension of one month be offered to those organisations which have applied for funding to deliver a service comparable/similar to the service they are already funded to provide, as set out in Appendix 1 of the report.

Councillors Lisa Homan, Wesley Harcourt and Vivienne Lukey declared an interest in the item. They did not take part in the discussions nor vote.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

**14. FUTURE OF COVERDALE ROAD RESIDENTIAL CARE HOME**

Cabinet noted that the Coverdale Road accommodation was no longer suitable for the residents. The residents will be assessed and transferred to more suitable alternative accommodation before the home is closed. Councillor Lukey noted that the transfer of residents will be a gradual process. She was working with Councillor Homan to develop a housing strategy for people with disabilities in partnership with two housing associations. Councillor Fennimore noted that she had been consulted on this and was working with officers to ensure that the the residents received the best offer.

**RESOLVED:**

- 1.1 That approval be given to Tri borough Adult Social Care to carry out assessments for alternative placements for six service users residing at the Council run care home at Coverdale Road, and move all six service users to suitable alternative care and support accommodation from June 2014 onwards.
- 1.2 That once the recommendation 1 above has been implemented, the service should be closed.
- 1.3 That approval be given to Adult Social Care to consult with staff and carry out a reorganisation of the Coverdale Road Service which will involve the deletion of 8 posts (5 currently filled).

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

**15. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

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

**16. MAINTAINING COMPLIANCE WITH PUBLIC SERVICES NETWORK CODE OF CONNECTION : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the report be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

17. **POSTAL SERVICES CONTRACT WITH ROYAL MAIL : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the report be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

18. **INFORMATION, ADVICE AND GUIDANCE SERVICES FOR YOUNG PEOPLE - COMMISSIONING STRATEGY : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the report be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

19. **FUTURE OF COVERDALE ROAD RESIDENTIAL CARE HOME : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the report be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

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

None.

Meeting started: 7.00 pm

Meeting ended: 7.17 pm

Chairman .....